



COMMUNITY DEVELOPMENT DEPARTMENT

Building Services Division

1700 Civic Drive · DuPont, WA 98327

Ph 253.912.5217 · Fax 253.964.1455

www.ci.dupont.wa.us

Project Close-Out Requirements

For all New Construction Projects

This checklist is intended for use to prepare for project close-out and approval for occupancy. This is only a general list and is not intended to address all conditions or requirements that may be project specific.

Utility Extension and Infrastructure Development

- ❑ All required utility installations completed, inspected, and tested.
- ❑ All improvements within the right-of-way completed per approved plans.
- ❑ All improvements and utility installations approved, or punchlist items generated.
- ❑ City of DuPont Agreement for Inspection and Maintenance of Privately Maintained Storm Drainage Facilities. *
 - Exhibit A – Delineates Area of Maintenance Agreement.
 - Exhibit B – Operation and Maintenance Schedule.
- ❑ Easement for Utilities (City Owned Water or Storm Main Extensions). *
 - Exhibit A – Legal Description of Utility Easement(s).
 - Exhibit B – Map or Drawings Delineating the Extents of Easment(s).
- ❑ Water or Storm System Bill of Sale. *
 - Exhibit A – Delineates Areas of Water or Storm System Extension.
 - Exhibit B – Description of Improvements Being Conveyed.
- ❑ Maintenance Bond(s) for Utilities and Right-of-Way Improvements. *

** Items noted require City Council approval for execution or acceptance thereof, prior to occupancy. Documents must be prepared as shown in City of DuPont Street and Water Standards and must be reviewed and approved by city staff for accuracy prior to placing on Council Agenda. Call for add'l info.*

Final Inspections and Approvals Required

- ❑ Public Works/ Engineering Inspections and Approvals
 - Utility Extensions Completed
 - Right-of-way Improvements Completed
- ❑ Fire Suppression System Installation - Inspections and Approvals
 - Underground Main Installations Outside of Structures.
 - Interior Fire Suppression System Installations Inside Structures

(continued)

- ❑ Fire Alarm System Installations (per NFPA 72)– Inspections and Approvals
- ❑ Mechanical System(s) Final Inspection and Approval
- ❑ Plumbing System(s) Final Inspection and Approval
- ❑ Building Construction Final Inspections and Approvals
 - Fire Code Related Approval(s) – Fire Department Inspections
 - Building Code Related Approval(s) – Building Department Inspections
- ❑ Planning/Land Use Inspection and Approval
 - All Conditions of Commercial/Multi-Family design decision, SEPA decision and land use decision have been met
 - Landscaping Installed per Approved Plans
 - Architectural Design Review Requirements have been as constructed
 - All required Signage Permits and other Approvals have been met
- ❑ Other Outside Agency Inspections and Approvals (as applicable)
 - Electrical Final Inspection(s) and Approval(s)
 - Sanitary Sewer System Inspection(s) and Approval(s)
 - Health Department Inspection(s) and Approval(s)
 - (Others as may apply)

As-Built Drawings and Files

- ❑ Incorporate all plan changes into as-built drawings
- ❑ Provision of As-Built Drawings and G.I.S. Electronic Files (per DMC 24.10)
 - Drawings and Files Submitted, Reviewed, and Approved; or
 - Performance Bond provided for As-Built Completion; or
 - Assignment of Funds in Lieu of Performance Bond provided

Other Required Approvals, Miscellaneous

- ❑ Copies of all Backflow Assembly Test Reports must be provided for City records.
- ❑ All project and permit fees assessed in administering permits must be paid.
- ❑ Engineering and other project related invoices must be paid.
- ❑ All utility services activated and associated accounts established.
- ❑ An Alarm Permit must be obtained from the City to register all active alarm systems (per DMC 9.15).
- ❑ City Business License obtained for operation of all new business establishments, as applicable (per DMC Chapter 5).