

Revision to the Non-Joint Construction Completion Certificate (CCC) **Pilot Process for Underground Utilities**

In 2024, Subdivision Utility Inspections (SUI) piloted a “non-joint inspection” process for Construction Completion Certificate’s (CCC) related to underground utilities. The pilot process allowed the consulting engineer and contractor to perform a “non-joint inspection” that was audited by a SUI inspector. The intent of this new process was to provide more flexibility in scheduling of the CCC inspection while still ensuring that the utilities installed are fully functional and tested prior to entering the maintenance period.

At the conclusion of 2024, the feedback and findings from the pilot were summarized and presented to industry for collaboration on next steps. The two main issues found were underutilization of the process and a higher-than-expected rate of non-compliance found through the audit process.

To address the rate of non-compliance found through the audit process, SUI identified common deficiencies found through the audit and were presented at the industry engagement session. The common deficiencies to be aware of include missing valve rods, valves paved over, incorrect hydrant orientation, manholes clogged and not flushed, benching done incorrectly, broken manhole barrels, and strapping missing on interior drop manholes for sanitary.

2025 Update

SUI will continue with the non-joint CCC pilot process for the 2025 construction season with some adjustments that have been collaborated on with our industry partners.

The pilot will now include the ability to request surface CCC inspections to be included with the non-joint CCC inspection (including Paved Roads and Walkways, Sidewalks, Curb & Gutter, Regional Pathway, Gravel Lanes, Gravel Lanes with Paved Portions, and Paved Lanes). This adjustment is anticipated to increase program usage by allowing consultants to pursue both underground and surface inspections at the same time which represents a more efficient inspection effort for all parties.

If a non-joint inspection is submitted as completed and upon audit, it is determined that the non-joint inspection did not occur as indicated, the applicant will be disqualified from participating in the pilot program going forward.

These updates to the pilot program will commence June 1, 2025, and run for the entirety of the 2025 construction season after which the process will again be evaluated for next steps. Please note that this is an optional process and consulting engineers who wish to partake in a joint inspection(s) may still do so following the existing process.

Process Plan for Consulting Engineers

1. Request for Non-Joint CCC Underground Utility Inspection will still be submitted through the [Subdivision CCC Request](#) form. This will include all applicable required documentation as per the current established procedures and must indicate if you are requesting a surface CCC inspection to be done at the same time.

2. The consulting engineer will conduct a non-joint field inspection with their contractor to ensure all installations are completed to the approved drawings and all new infrastructure is installed, tested, and operational.
3. Once the non-joint inspection is completed, the consulting engineer will provide fully marked up coversheets with acceptances and notations of any deficiencies corrected at time of or post inspection. This will be submitted as a follow up to the initial request for non-joint CCC inspection to waterutilityinspections@calgary.ca.
4. After receiving this documentation, SUI will initiate a follow-up audit in the field by the assigned Certificate Inspector.
5. Upon completion of the audit:
 - If the results are acceptable, then SUI will provide a sign-off date of when the consulting engineer first requested the inspection. This will establish the maintenance period(s) coming up to future Final Acceptance Certificate (FAC).
 - If the results are not acceptable, the consulting engineer will be provided the opportunity to correct and the date of sign-off will be based on the date when confirmation of the corrected deficiency was provided.

Compliance

During discussions with the Building Industry and Land Development (BILD) Association, BILD expressed support for transitioning the non-joint CCC pilot process into a standardized optional process. As part of that transition, BILD recommended adopting a randomized audit model, rather than requiring a Subdivision Utility Inspections (SUI) audit for each non-joint CCC inspection, with the intent of ensuring general compliance across industry.

Strong compliance efforts are encouraged by both the City and BILD as a key step toward reducing and ultimately removing the need for audits on every project utilizing the non-joint CCC process. Over the long term, the goal is to shift from SUI auditing each non-joint CCC inspection to a more efficient, randomized audit approach that maintains accountability while streamlining inspections.

Next Steps

The pilot process for non-joint inspections will be evaluated throughout the 2025 construction season. At the conclusion of this construction season, SUI will summarize the findings and present them to industry for collaboration on next steps.

Questions or comments can be directed towards Chris Oliver, Leader of Subdivision Utility Inspections.

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