



Declaration Letter for CCTV Video and Inspection Report

This bulletin **supplements** section 403.13.05 of *The City of Calgary Sewer Construction Standard Specifications – Video Inspection, Submission* to City requirements.

The acceptance of the CCTV video and inspection report is part of the *Underground-Final Acceptance Certificate* process. As prescribed in section 403.13.05 of the above-noted standard specifications, the consulting engineer is required to submit to The City a declaration letter to ensure quality assurance of the documents and to report any major defect(s) and the corrective action(s) taken.

Effective immediately, consultants are required to use the attached *Declaration Letter Template* when submitting CCTV video and inspection reports to The City. This helps ensure that submitted reports are accurate and video inspections were performed according to section 403.13.05 of the *Sewer Construction Standard Specifications*, applicable edition.

We sincerely thank the consultant industry for their participation on this engagement process. Any questions or comments can be sent to May Cayanan at may.cayanan@calgary.ca.

Company Name and Address

The City of Calgary
Water Resources
PO Box 2100, Stn M, #38
Calgary, AB T2P 2M5

Attention: **Inspection Coordinator, Inspection Services**

Re: **Video Declaration Letter – Storm & Sanitary**

Project Name:

Location:

DA#/CD#:

Developer Name:

PACP Operator Name (PACP Certification #), of *Contractor Name* has prepared the enclosed inspection report which details the results of both the CCTV and Mandrel Testing procedures for the above referenced project.

 Consultant Company Name has reviewed the CCTV Video and Written Reports provided by *Contractor Name* in connection with the referenced project and hereby confirm that the video quality and reports are acceptable and accurate, and no deficiencies were identified during the review. *(Note: If deficiencies are found, include in your letter all corrective actions taken.)*

(For reports with deficiencies and no corrective actions taken)

 Consultant Company Name has reviewed the CCTV Video and Written Reports provided by *Contractor Name* in connection with the referenced project and hereby confirm that the video quality and reports are acceptable and accurate. The deficiencies have been noted to the contractor and *Contractor Name* has requested that the videos be reviewed by The City to determine any penalties associated with the deficiencies.

If you have any questions, please feel free to reach me at the below contact information.

Regards,

Consultant Reviewer's Name, Contact Info and Signature