

TCO CHECKLIST

- _____ Pre Application meeting
- _____ Approved phased plan* and schedule for project completion. Schedule shall include benchmarked progress toward completion.
- _____ Approved cost estimate associated with all outstanding work
- _____ All permits are issued.
- _____ All rough-in inspections approved (finals required in some cases, see chart below).
- _____ All Acceptance Tests Approved. All systems (fire alarm, fire sprinkler, exhaust hoods, suppression systems, etc.) shall have passing inspections prior to the TCO pre-app.

_____ The **Building Core and Shell** shall be in equivalent status with the following in compliance:

- _____ All vertical load carrying and lateral resisting structural systems
- _____ All rough-in inspections approved
- _____ All required fire rated assemblies
- _____ All ingress and egress components; stairways, elevators, corridors, doors, hardware, signage and discharge components are approved. Contractor shall ensure occupants can safely ingress and egress from the TCO area without going through other portions of the building which are still under construction.

_____ The **Site Work** shall be in equivalent status;

- _____ No outstanding fines or fees assessed as part of a Notice of Violation (NOV)
- _____ All site accessibility; accessible parking, accessible route to the entrance are complete.
- _____ All remaining infrastructure (landscaping, sidewalks, bike rack, bus shelter, etc.) must be accounted for in bond/letter of credit (LOC) total.
- _____ Driveway aprons installed and approved.
- _____ Stormwater/Grading/Erosion Control – temporary ground cover must be established on any exposed earth surface (suitable ground covers include grass, mulch). A separate re-vegetation bond must be provided for sites that disturb five (5) acres or more of earth. A completed close-out package including completed/approved engineer’s certificate of completion must be submitted.
- _____ Fire Hydrants operational
- _____ Fire apparatus access roads/aisles or lanes installed and approved.
- _____ Sewer – MSD (evaluated independently) – must be operational
- _____ Water system must be 100% complete or appropriately bonded

_____ **Financial Surety:** A bond or LOC must be supplied to provide a financial surety that a project will be completed in a timely and uniform manner. In order to secure a financial surety, City staff must first review a cost estimate (prepared by a licensed professional) to ensure that remaining site infrastructure is properly priced and accounted for. Once a cost estimate is approved by the City, the applicant may obtain a financial surety from a financial institution or issuing agency in a form suitable to the City of Asheville*. Please note that the dollar amount of the financial surety must be calculated at 1.5 times the estimated cost of completing the work.

*Please see sample formats for bonds and letters of credit.

FOR INTERNAL USE ONLY		Pre-Application Meeting Date: _____	Meeting Facilitator _____
			APPLICATION FEE
			RENEWAL FEE
TRADE	PERMIT #	LAST APPROVED INSP.	DATE
BUILDING			
ELECTRICAL			
MECHANICAL			
PLUMBING			
FIRE PREVENTION			
GRADING, FLOOD OR STORMWATER			
SIDEWALK OR TRAFFIC			
ZONING			
WATER RELEASE			
MSD - HOLD			N/A
			SUBTOTAL
			TECHNOLOGY FEE
			TOTAL