



CITY OF DURHAM – VIDEO INSPECTION SUBMITTAL CHECKLIST

Department of Public Works

101 City Hall Plaza | Durham, NC 27701

919.560.4326 | F 919.560.4316

www.durhamnc.gov

Date: _____

Complete all fields in the application and submit through the online portal:

<https://dsc.durhamnc.gov/239/2504/Video-Inspection-submittal-portal?activeLiveTab=widgets>.

PROJECT INFORMATION

Project Name: _____

Phase: _____ Planning Case Number: _____

Previous Project Name/s: _____

APPLICANT INFORMATION

Engineer of Record: _____ Company: _____

Email Address: _____ Phone: _____

Address: _____ Fax: _____

Video Inspection Contractor's Name _____

Contractor's NASSCO # _____

SUBMITTAL CHECKLIST

Choose type of submittal and check all required submittal items:

1st Video Inspection Submittal, including:

Video Inspection Review Fee:

	Length Inspected (LF)	Fee Due
Sanitary Sewer (\$1.00 per LF)		
Storm Drainage (\$1.00 per LF)		
Subtotal		
4% Technology Surcharge		
Total Fee Due		

Sanitary and/or Storm Drainage Video Inspection(s)

As-built PDF highlighting pipes and structures from Video Inspection(s)

Video Inspection Contractor's reports

Post-Repair Video Inspection Submittal:

Sanitary and/or Storm Drainage Video Inspection(s)

As-built PDF highlighting pipes and structures from Video Inspection(s)

Video Inspection Contractor's reports

Engineer of Record Repair Evaluation

How to pay Public Works Engineering review fees for submittals of:

- **Video Inspection Submittal**

Go to the Public Works Engineering online payment portal by clicking on the link below or by copying the link below into your web browser.

This is a **NEW** place to pay video inspection submittal fees as of 12/16/22. Be sure to use the link below.

PUBLIC WORKS ENGINEERING PAYMENT PORTAL: <https://ipn2.paymentus.com/rotp/dhbp>

1. From the “Payment Type” drop down menu, choose option:
“**2-Video Inspection Review**”
2. In the blanks, type in the **project name from the approved CD’s, project phase(s) for this specific submittal, and other project information** if applicable. Each blank is limited to 32 characters; use both blanks as needed to provide complete information.

1st Blank: enter the PROJECT NAME as it appears on the approved Construction Drawings, followed by the PROJECT PHASE or PHASES that are included in this specific video inspection submittal.

Example: *Lakeland Village, PH 2&3*

2nd Blank: Enter parcel street address, if applicable. Or any other information specific to this submittal.

Example: *235 Sample Rd. – sewer only*

3. Fill out the payment information fields.
4. In the “Pay This Amount” field enter the TOTAL amount from your completed Video Inspection Submittal Checklist for this specific submittal. Be sure this total amount includes the 4% tech fee.
5. You will receive a payment confirmation. **Include a pdf of this payment confirmation with your submittal upload in box.com.**

Note: There is an additional convenience fee charged by the third party payment vendor. This fee is 3.3% for credit card payments and 50 cents per transaction for echeck payment.