

CERTIFICATE OF COMPLETION – CAPITAL PROJECTS / CIP

The following project/roadway is open for public use and is considered complete for capitalization purposes.

Examples: (1) A Road/Stormwater project when it is open to traffic even if stabilization is needed or other work items are outstanding. (2) A new park bathroom when it is open for public use even if landscaping or other minor work items are still outstanding. (3) Equipment has been received and is in use.

Submission of this form is required **no later than 30 days** after the project is complete for capitalization purposes to avoid a potential audit exception.

A project will be recommended to the Board of Commissioners for approval to close after all scope of work items are satisfied, punch list items are addressed to owner satisfaction, C/O issued (as applicable), contractual disputes resolved and payment made on all invoices.

It is the responsibility of the Department Head/Project Manager to inform Finance when the above items are complete.

Project Number	
Project Name	
Project Description	
In-Service Date or Completion Date (Month/Year)	
Owner Department Authorizing Signature & Date	
Name and Title	
Project Management Authorizing Signature & Date	
Name and Title	

Required for permitted projects:

Department of Building Safety Authorizing Signature & Date	
Name and Title	

**** FOR DBS PERMITTED PROJECTS **** - This form must be completed in full and uploaded into Sages before the "Certificate of Occupancy or final project payment will be made".