



# SUBSTANTIAL COMPLETION CHECKLIST

**Date:** \_\_\_\_\_ **City File No:** \_\_\_\_\_

**Project:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Consultant:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**REQUIREMENTS AND SUBMISSIONS:** 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 <b>All items in the SHADED areas are explained in the cover letter or additional attachments.</b> 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 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 as per MMCD Section 33 40 01, Clause 3.12.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A5 Watermain tie-in complete (reference to <i>Watermain Testing &amp; Tie-In Procedure and Request for Watermain Tie-In</i> )
<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 (available from Development Engineering)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A8 Copy of Safety Authority Form – <i>Electrical Contractor Authorization &amp; Declaration of Compliance</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A9 Copy of BC Hydro letter of acceptance for electrical works completed.
<input type="checkbox"/>	<input type="checkbox"/>		A10 Appendix E – Certification of Bylaw Compliance by Owner’s Engineer (from each engineer i.e. civil, geotechnical, electrical etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A11 Fire Hydrant Data Service Cards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A12 As -Constructed Schedule of Quantities of Infrastructure (length of road (lm), number of sanitary services, pipe, CB’s, MH’s, valves etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A13 Operations & Maintenance Manual and Shop Drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A14 Contact Operations and arrange for hydrant testing, and inspection of valves, PRV’s, lift stations etc. (hydrants to remain bagged until accepted by Operations).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A15 <b>Contact Development Services and arrange for Substantial Completion Inspection once all submissions noted above are complete.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A16 <b>Post Inspection:</b> Schedule of Deficiencies, including estimated costs to complete works.
<input type="checkbox"/>	<input type="checkbox"/>		A17 Certificate of Substantial Completion (certified by Engineer, Bylaw 0120)
<input type="checkbox"/>	<input type="checkbox"/>		A18 As-Builts (or noted as deficiency @ \$1,000 per drawing)