**Small Cities Construction Closeout Checklist**

Date

Town

Grant Number

Name

Address

Reviewed By



**NOTE: Please make sure that the documents are in the file in the order listed below.**

Date N/A

1. Application by owner of property ……………………………………………….
2. Initial property inspection listing housing code violations …………..
3. Cost estimate by design professional ………………………………………….
4. Owners signed copy of specifications for bidding ……………………….
5. Lead paint notice signed and received ……………………………………….
6. Documentation of lead paint test results …………………………………..
7. Owners loan commitment with scope of work and amount ……..
8. Copy of advertisement ……………………………………………………………..
9. Bid Tabulation …………………………………………………………………………..
10. Document confirming contractor has not been debarred ………….
11. Insurance certificate ………………………………………………………………….

Date N/A

1. Signed contract ………………………………………………………………………….
2. Notice to proceed (copy of contract award letter to contractor) ….
3. Notified to DOH ……………………………………………………………………………
4. Initial 3rd party agreement ………………………………………………………….
5. Construction start date ………………………………………………………………..
6. Signed copies of all executed change orders ………………………………..
7. Permits (signed permits with final inspection dates) ……………………
8. Are smoke detectors and carbon monoxide detectors installed …..
9. Field reports for site visits, final inspection, punch list and photos ..
10. Copies of all payment requests ……………………………………………………..
11. Final lien waivers from GC, subcontractors, and suppliers ……………..
12. Provided all the warranty documents to the homeowner ………………
13. Certificate of substantial completion ……………………………………………...
14. 3rd party final inspection agreement ………………………………………………
15. Final sign off, certificate of occupancy by the town …………………………