

## FINAL INSPECTION & CONSTRUCTION CLOSEOUT SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for your permit

This document is intended to help a contractor, engineer, and/or owner better understand what is expected when requesting final inspection, and ultimately construction closeout for a Civil Construction Permit, as required for new developments within the City of Lynnwood.

The final inspections and construction closeout process includes submission of record drawings and required closeout documents for review and approval in conjunction with requesting final inspections of the site construction once all construction elements identified on the civil construction plans have been completed in conformance with the approved permit drawings.

### Note:

- The City reserves the right to request additional information and documents as needed
- The established timelines do not account for unintended findings, deferral requests and review time, or omissions which may delay the review and inspection processes
- If there are no public improvements or private storm drainage improvements, then the civil construction permit will be finalized and no additional work associated with the civil construction permit will be required
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements

### Final Inspection and Construction Closeout Process



### Submittal Requirements

#### Step 1: Record Drawings Submitted

- Applicant submits an Electronic Copy of the Record Drawings to [DevEng@lynnwoodwa.gov](mailto:DevEng@lynnwoodwa.gov)

#### Step 2: Final Inspection Requested

- Contractor requests a final inspection via the [online portal](#) once all construction elements identified on the civil construction plans have been completed in conformance with approved permit drawings.

### Step 3: City Performs Final Inspection

Timeline for Final Inspection: 3 – weeks from request. (Subsequent inspection timeline: 2- weeks from request)

- The Final Inspection will evaluate the constructed project for compliance with the Approved Civil Construction Plans. City Staff will review the Record Drawings in conjunction with the Final Inspection to ensure that the Record Drawings are consistent with what was constructed on site.
- If the City determines the Contractor has not completed all construction elements identified on the Approved Civil Construction Plans, the Contractor will be required to request a new final inspection after all items have been constructed
- Once the final inspection is complete, City Staff will provide to the Contractor and Applicant Record Drawing comments and markups as well as a Punch List with construction elements that need to be brought into compliance with the Approved Construction Plans.
- The Contractor will address the Punch List and repeat Step 2 to complete final inspection. The City Staff will inspect and comment as necessary, repeating Step 3 until all Punch List Items are addressed
- Applicant may submit a request to defer select items (i.e., final asphalt overlay, monuments, etc.) to the DBS Development Engineer. City Staff will review the request and, if approved, the associated bond must be provided.

### Step 4: Final Administrative Review

Timeline for 1<sup>st</sup> review: 1 – week from Submittal. (Subsequent review timeline: 1- week from resubmittal)

- City Staff will evaluate the Administrative Items for consistency with the Approved Civil Construction Plans, and satisfaction of Land Use Decision conditions as applicable to the Civil Construction Permit
- Once the review is complete, the City Development Engineer will sign off on the Administrative Review.
- DBS will provide the Applicant with the following
  - Invoice for any outstanding permit fees associated with the civil construction permit (i.e. Overtime Inspection, etc.)
  - Maintenance bond to be completed and signed by the Applicant if applicable

### Step 5: Applicant Submits Final Administrative Items

- Upon completion of the Administrative review cycle by the City Development Engineer, the Applicant submits signed Maintenance Bond and a receipt showing all outstanding invoices have been paid.

### Step 6: Construction Closeout Performed

- Provided that all required items have been received and the final invoice has been paid, the Civil

This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document

Construction portion of the Permit will be closed out and the two-year Maintenance Period for All Public Improvements and All Private Storm Drainage Improvements will commence. The performance bond held by the City will be released upon receipt of the Maintenance Bond Agreement as well as completion and acceptance of all Punch List items