

# SIDEWALK REPAIR NOTICE

## RESPONSE CHECKLIST — 7 Steps from Notice to Permit Close-Out

Property Address: \_\_\_\_\_

City / State: \_\_\_\_\_ Notice Date: \_\_\_\_\_

Notice Case #: \_\_\_\_\_ Deadline Date: \_\_\_\_\_

City Contact: \_\_\_\_\_ Permit #: \_\_\_\_\_

### STEP 1 — Read & Document (Day 0–1)

- Read every word of the notice — note defect type, case number, and deadline
- Write deadline date in large print and put it somewhere visible
- Photograph all cited damage from multiple angles before anyone touches anything
- Photograph adjacent city trees, utility plates, and nearby infrastructure
- Note whether the damage could have been caused by city infrastructure
- Confirm notice date vs. the date you received it — clock starts on notice date

### STEP 2 — Check for Programs (Day 1–2)

- Call city's public works department: 'Is there an active cost-sharing program?'
- If city-tree damage: file a report with Urban Forestry / Parks before any repair
- If program available: apply BEFORE contacting a contractor — post-repair = rejected
- If no program: proceed directly to permit application
- Document any program application number for your records

### STEP 3 — Pull the Permit (Day 2–4)

- Locate permit application: city public works / transportation department
- Apply for right-of-way / encroachment / sidewalk repair permit
- Confirm material specifications: concrete strength, thickness, ADA slope requirements
- Ask permit office: will curb cut upgrades be required at this location?
- Note permit number: \_\_\_\_\_ Expiry: \_\_\_\_\_

### STEP 4 — Get Three Bids (Day 3–7)

- Contact Contractor 1: \_\_\_\_\_ License #: \_\_\_\_\_
- Contact Contractor 2: \_\_\_\_\_ License #: \_\_\_\_\_
- Contact Contractor 3: \_\_\_\_\_ License #: \_\_\_\_\_
- Verify each license at state licensing board — not just verbally confirmed

- Confirm bid includes: permit fee, debris removal, ADA compliance, warranty
- Use Contractor Bid Comparison Sheet to evaluate side-by-side
- Never pay more than 30–40% upfront — balance due on inspection pass

### STEP 5 — Schedule Work (Day 7–21)

- Book selected contractor — schedule pour date  $\geq 10$  days before deadline
- Confirm permit is active before allowing work to begin
- Target pour date: \_\_\_\_\_ (10+ days before deadline)
- Be present or send a representative on work day
- Photograph finished work immediately — all four panel joints — before forms removed

### STEP 6 — Permit Inspection (After Pour Cures)

- Allow 48–72 hours minimum cure time before scheduling inspection
- Schedule inspection through city permit portal or inspection line
- Inspect the finished panel yourself before the inspector arrives
- Inspection date/time: \_\_\_\_\_ Inspector: \_\_\_\_\_
- If inspection fails: document deficiencies and arrange corrections immediately

### STEP 7 — Close the Case

- Obtain permit close-out confirmation in writing from permit office
- Request written confirmation from public works that the notice case is closed
- File permanently: permit record, contractor invoice, inspection record, photos
- Confirm no outstanding balance or lien on the property
- Add sidewalk inspection to annual property maintenance calendar