



CITY OF NEW BRAUNFELS – PROJECT CLOSEOUT REQUIREMENTS
Sec. 118-38(g) "Guarantee of Materials and Workmanship"

PROJECT: \_\_\_\_\_ PERMIT# \_\_\_\_\_

Design Engineer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Developer/Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_ Preconstruction Meeting (Date: \_\_\_\_\_)

\_\_\_\_\_ Final Inspection (Date: \_\_\_\_\_)

Items to be completed prior to acceptance of the Project by the City:

\_\_\_\_\_ Acceptance & closeout of all required inspections

\_\_\_\_\_ Letter of acceptance issued by TxDOT if required (N/A if not applicable)

\_\_\_\_\_ Letters of acceptance issued by NBU or any other utility operator (N/A if not applicable)

\_\_\_\_\_ Fire hydrant flow test results

\_\_\_\_\_ Staging area landowner letter of acceptance

\_\_\_\_\_ Materials testing book provide both paper and PDF

- Provide 2 sets when in the ETJ

\_\_\_\_\_ Contractor's as-built record drawings approved by the Engineer of Record provide both paper & PDF

- As-built plans to reference City permit number.

- Provide 2 sets when in the ETJ

\_\_\_\_\_ Two Year Maintenance Bond (Submit in accordance with Section 118-38 (g) of the New Braunfels Municipal Code of Ordinances). A signed, sealed & dated Engineer's cost estimate and payment application is required to approve bond amount.

\_\_\_\_\_ Inspection fees are due

PLEASE NOTE:

City assigned number and project name must be on all paperwork.

All the above items to include this form must be turned in as on packet to the Administrative Assistant of Engineering for the city of New Braunfels.

Inspector: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_