

Commercial Project Closeout Check List



This checklist should be used as a guide for contractors and developers as they reach the closeout phase of a commercial project. The checklist may not be all-inclusive, and not all items will be applicable to every project. It is the sole responsibility of the applicant to ensure that all requirements have been met prior to obtaining a certificate of compliance (CoC). All design elements and infrastructure must meet the required standards in the [Kannapolis Land Development Standards Manual \(LDSM\)](#).

Predevelopment

- Water Permit issued by [NCDEQ-Public Water Supply](#)
- Sewer permit issued by [NCDEQ-Division of Water Resources](#)
- Erosion and sediment control permit issued by [NCDEQ-Division of Energy, Mineral and Land Resources](#)
- [NCDOT Encroachment](#) and [Driveway](#) Permits Issued
- [Army Corps/Wetland Permits](#) Issued
- Contractor Information Forms Submitted to Kannapolis Engineering
- Shop Drawings Approved by Kannapolis Engineering
- Pre-construction meeting held with Kannapolis Engineering, and all other applicable agencies
- Contractor Information Forms Returned to Kannapolis Engineering (Distributed at Pre-construction Meeting)

Stormwater & SCMs:

- Storm CCTV1* Submitted (Prior to Proof Roll) and approved by Kannapolis Engineering
- Storm CCTV2* Submitted (After Utilities) and approved by Kannapolis Engineering
- Storm Certification Submitted and approved by Kannapolis Engineering
- SCM Construction Estimates submitted and approved by Kannapolis Planning
- SCM Plat and SCM O&M Agreements submitted and approved by Kannapolis Engineering
- SCM Converted, certified As-builts and as-built planting plan submitted and approved by Kannapolis Engineering
- SCM Agreement Finalized

**All CCTV must be submitted to the Engineering Department and will be reviewed within 10 business days of submission*

Water & Sewer:

- Water Meters delivered to Water Resources Department and installed by the Applicant
- Passing Pressure Testing Complete and report submitted to Kannapolis Engineering
- Passing Water Samples collected by Kannapolis Engineering – Expires after 30 days
- Water As-builts submitted and approved by Kannapolis Engineering**
- Water Certification Completed by Engineer of Record (Kannapolis Engineering will submit to NCDEQ)
- Tie-ins Completed (After Engineering Department Approves tie-in)
- Passing Sewer Pressure Test Complete
- Passing Sewer Vacuum Test Complete
- Passing Sewer Mandrel Complete
- Sewer As-builts submitted and approved by Kannapolis Engineering**
- Sewer Certification Complete
- All sewer plugs removed from downstream sewer lines
- Sewer CCTV Submitted and Approved by Kannapolis Engineering
- FOG Interceptor Tie-in Complete and Inspected by Kannapolis Engineering
- Utility Punch-list Scheduled and All Items satisfactorily addressed
- Utility Final Walk Through Complete

***Once as-builts have been submitted and approved, applicant shall submit CAD/GIS files of the as-builts.*

Asphalt/Roadways (Public Right of Way):

- Passing Trench Backfill test (Third party)*
- Passing Subgrade Proof Roll
- Passing Curb Proof Roll
- Passing ABC Test (Third party)*
- Passing Roadway Proof Roll
- Passing Asphalt testing (Third party)*

- Installation of Final Lift and passing density testing (Third Party)*
- 1-year warranty walk through
- 1-year Warranty punch list items completed

**All third-party testing results must be submitted to Kannapolis Engineering.*

Street lights: (Public Right of Way)

- Street Light Design requested from Duke Energy by Applicant
- Street Light Design submitted and approved by Engineering Department
- Street Light Decorative Adder paid to Duke Energy by Applicant

Street Signs:

Street names should be approved by planning prior to construction permit approval.

- Street Sign Application & Fee submitted to Kannapolis Planning

Fire:

- Passing Hydrant Flow test performed by Kannapolis FD
- Passing Fire Sprinkler Protection inspection performed by Kannapolis FD
- Passing Fire Alarm System inspection performed by Kannapolis FD
- Passing Standpipe System inspection performed by Kannapolis FD
- Gate and Access plan submitted to Fire department

Misc. Sitework

- Retaining walls inspected by third party and reports submitted to Engineering Department
- All conditions of TIA and rezoning met (if applicable)

Bonds

All bond estimates shall be submitted to the Kannapolis Planning Department. Bond estimates should be itemized and a 25% contingency added to any items bonded for non-completion (performance bond).

Bonds may be required on the following items, if not complete at the time of CoC request.

- Asphalt topcoat
- Sidewalks
- Striping
- Landscaping
- Retaining wall (Inspected by third party)
- SCM Conversion
- Additional Items as required by the City for non-performance

Important Note: If a Temporary COC is issued or a COC is issued with bonds, the developer shall be responsible for completing all remaining obligations within the timeline specified in the TCOC or bonds, or the developer risks discontinuation of water service in accordance with [Section 17-202](#) of the Kannapolis Code of Ordinances.