

**CLOSE OUT CHECKLIST FOR COMPLETED PROJECTS**

Project Name: Title of project

Project Number: WPFY-11-12-XXX

Documents Required Prior to Final Inspection

Required: Y/N	Date Received	Date Complete	Initials	Item Description
<b>WATER SAMPLE</b>				
Y				Approved Water Analysis Results on File
?				Resample Fees of \$208.00 Paid (Additional Dates _____)
?				Resamples Water Analysis Results on file (Additional Dates _____)
<b>FLOW TEST ANALYSIS</b>				
N				Record of Flow Test on File
<b>CERTIFICATIONS</b>				
Y				Engineer's Certificate of Completion on File
Y				Contractor's Certificate of Completion on File
Y				Owner's Certificate of Completion on File
N				Sprinkling System Certification on file - required for double check backflows only
<b>EASEMENTS/PLATS</b>				
Y				Preliminary Plat (Paper) Reviewed and Comments Sent
Y				Final Plat to be recorded reviewed and approved
Y				Recorded W/L Easement Plat Approved & on file. PB _____ Page: _____
Y				Easement Document and Recordation Fee Recv'd. Sent to Legal for Review & CM Signature
Y				Recorded W/L Easement Document on file. DB _____ Page: _____
<b>Address List</b>				
N				Service address(es) list submitted (Provides Lot and Address for Subdivisions)
<b>RECORD DRAWINGS AND FILES</b>				
Y				Preliminary As-Built (Paper) Reviewed and Comments Sent
Y				Final As-Built (Paper) Reviewed, Approved and Scanned
Y				Digital CAD As-Built Approved, Archived and Filed
Y				Digital ASCI Points file. Approved, Archived and Filed
<b>MISCELLANEOUS COMMENTS / ISSUES</b>				
N				NCDENR Approval
<b>BILLING ADDRESS</b>				
N				Billing Address Received

**Any other specific requirements such as estoppel, special easement, or memorandum of understanding**