

FINAL INSPECTION AND CONSTRUCTION CLOSEOUT PROCESS AND SUBMITTAL REQUIREMENTS

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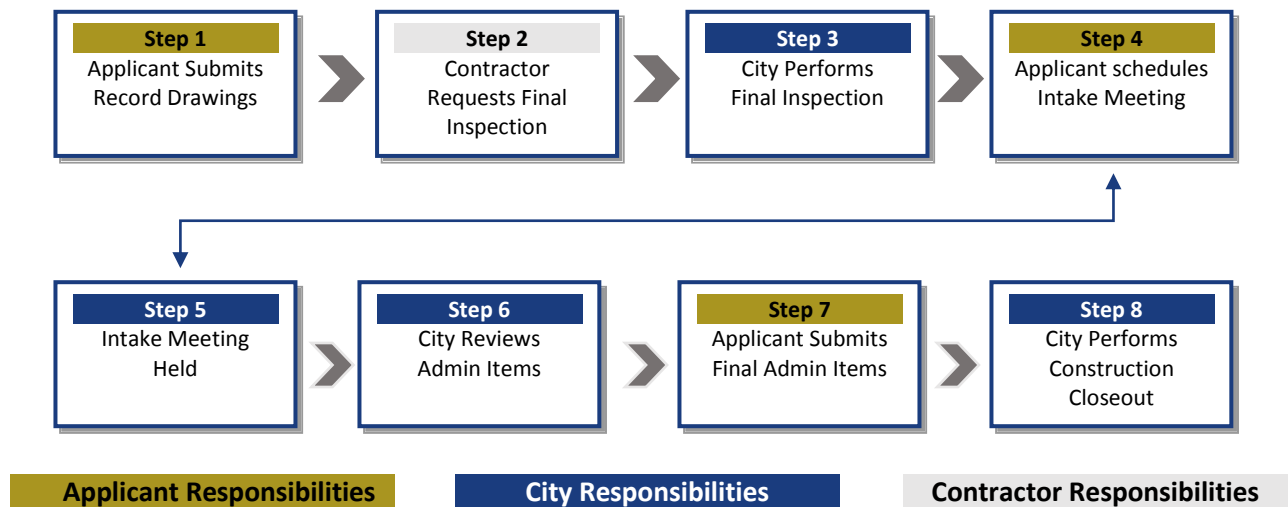
This document is intended to help a contractor, engineer, and/or owner better understand what is expected of the applicant in requesting final inspection, and ultimately construction closeout for a **Civil Construction Permit**, as required for new developments within the City of Renton. The final inspections 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 City of Renton Code. Refer to Renton Municipal Code (RMC) for more information.

Specific Code Section(s) related to this document

- RMC Ch 4-6 Street and Utility Standards
- RMC Ch 4-8 Permits – General and Appeals

Section I: Final Inspection and Construction Closeout Flow Chart and Review Process

The final inspections and construction closeout process is summarized on the flow chart below and further explained in subsequent pages.



Note: The established timelines do not account for unintended findings, deferral requests and review time, or omissions which may delay the review and inspection processes.

Step 1: Record Drawings Submitted

Applicant shall submit One (1) Full Size (22" x 34") and an Electronic Copy (.pdf) of the Record Drawings to the assigned City Development Engineer. See Record Drawing Requirements.

Step 2: Final Inspection Requested

Contractor requests a final inspection from the assigned City Project Site Inspector once all construction elements identified on the civil construction plans have been completed in conformance with City of Renton Municipal Code.

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 and City of Renton Municipal Code. 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 and/or City of Renton Municipal Code.

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 City Development Engineer. City Staff will review the request and, if approved, the associated Cash Surety Device must be provided prior to issuance of the Deferral Permit. See Deferral Application for additional information.

Applicant may proceed to Step 4 while the Punch List Items are being addressed by the Contractor.

Step 4: Schedule Intake Meeting for Final Record Drawings and Administrative Items

The submittal of the Final Record Drawings and Administrative Items will require scheduling an Intake Meeting by contacting the assigned City Development Engineer.

Note: The Applicant has the option to schedule an informal pre-screen meeting prior to preparing the submittal package for the formal intake meeting. Applicants should coordinate with the assigned City Development Engineer to determine if a pre-screen meeting is appropriate for their project. One complete copy of the application package (including all submittal items) is required for informal review by the City Development Engineer. Please allow approximately 45 minutes for the application screening.

Step 5: Intake Meeting

At the Intake Meeting, the City Development Engineer will use the list below and project specific requirements to confirm that all required plans and documents are complete.

Upon revision of the Record Drawings based on the comments provided by the City, the following are required at the intake meeting:

- One (1) Full Size (22" x 34") set of Certified Final Record Drawings (Mylars)
- AutoCAD files of Final Record Drawings (.dwg)
- Electronic copy (.pdf format) of the Record Drawings, signed Department of Health Construction Completion Report Form for Water Distribution Main Projects, and Drainage Covenant (if applicable)
- Electronic copy of the **updated** Bond Quantity Worksheet reflecting Final Record Drawings (.xlsx format)
- Electronic copy of Utility District and/or King County Permit Completion Letter (if applicable) (.pdf format)
- Electronic copy (.pdf format) of signed and notarized access easements, utility easements, and/or right-of-way dedication documents and Real Estate Excise Tax Affidavit (REETA); (note: not applicable to plats; documents will be recorded as part of final plat process)
- Hard copy of Monument Cards

*If the City determines the Applicant has **not** provided a complete submittal or if any of the conditions identified in the land use decision as applicable to the civil construction permit have not been addressed or deferred, the City will not begin review of the documents until all items have been submitted.*

Note: *The Civil Construction Permit will not be signed off by City Staff until all applicable items are accepted by the City of Renton.*

Step 6: Final Administrative Review

*Timeline for 1st review: 1 – week from Submittal.
(Subsequent review timeline: 1- week from submittal)*

City Staff will evaluate the Administrative Items for consistency with the Approved Civil Construction Plans, City of Renton Municipal Code, 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.

If, however, comments need to be addressed prior to approval, the City Development Engineer may require a second (or subsequent) review. The Applicant will revise the Administrative Items and repeat Steps 4 and 5 to resubmit for approval. The City Development Engineer will review and comment as necessary, repeating Step 6 until all code requirements, conditions, and comments have been met.

The City Development Engineer will provide the Applicant with the following:

- Invoice for any outstanding permit fees associated with the civil construction permit (i.e. Overtime Inspection, etc.)
- Bill of Sale to be signed and notarized by the Owner/Applicant
- Maintenance and Defect Agreement to be completed and signed by the Applicant, if applicable
- Maintenance Surety Amount required for the Maintenance Surety Device, if applicable

Step 7: Applicant Submits Final Administrative Items

Upon completion of the Administrative review cycle by the City Development Engineer, the Applicant submits the Signed Bill of Sale, signed Maintenance and Defect Agreement, Maintenance Surety Device, and a receipt showing all outstanding invoices have been paid.

Step 8: Construction Closeout Performed

Provided that all required items have been received and the final invoice has been paid, the Civil 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 surety held by the City will be released upon receipt of the Maintenance Surety and Agreement, AND completion and acceptance of all Punch List items.

Note: *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.*

Section II: Resources

- Additional Design Resources and City Standards
- [City of Renton Surface Water Design Manual \(RSWDM\)](#)
- [City of Renton Forms](#)
- [Electronic File Standards](#)
- [Record Drawing Process and Requirements](#)



Note: 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.

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