



Standard Close-out Document Requirements

Project Name:	Permit #:
Consultant/Contact:	/

Items Required for Site Acceptance		
Description		No. Required
Completion Bond; Minimum Value \$5,000.00 plus 150% value of uncompleted work.		1
Warranties (The owner or developer must call the PDI office for inspections)	Landscaping Warranty Bond; 24-month warranty period, 26-month term, auto renewing.	1
	Utilities Warranty Bond; 12-month warranty period, 14-month term, auto renewing.	1
Certified Test Reports for each Backflow Device.		2 each
Certification Letter with quantities and costs of publicly maintained utilities and work completed within the Right of Way.		2
FEMA Elevation Certificate or Builder's Certification of Elevation (If in flood zone)		1
Red-line drawings showing any field changes to the city maintained infrastructure		2
Property Owners Maintenance Agreement- Common Areas: Legal Agreement for Detention Facility		1
Owners Occupancy Agreement		

Items Required for the Return of the Completion Bond		
Description		No. Required
Ink-on-Mylar As-built Record Drawings		3
CDs of As-built Record Drawings in AutoCAD 2000 compatible format		3
Copy of most recent Recorded property plat with courthouse stamp		3
Final Construction Report		1