

**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 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) and may be split out into a separate CCC for Underground Utilities, Surface Works, and Landscaping.
- The City will then schedule an inspection with the Developer and/or the Consultant after all the required supporting documentation has been received.
- Municipal improvements required as part of the CCC 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 deficiencies are noted that prevent the normal operation of the municipal improvements then a CCC will not be issued and operation of the development will be the responsibility of the Developer.
- Municipal improvements that must be completed prior to application for CCC:
 - Underground Utilities
 - All underground water, sanitary sewer, and storm sewer utilities and all related appurtenances
 - Surface Works
 - All surface works including roadways (minimum base lift of asphalt), lanes, curbs & gutters (with supporting material behind back of curb), sidewalks, paved trails, transit stops, traffic signs, street name signs and pavement markings
 - Rough grading of lots, boulevards, and green spaces
 - Street light bases and electrical/communications conduit
 - All off-site infrastructure improvements
- Municipal improvements that are not required to be completed prior to application for CCC and can be considered Minor Deficiencies:
 - Sidewalk cracking

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- Mortaring of manhole rings
 - Energizing the primary electrical system
 - Installing and energizing street lights. Street lights must be commissioned prior to Oct 15th of the same year surface CCC is issued.
 - Final Lift of Asphalt. Where the final lift of asphalt is not placed in the same year as the base lift, then the final lift must be placed prior to FAC.
 - Boulevard landscaping that fronts onto lots to be developed. It is encouraged that the developer initiate boulevard landscaping for boulevards that front onto lots to be developed after at least 80% of the lots have completed building construction.
- 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.

I.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.

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.

I.4.4 INSPECTION

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

The inspection will occur to verify that all municipal 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.

I.4.6 ISSUANCE OF CERTIFICATE

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

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- 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 appurtenances 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.

1.4.7 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.

1.4.8 DEVELOPMENT APPROVALS

Unless otherwise agreed to by the City, no Development Permits or Building Permits will be issued until the subdivision plan (complete with easements) is registered, a Subdivision Grading Plan is submitted and CCC has been issued, in accordance with Section 1.4 of the SSM, as specified in the Development Agreement and/or Development Permit.

Alternatively, when the subdivided area is relatively small, there are no significant off-site improvements associated with the subdivision and there is one owner who is also the developer of the lots within the subdivision, the developer may request that Development Permits and Building Permits are released

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before full completion of surface works. City acceptance of this approach will be formalized by amending the Development Agreement and will be subject to:

- Submission of a Site Management Plan, that is accepted by the City that addresses emergency access, operational issues and securing the site from public access.
- Registration of the Subdivision Plan, complete with easements.
- Deposit, with the City, of an irrevocable and automatically renewable Letter of Credit or provision of a Performance Bond for 110% value of the remaining surface works (as determined by the Consultant and approved by the City Engineer) of which 100% will be returned to the developer following issuance of the CCC for surface works. The remaining 10% is to be held by the City until FAC is issued on surface work.
- At minimum, construction of the surface works within tolerance of design base asphalt and base curb & gutter in a form suitable to support the loads of the City's heaviest fire department apparatus verified by means of an as-constructed survey. If areas of the surface works deviate from the design drawings, then the Subdivision Grading Plan is to be updated and submitted to the City prior to release of Development and Building Permits.
- Full Commissioning of the water system complete with operational hydrants to the satisfaction of the Engineer. All operational costs for the water system are to be paid by the Developer until CCC is issued for Underground Utilities.
- A CCC is required for all municipal improvements, other than boulevard landscaping, prior to completion of Building Permit inspections carried out by the City that occur beyond the framing inspection stage.