

**CITY OF WHITEHORSE SERVICING STANDARDS MANUAL
PART I - PROCEDURES
SECTION 1.4 - CONSTRUCTION COMPLETION CERTIFICATE**

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SECTION 1.4 – CONSTRUCTION COMPLETION CERTIFICATES

1.4.1 CLOSEOUT SUBMISSIONS

Prior to application for the Construction Completion Certificate, the Developer is to deliver all closeout submittals, with exception to Record Drawings and As-Built Survey Data, as outlined in Section 1.6 of this Manual and Part 1 Appendices.

Completed Record Drawings and As-built Survey Data is to be submitted to the Engineer within 60 days of issuance of CCC. If Record Drawings and As-built Survey Data has not been received within this timeframe, the CCC may be revoked.

1.4.2 APPLICATION FOR CERTIFICATE

For developments or improvements that will be owned, operated and maintained by the City the following applies:

- As construction is completed on a project, the Developer may make a request for a Construction Completion Certificate (herein- after called CCC).
- The City will then schedule an inspection with the Developer and/or the Consultant after all the required supporting documentation has been received.
- A CCC will not be issued for a partial completion of a project.
- A project will not be considered complete until it is fully operational and all work is done excluding minor deficiencies, which do not affect the operation of the development.
- If major deficiencies are noted then a CCC will not be issued and operation of the development will be the responsibility of the Developer.
- The City may take over the operation of a development (at the City's discretion) that is not complete with the understanding that operational costs are to be paid by the Developer until such time that project is deemed complete and a CCC is issued.

1.4.3 PRIOR TO INSPECTION

The Development Agreement will be reviewed for all special terms to be carried out by the Developer prior to the field inspection.

The City will determine, at their discretion, if the development is completed and acceptable for a CCC inspection. The City will then schedule an inspection with the Developer and/or the Consultant within 15 days of request by the Developer.

The Contractor is to prepare the site for inspection. If work is not complete or site is not prepared for inspection then the inspection will be cancelled and rescheduled.

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If it is the Engineer's opinion that weather or ground conditions are such that an adequate CCC inspection cannot be carried out, the inspection will be cancelled and re-scheduled for a more favorable time.

Prior to commissioning a facility, the Start-up and Procedure Manual must be submitted to the City. This manual will become part of the completed Operations and Maintenance manual.

1.4.4 INSPECTION

At least one City representative will be present at the inspection.

The inspection will occur to verify that all improvements are adequately completed and in accordance with the approved drawings and the City of Whitehorse Servicing Standards Manual. All deficiencies are to be noted by the Consultant and provided in writing to the City representative and the Developer following the inspection.

1.4.6 ISSUANCE OF CERTIFICATE

Once the inspection has been completed, the Engineer will issue a certificate as follows:

- Upon being satisfied with the claimed completion, issue the Developer a CCC with the date of maintenance period coinciding with the date of receipt for all closeout submittals, with exception to Record Drawings and As-built data.
- Upon being satisfied with the claimed completion, subject to the correction of minor deficiencies, issue a CCC upon receipt of a letter of intent from the Developer to correct said minor deficiencies by July 31 of the following calendar year, with the date maintenance period coinciding with the date of inspection.
- Upon receiving all daily inspection reports, geotechnical testing reports, sewer camera inspection, water-main testing records, asphalt and concrete tests results, commissioning reports, Operation and Maintenance Manuals, and specific training records have been completed and submitted to the City.

The Developer is to ensure the roadway is clean and water flushed (in the case of asphalt), and all other appurtenance are clean and free of debris just prior to the inspection.

If the project is rejected, the Engineer is to issue the developer a notice, in the form of a letter, stating reasons for rejection and notifying the developer that the improvement has not been accepted by the City of Whitehorse.

In the case of claimed construction completion for an electrical, cable television, telephone, or street lighting installation, the Developer is to provide the City with a letter of acceptance by the owner of the utility claiming completion in accordance with all applicable statutory and regulatory requirements.

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I.4.7 DISTRIBUTION OF CERTIFICATE

Original copies of the CCC will be forwarded to the following:

- The Developer;
- The Consultant;
- The Contractor;
- The City Engineer; and
- City Central Records.

I.4.8 DEVELOPMENT APPROVALS

Further Development Approvals (i.e. Building Permits, Street Occupancy Permits, Public Works Water and Sewer Connections) will not be issued until the subdivision plan is registered, all essential improvements have been provided and CCC has been issued as specified in the Development Agreement and/or Development Permit.