



RESIDENTIAL BUILDING PERMIT RELEASE POLICY

Full Section Release Requirements

When items 1 – 4 are complete, contact the project Planner and the Engineering Inspector to schedule an inspection. A section cannot be released for building permits until inspections have been completed and all items below are addressed.

1. Internal streets – Pass proof roll on stabilized subgrade and stone, curb, base, and binder installed. (E)
2. All IMUTCD compliant street name signs installed with accurate and approved street names. (E)
3. All lot signs with lot numbers and addresses posted. (PZ)
4. All IMUTCD compliant regulatory signs installed (i.e., speed limit with Neighborhood plaque, stop signs). (E)
5. All common areas and lots should be at a minimum temporarily stabilized. (PW)
6. Sanitary sewer – Release letter issued and Maintenance Bond submitted. (E)
7. LOMR-F application submitted to FEMA and Record Drawings (as-builts) submitted for floodplain fill and/or compensatory storage areas, where applicable.
8. 'Fire Protection' or 'In-Service' release letter on water company letterhead. Storz connection required. (E)
9. Digital copy of recorded secondary plat submitted. (PZ)
10. Common Area Conveyance as-built data and Certificate of Completion & Compliance submitted. (E)
11. Items below either completed **OR Performance Bond** submitted (125% of approved cost estimate).
 - a. Entrance accel/decel/passing blister, etc. (including asphalt surface, pavement markings, etc.). (E)
 - b. Storm sewer – Inspection and punch list completed. (E)
 - c. Barricades at stub streets. (E)
 - d. Common Area sidewalks/paths. (E)
 - e. Perimeter/Thoroughfare paths/sidewalks. (E)
 - f. Internal streetlights and entrance streetlights (at thoroughfare). (PZ)
 - g. Pond safety signs. (PZ)
 - h. Common Area landscaping. (PZ)
12. **Performance Bond** submitted for asphalt surface, pavement markings, hydrant raised pavement markers (RPMs), centerline monumentation. ****Surface to be placed at the time the section is 75% built-out, but no more than one (1) winter seasons (November – March). After surface is complete, a Maintenance Bond is to be submitted. (E)**

Closeout – Subdivision Improvement Permit (SIP) & Bonds

All work permitted under the Subdivision Improvement Permit (SIP) shall be completed within 24 months from the date the permit was issued.

- Applicable Maintenance Bonds submitted: Common Area sidewalk/path, perimeter path/sidewalk, stone, base, binder, curb, storm sewer, and sanitary main. **Maintenance Bonds shall be a three (3) year duration and 20% of construction costs.** Maintenance Bond activation date is to be set at the time of submittal. Applicable Performance Bonds will be released upon receipt of Maintenance Bonds. (E)
- *Erosion Control Performance Bond* to be released after Public Works approval of site stabilization, per erosion control/SWPPP plan **and** after '*Final Approval*' of site Record Drawings. (PW)
- *BMP Performance Bond* to be released after '*Final Approval*' of site Record Drawings. (PW)
- All other Performance Bonds to be released when work is complete and accepted by the City. Contact the Project Planner or Engineering Inspector for inspection. (E or PZ)
- '*Final Approval*' of site Record Drawings issued by Engineering Dept. (E)
- SWPPP Notice of Termination (NOT) to be signed-off by Public Works/Stormwater when site meets stabilization, infrastructure installation, and temporary controls removal requirements, and '*Final Approval*' of site Record Drawings is issued. (PW)
- Contact Engineering Inspector **five (5) months** prior to the Maintenance Bond expiration date for inspection. Any repairs to be completed prior to the expiration date. (E)