

What should I do when my project is complete?

Upon completion of the construction process, in addition to contacting the Building Department, the developer/general contractor is responsible for initiating the following close-out process with the Community Development department:

1. Contact Your Design Engineer:

The civil engineer is to inspect the site and provide written certification stating that work has been satisfactorily implemented in accordance with the plans approved by the City.

- a. Submit this letter AND a set of as-built drawings of the project improvements to the Community Development director.

2. Contact Your Landscape Architect:

The design landscape architect is to inspect the site and provide written certification that work has been satisfactorily implemented in accordance with the plans approved by the City.

- a. Submit this letter to the Community Development director.

3. Contact The Community Development Director:

Upon receipt of the above-noted items, the Community Development director will arrange final inspections by city staff. These inspections will take place at the inspector's earliest convenience.

- a. In the event that additional work is required, the inspectors will provide notification of deficiencies to the contractor and will re-inspect the job site upon notice that corrections have been made.
- b. If city inspection staff (Public Works director and Environmental Programs manager) finds the job site compliant and no additional work is required, the Community Development director will then sign the Certificate of Occupancy.

What signatures are needed on the C.O.?

- | | |
|----------------------|-----------------------------------|
| a. Fire Marshal | c. Daphne Utility |
| b. Building Official | d. Community Development director |

Who will issue the Final C.O? The Daphne Building Department 251.620.1500

ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE READ AND RECEIVED A COPY OF THE PROCESS FOR REQUESTING A CERTIFICATE OF OCCUPANCY. Initial here: _____

I ACKNOWLEDGE THAT NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL REQUISITE DOCUMENTS HAVE BEEN PROVIDED TO THE CITY OF DAPHNE. Initial here: _____

I ACKNOWLEDGE THAT INSPECTIONS WILL BE SCHEDULED AT THE EARLIEST CONVENIENCE OF CITY STAFF. Initial here: _____

I ACKNOWLEDGE THAT ANY ITEMS FOUND TO BE DEFICIENT OR IN ERROR MUST BE CORRECTED PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY. Initial here: _____

General Contractor Name:
(Print)

Authorized Representative:
(Print)

Signature: _____

Date: _____

Witness Signature (Staff): _____

Date: _____

Notes: