



CITY OF BUCKEYE

Warranty Walk-Through Request Form

Date Received:

(Complete this form and forward to Tanja Jockovic, Construction Coordinator, by fax at 623-349-6222 or email at tjockovic@buckeyeaz.gov)

NOTE: The Warranty Walk request will have a 1 week processing time to allow for Department approvals, project reviews, and scheduling.

Project Name: _____

Phase or Parcel Name: _____

General Project Location: _____

Permit No. (s): _____

Developer/Owner Name: _____

Requestor Name: _____

Company Name: _____

Requestor Phone Number: _____

Requestor Email Address: _____

Notes: _____

PLEASE NOTE:

1. A representative from each of the sub-contractors must attend. Failure to have the proper representation could result in the walk-through to be cancelled.
2. The Developer's Representative is required to provide a copy of the punch list after the Warranty Walk-Through has been completed to the Construction Department.
3. Once the punch list work is complete, the punch list must be signed off by the inspector stating that all punch list items have been satisfactorily completed. The Developer's Representative is required to provide a copy of the signed completed punch list to the Construction Department.
4. The Warranty Punch List must be completed within 30 days of the Warranty Walk-Through. If the Punch List is not submitted within 60 days of the Walk-Through, the project will be required to be re-walked with a new punch list.

Scheduled: _____

All questions concerning the required information for your project and all requested documentation should be directed to Tanja Jockovic, Construction Coordinator, at 623-349-6240 or email at tjockovic@buckeyeaz.gov.