



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: _____

Is property in [] City Limits [] ETJ – [] Comal [] Guadalupe

Date signed and sealed Engineer's cost estimate was approved for the Maintenance bond by the City (Date: _____).

_____ Preconstruction Meeting (Date: _____)

_____ Final Inspection (Date: _____)

Items to be completed prior to acceptance of the Project by the City & submitted with closeout packet:

- 1. Acceptance & closeout of all required inspections (final Punchlist).
2. Letter of acceptance issued by TxDOT if required (N/A if not applicable).
3. Letters of acceptance issued by NBU or any other utility operator (N/A if not applicable).
4. Fire hydrant flow test results (Provide 2 sets when in the ETJ).
5. Staging area landowner letter of acceptance.
6. Materials testing book provide both paper and PDF on thumb drive (Provide 2 sets when in the ETJ).
[] Water Sewer [] Streets / Right of Way [] Trench Densities [] Concrete
7. Contractor's Complete set of as-built record drawings approved by the Engineer of Record provide both paper &

PDF on thumb drive

* Complete set of As-built plans to reference City permit number & PDF thumb drive.

* Provide 2 paper sets when in the ETJ

* Provide 2 thumb drives when in ETJ

8. Original 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 with Maintenance Bond – please attach a copy of approval memo & estimate.

No blanks on the Maintenance Bond – must be completely signed.

Inspection fees are due y/n _____ Amount

PLEASE NOTE:

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

All the above items to include this form must be turned in as a complete packet to the City of New Braunfels Engineering Div.

Inspector: _____

Acceptance Date: _____