

PROJECT CLOSEOUT CHECK LIST

PERMIT NO. _____

Project Name: _____

Engineer of Record: _____

Date of Item	Item Submitted	Date 1st Received	Date 2nd Received
PIA, Page 2, Section 7:			
	Inspection Reports of work covered by permit		
	Material Test Reports of work covered by permit		
	Other Supplemental Data Pertinent to the Work		
PIA, Page 3, Section 9 (Title 6, section 06-06):			
	A. Formal Acceptance/approval of applicable utilities		
	B. Formal Acceptance/approval of sewer line and manhole installation from Pima County Wastewater		
	C. Applicant's Engineer/Surveyor's record of bench marks		
	D(1). Certificate, sealed by the Engineer of Record that "the improvements were installed, constructed, and completed in accordance with the approved plans, specifications, and applicable Town Standards."		
	D(2). "As-Built Mylars" of the Plans sealed by applicable professional		
	E. Copies of recorded easements not by dedicated by plat		
	F(1). Certificate, sealed by Landscape Architect that landscape work has been completed in accordance with the approved plans, specifications, and applicable		
	F(2). "As-Built Mylar" of Landscape Plan sealed by Landscape Architect		
	G. Filled-out form for release of assurances.		
	H. Bill of Sale for installations accepted by the Town		
	I(1). Verification and tabulation of all Review fees & Permit fees paid		
	I(2). Verification and tabulation of all Impact fees paid		
	I(3). Payment for outstanding fees due		
	J. License agreement for items in Town Right of Way		
	K. Filled out form of one year guarantee		
	L. Pavement preservation assurance		
PIA, Page 3, Section 9:			
	Certified Listing of All Items and Quantities Installed used to verify final permit fees in item I(1) above.		