



Public Works and Environmental Services Department
TRAFFIC ENGINEERING DIVISION
2300 W. Commercial Boulevard • Fort Lauderdale, Florida 33309 • 954-847-2600

Broward County Traffic Engineering Division
Pavement Marking and Signing Inspection Request Procedure
(Effective Date: May 22, 2026)

- 1) The Broward County Traffic Engineering Division (BCTED) limits inspections to final inspections only. Inspections are limited to work/projects in the public right-of-way or connections to the public right-of-way.
- 2) Traffic Engineering Division staff's contact for a project is the Engineer-of-Record (EOR) and/or the Construction Engineering and Inspection (CEI). The EOR/CEI is expected to resolve any issues/questions raised by the pavement marking and signing Contractor(s) or Sub-Contractor(s).
- 3) It is the responsibility of the EOR/CEI to ensure that the project is completed in conformance with the approved plan, prior to requesting a pavement marking and signing inspection. The EOR/CEI is to inspect the project and generate a punch list, as needed. The EOR/CEI will be responsible for making sure that the Contractor or Subcontractor correct the deficiencies listed in the punch list generated by the EOR/CEI.
- 4) After the EOR/CEI determines that the completed project conforms to the approved plans, the EOR/CEI shall take photographs to document the conformance. The photographs should be compared with the approved plans and be identified by station number. The photographs should show, but not be limited to:
 - (a) RPM's - four-corner coverage, correct spacing and location.
 - (b) Signs - correct location, correct sign as shown on approved plan.
 - (c) Messages on Pavement - correct location, spelling and size.
 - (d) Arrows - correct location, shape and size, centered in lane.
 - (e) Edge Lines and Lane Lines - correct color and correct width.
 - (f) Stop Bar - correct location and width.
 - (g) Reflectivity of Thermoplastic markings - even distribution of glass beads.
- 5) After all deficiencies have been satisfactorily corrected, the EOR/CEI will be able to submit a final inspection/acceptance request to BCTED.
- 6) The EOR/CEI shall submit a written request for pavement marking and signing inspections to BCTEDInspections@broward.org. The complete inspection request shall include:

- (a) A signed and sealed letter requesting the inspection and certifying that the project conforms to the approved plans, and that the EOR/CEI has personally inspected the completed project for conformance with the approved plan.
- (b) Photographs which document that the completed project conforms to the approved plan.
- (c) Copies of the State of Florida General Contractors License issued by the Department of Business and Professional Regulation for each contractor and/or sub-contractor that worked on the pavement marking and signing portion of the project.

7) Upon receipt of the certification letter and photographs, BCTED staff will examine the photographs within one week of receipt of a completed request. If a review of the photographs reveals deficiencies in the project, the EOR/CEI will be notified in writing by US Mail or by E-Mail, that the photographs indicate that the project is not ready for a final inspection. No field inspection will be performed, and no punch list will be issued by BCTED. The EOR/CEI will be asked to repeat the certification and inspection request procedure, detailed in paragraphs 4 through 6, after the project deficiencies have been corrected.

8) If a BCTED staff review of the photographs does not show major deficiencies, a field inspection will be performed, and the results will be provided to the EOR/CEI within four weeks of receipt of the completed certification package. If the project is accepted, an acceptance letter will be sent to the EOR/CEI, via US Mail or by E-mail. If, however, several deficiencies are identified during the field inspection, the inspection will be terminated and the EOR/CEI will be notified of the termination by US Mail or by E-mail. No punch list will be issued by BCTED. The EOR/CEI will be instructed to repeat the certification and inspection request procedure, detailed in paragraphs 4 through 6, after the project deficiencies have been corrected.

9) Items that will result in the termination of an inspection include, but are not limited to:

- (a) A lack of uniformity of glass bead coverage, at multiple locations.
- (b) A lack of reflectivity of the Thermoplastic markings, at multiple locations.
- (c) Incorrect application of materials, not in conformance with manufacturer's instructions.
- (d) Incorrect color or thickness of Thermoplastic markings.
- (e) Signs that are missing, incorrectly spelled, or that are not to current standards.
- (f) A lack of four-corner coverage on multiple RPM's.