



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 Punchlist 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 Construction 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 with map (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 24x36 set of as-built with record drawings note on all sheets, SSD and approved by the Engineer of Record provide both paper & PDF on thumb drive.
\* Complete 24x36 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 original Maintenance Bond, must be completely signed with copy of approved cost estimate & back up, & permit number must be listed (please use City template).
Inspection fees are due y/n \_\_\_\_\_ Amount \_\_\_\_\_ Check No. \_\_\_\_\_

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 Division.

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

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

Revised 6/30/2020