

FORM

**DS-3044**

April 2025

## Right-of-Way After-Hours Inspection Request

The applicant agrees to adhere to the after-hours inspection payment, review and approval requirements outlined in [Information Bulletin 502](#).

***This form is a request only.*** Submittal to DSD's Resident Engineer (RE) does not guarantee approval for the work. Applicants must provide a minimum 72-hour notice when requesting an After-Hours Inspection on the Right-of-Way to allow time for document review and staffing arrangements. Inaccurate or late submissions may delay the RE's review and approval process.

### Important: Requirements and Disclosures for After-Hours Inspections

Before completing the application, please review the following requirements and disclosures carefully:

#### I. Required Documents

Email the following documents to your assigned DSD's Resident Engineer (RE):

- **Approved Construction Plans or Engineering Plans (D-Sheet)**
- **Approved Traffic Control Plans and Permit**
- **Approved Noise Permit (If applicable)**
- **Completed Right-of-Way After-Hours Inspection Request Form (DS-3044)**

#### II. Inspection Request Timeline

Submittal to the RE does not guarantee approval for the work. Applicants must provide a minimum 72-hour notice when requesting After-Hours Inspection to allow time for document review and staffing arrangements. Inaccurate or late submissions may delay the RE's review and approval process, and/or the request may not be processed.

#### III. Approval Timeline

An approval email from the RE will be sent once all documents are reviewed and coverage is assigned to provide the approval status. If an email has not been received, contact your assigned RE.

#### IV. Cancellations

To cancel a scheduled inspection, contact your RE directly as soon as possible and reply to the confirmation email. Any cancellations after approval require 48 hours advance notice.

#### V. Fee Notification

The applicant agrees to adhere to the After-Hours Inspection payment, review and approval requirements outlined in [Information Bulletin 502](#). The RE will issue an invoice accordingly. The Invoice must be paid in advance (for flat fee projects) or have positive funds in the deposit account prior to the After-Hours Inspection Request approval. In addition, the City Materials Testing Lab (MTL) will invoice the applicant separately for the labor/test performed by the lab technician.

Visit our web site: [sandiego.gov/DSD](http://sandiego.gov/DSD).

Upon request, this information is available in alternative formats for persons with disabilities.

DS-3044 (04-25)

**Section I: General Information**

Date of Request:	DSD Resident Engineer (RE) Name:		
Location:		Internal Order (I.O.) Number:	
Permit (PMT) Number:	Date of Work:		Contractor Work Hours:
Provide a Detailed Description of the Work to be Performed and Inspected:			

**Section II: Traffic and Noise Control**

Noise Control Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Traffic Control Permit (TCP) Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
TCP Phase Number:	Traffic Signal on Flash Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Intersection on Flash:	Date Signals on Flash:

**Section III: City Materials Testing Lab (MTL)**

City Materials Testing Lab Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Describe Testing Requirements:

**Section IV: Permittee / Representative Contact**

Print Name (First & Last):	Company Name:
Email:	Title:
Signature:	Mobile Number:
By signing, I confirm that I have reviewed, understood, and agree to all disclosures applicable to City policies and requirements regarding Right-of-Way After-Hours Inspections.	

Visit [sandiego.gov/DSD](https://sandiego.gov/DSD).

Upon request, this information is available in alternative formats for persons with disabilities.

DS-3044 (04-25)