

Sample Construction Completion Certification Letter

Consultant's Letterhead

DATE:
SURREY FILE:
CONSULTANT FILE:

Attention: Acting Inspection Services Manager, City of Surrey

CONSTRUCTION COMPLETION CERTIFICATION

RE: Project: _____
Address: _____

A final construction inspection was held on _____ and the deficiencies identified have now been satisfactorily completed with the exception of the holdback items as detailed below.

I hereby certify that the works meet Surrey Standards and Specifications and are complete as per the Servicing Agreement and design drawings.

I request that this project be placed on its one-year maintenance period effective as of _____.

Outstanding items which remain to be completed are as follows:

	<u>Item</u>	<u>Holdback</u>
1.	Submit original as-constructed drawings	\$ _____
2.	Establish grass in boulevards	\$ _____
3.	Place _____ minimum asphalt overlay	\$ _____
4.	Maintain/remove siltation controls	\$ _____
5.	5% maintenance deposit	\$ _____

We also recommend that the developer be invoiced for \$ _____ as per the attached Pavement Cut Form. Finally, enclosed is the certified as-constructed Tangible Capital Asset (TCA) report form and as-constructed checkprints.

_____, P.Eng.
(Please seal)

cc. Prime Contractor