



City of St. Augustine



St. Augustine, Florida
Nation's Oldest City

Public Works

1565 – 2015
450 years

INSPECTION REQUEST FORM

Applicant Name: _____

Date: _____

Company: _____

Phone: _____ Fax: _____ E-mail: _____

Project Information

Name of Project (as appears in the approved construction drawings) and Phase (if applicable):

Request Date and Time

1. Request Date,
Time, and Duration: _____

2. Request Date,
Time, and Duration: _____

Scheduled (to be determined by COSA staff)

1. Schedule Date and Time: _____

Type of Inspection being requested

- Wet Tap Connection
- Size On Size Connection
- Water main or Sewer main Flushing (circle one)
- Water main or Sewer main Pressure Test (circle one)
- Final Walk Thru Inspection
- Other _____

Additional Information

- Provide a hardcopy of this request to COSA (City of St. Augustine) staff 3 days in advance of any planned connection to COSA utility, or 48 hours in advance of any planned testing or inspection.
- A COSA pre-construction meeting may be required prior to any inspections.
- All field modifications shall be noted on COSA approved and stamped plan sets with date and COSA staff initials.
- All materials, crews, equipment as deemed necessary to complete the task must be onsite, or COSA staff may require reschedule of the activities.
- If the connection cannot be executed at the schedule time, the applicant must reapply with a new request. Please note that reapplying may require an additional 5 days with COSA for rescheduling.