



CITY OF PALM BEACH GARDENS

ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

FINAL SIGN-OFF CHECKLIST

Project Information

Project Name: _____

Permit #: _____ Date: _____

Minimum Requirements

N/A	Required	Received by City	Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL required (weekly and post rain event) NPDES inspections, not conducted by the City, for review and approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Termination (NOT)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary field inspection with engineer-of-record or his representative in attendance resulting in a "punch list" of any deficiencies

Prior to the final inspection and **request for Certificate of Completion | Occupancy**, the engineer-of-record will need to submit the following documents to the City Engineer:

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter of Certification for all on-site and off-site improvements shown on the engineer-of-record approved plans and specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) full-sized (24"x36") as-builts sets of signed and sealed Record Drawings ¹ . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Final punchlist items completed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Engineer-of-Record Certification Letter OR as-builts (CIRCLE ONE) for the Site Photometrics Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Independent laboratory test results that comply with FDOT Standards ² : |

N/A	Required	Received by City	Test
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subgrade density, thickness and FBV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Base density, thickness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Source tests (Carbonates, LBR (for base and subgrade), gradation, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of specifications from asphalt source
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backfill density tests for any backfill of trenches and/or embankment construction, filled areas under pavement, curbs, sidewalks, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concrete cylinder compressive strength

¹ Record drawings shall include, but are not limited to, water, sewer, grading, paving, and drainage improvements and any irrigation systems located on public property, rights-of-way, or easements for on-site and off-site systems.

² All independent laboratory tests shall be signed and sealed by a licensed engineer in the State of Florida. If tests are not individually signed and sealed, the applicant shall provide a signed/sealed certification letter from the testing laboratory certifying all tests.

Project Name:**PERMIT #:**

Other Minimum Requirements

N/A	Required	Received by City	Other Minimum Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPBCID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FPL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SFWMD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FDOT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PALM BEACH COUNTY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEP

Other Minimum Requirements

N/A	Required	Received by City	Other Minimum Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF's of entire set of as-builts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auto CAD of entire set of as-built plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Plat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bill of sale/Warranty deed, etc. for any ROW or land to be dedicated to the City