



SUBSTANTIAL COMPLETION CHECKLIST

Date: _____ City File No: _____

Address: _____

Consultant: _____

Contact Name: _____ Contact Email: _____

REQUIREMENTS AND SUBMISSIONS: Provide digital submission with information grouped as per the categories listed below. This checklist must be completed prior to consideration of Works & Services Security reduction and the preparation of the Warranty Agreement.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		A1 All items in the SHADED areas are explained in the cover letter or additional attachments. Include completed checklist with submission package
<input type="checkbox"/>	<input type="checkbox"/>		A2 Geotechnical Test results - densities, asphalt, concrete etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A3 Sanitary Sewer test results & CCTV as per MMCD Section 33 30 01, Clause 3.12 and 3.18.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A4 Storm Sewer test results & CCTV as per MMCD Section 33 40 01, Clause 3.12.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A5 Copy of the 'Watermain Testing Procedures & Request for Watermain Tie-In package', approved/signed by Public Works.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A6 Sanitary force main test results as per MMCD Section 33 34 01, Clause 3.15.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A7 Street Lighting Application (complete with all attachments: <i>Safety Authority Form – Electrical Contractor Authorization & Declaration of Compliance, street light record drawing indicating service box</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A8 BC Hydro sign off letter for acceptance of civil components of the electrical works.
<input type="checkbox"/>	<input type="checkbox"/>		A9 Appendix E – Certification of Bylaw Compliance by Owner's Engineer (from each engineer i.e. CIVIL, GEOTECHNICAL and ELECTRICAL)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A10 Operations & Maintenance Manual and Shop Drawings (digital only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A11 Post Construction Geotechnical Report (or addendum) if required by subdivision or development permit

Contact Development Engineering and arrange for *Substantial Completion Inspection* once all submissions noted above are complete

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A12 Post Inspection: Schedule of Deficiencies, including estimated costs to complete works.
<input type="checkbox"/>	<input type="checkbox"/>		A13 Certificate of Substantial Completion (certified by Engineer of Record)
<input type="checkbox"/>	<input type="checkbox"/>		A14 As-Builts (PDF & AutoCAD)

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