

**CERTIFICATE OF OCCUPANCY
PROJECT CLOSEOUT
APPLICATION AND CHECKLIST**

STAFF USE ONLY

FEE SCHEDULE:

Date application submitted _____	Reinspection fee (each)	\$250.00
Approval date _____	Reinspection Dates: _____	_____
Date completed _____	_____	_____

APPLICATION INSTRUCTIONS: Fill out this form completely, supplying all necessary information and documentation to support your request. **TO SCHEDULE INSPECTIONS, CALL CONTRACTOR SERVICES AT (479) 770-2185.**

FEES WILL BE PAID TO THE BUILDING DIVISION OF THE CITY OF LOWELL.
A CERTIFICATE OF OCCUPANCY WILL BE ISSUED BY THE RISK REDUCTION DEPARTMENT UPON THE CITY ENGINEER'S APPROVAL OF YOUR SUBMITTAL, COMPLETION OF APPLICATION, AND GRADING COMPLETION.
All ground disturbing activities associated with the project shall be permanently stabilized prior to CofO.

PROJECT NAME: _____

SITE ACREAGE: _____

GENERAL INFORMATION:

Applicant: _____

Address: _____

Phone: _____ Email: _____

Engineer: _____

Address: _____

Phone: _____ Email: _____

Owner: _____

Address: _____

Phone: _____ Email: _____

INDICATE WHERE CORRESPONDENCE SHOULD BE SENT: ☐ Applicant ☐ Engineer ☐ Owner

PRIMARY CONTACT IN CASE OF EMERGENCY: ☐ Applicant ☐ Engineer ☐ Owner

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

(Signature of Authorized Agent)

(Please Print Applicant Name)

(Date)

YES NO N/A APPLICATION CHECKLIST

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Planning Commission approval. (This is required if submittal is a large scale development or subdivision.) DATE OF APPROVAL: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Date construction is scheduled to complete: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. As-built plans. Upon completion of the project and before acceptance by the city, the engineer will submit one copy of the as-built plans, with all changes indicated in red to the city engineer, and they shall become the permanent record. |

INSPECTION CHECKLIST

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Parking areas paved and striped and curbs and wheelstops installed according to plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Driveways installed according to plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Drainage and detention/retention ponds constructed according to plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Dumpster location and screening - Commercial, office, and mixed-use developments are required to provide adequate space for the placement of two front-end load dumpsters, easily accessible for collection services. The minimum free and clear dimensional requirements for placing two front-end load dumpsters in an enclosure is 24 feet wide and 12 feet deep. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Trails, where required, shall be 12 feet wide with 6 feet greenspace. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Streets constructed to city street standards and accepted by city engineer and public works department. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Sidewalks shall be 5 feet wide with 6 feet greenspace. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Signs installed according to plans and have approved sign permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Any curbs not utilized for parking shall be painted red and labeled in white paint "No Parking - Fire Lane." |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Buffer strips, fences, or screen walls, where required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Fire hydrants, meters, valves, backflow preventers, and related appurtenances. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Landscaping – Trees must be a minimum of 8' height and 2.5" caliper and installed according to landscape plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Mechanical/utility equipment and refuse containers. Mechanical and utility equipment and refuse containers shall be screened if visible from the highway/street right-of-way or from residential property as set forth below:
<div style="margin-left: 20px;"> <p>*All mechanical and utility equipment located on the wall and/or on the ground shall be screened with vegetation, by incorporating screening into the structure, or by utilizing paint schemes that complement the building and screen the equipment.</p> <p>*All roof-mounted utilities and mechanical equipment shall be screened by incorporating screening into the principal structure utilizing materials and colors compatible with the supporting building.</p> <p>*Commercial, office, and mixed-use developments are required to provide adequate space for the placement of two front-end load dumpsters, easily accessible for collection services. The minimum free and clear dimensional requirements for placing two front-end load dumpsters in an enclosure is 24 feet wide and 12 feet deep.</p> </div> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Recycling and trash containers shall be screened by enclosures with materials that are compatible with and complementary to the principal structure, with access to the refuse containers not visible from the street. Containers may be screened from view by the principal structure; by a permanent walled or fenced enclosure; or with appropriate vegetation, planted at a density and size sufficient to be view obscuring immediately from the date of planting; so long as the screening is maintained and loose trash does not litter the ground or become an environmental nuisance. |

**CERTIFICATE OF OCCUPANCY
PROJECT CLOSEOUT
APPLICATION**

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Curbs shall be backfilled, fine-graded with a minimum of 4 inches of topsoil, and hydromulched or sodded with permanent grasses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Engineer's Drainage and Site Certification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. As-Built Drainage Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Engineer's estimate for public and drainage improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Maintenance Bond for public and drainage improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Engineer of Record's pre-final punch list sent to the city and verification contractor has addressed punch list items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Filed NOT and verification that the site has been 100% permanently stabilized at a density of at least 80%
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. A performance bond for any accepted unfinished items shall be in the amount of \$50,000.00 or 150% of the engineers estimate, whichever, is the larger.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Any damaged or cracked concrete will be replaced by removing the entire section or panel from control joint to control joint. This includes curb, sidewalk, trails, & drive aprons located within a right-of-way or public access easement.

RISK REDUCTION CHECKLIST

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Mechanical Inspection Approved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Electrical Inspection Approved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Plumbing Inspection Approved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Building Inspection Approved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Fire alarm system tested (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Sprinkler system tested (if applicable)

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work are complied with whether specified herein or not. Granting of a certificate of occupancy does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

(Signature of Authorized Agent)

(Please Print Applicant Name)

(Date)

Additional Comments: