



City of Tavares, Florida
Community Development
201 E. Main Street, Tavares, FL 32778
Tel: 352.742.6408 Fax: 352.742.6087
www.tavares.org

Final Construction Clearance Procedures

Project Name & Number _____

Final Acceptance of Site Plans and Subdivisions

The following items are required to be submitted to the City in one complete package:

- ☐ PDF of the Engineer's Certification of Satisfactory Completion on City of Tavares form
- ☐ PDF Landscape Certification from landscape architect that all materials and irrigation systems have been installed per approved plan.
- ☐ Utility Acceptance Procedures
- ☐ Public Works Closeout Procedures
- ☐ Fire Closeout Procedures
- ☐ PDF and CAD file of signed and sealed as-builts
- ☐ PDF of all signed and sealed original material testing lab reports.
- ☐ PDF of certification to SJRWMD on drainage system.
- ☐ PDF of FDEP final clearance acceptance for potable water and sanitary sewer system
- ☐ PDF of Certifications of completion from all applicable permitting agencies, if possible (SJRWMD, FDEP, FDOT, FEMA, etc)
- ☐ PDF and CAD file indicating the storm-water infrastructure

Once the above items are found to be acceptable, a field inspection will be conducted by the Utilities, Public Works, Planning and Zoning and Fire departments and an inspection report listing any deficiencies will be issued which must be completed satisfactorily prior to final acceptance of the site improvements.

Note: Please include all of the above checklist items. If any of the items do not apply to your project, please write "N/A" and explain in the notes section below. Failure to submit this checklist with your clearance package will result in a delay in processing.

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Engineer's Certification of Satisfactory Completion

Following review of the attached listed items by the City Engineer, the City Engineer will review for completeness. Once the attached listed items are found to be acceptable, a field inspection will be conducted by the Utilities, Public Works, Planning and Zoning and Fire departments and a final punch list will be issued which must be completed satisfactorily prior to final acceptance of the site improvements.

Note: Please include all of the above checklist items. If any of the items do not apply to your project, please write "N/A" and explain in the notes section below. Failure to submit this checklist with your clearance package will result in a delay in processing.

Notes: Project Name: _____

Applicant Name: _____

I hereby certify to the City of Tavares that the above referenced project has been fully and satisfactorily completed in accordance with the approved plans and permits, and the provisions of the Land Development Regulations.

This Certification is made based on site observations by me and/or others under my responsible charge, review of certified material testing reports, and review of as-built drawings prepared by a registered land surveyor.

I am forwarding certified material testing reports and the As-Built plans in PDF and CAD, which shows the improvements as constructed including dimensions and elevations. The As-Built plans have been certified as correctly indicating actual conditions of construction.

SEAL REQUIRED

BY: _____

(Typed Name)

Registered Engineer No. _____

STATE OF FLORIDA

DATE: _____



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Landscape Architect's Certification of Satisfactory Completion

Project Name: _____

Applicant Name: _____

I hereby certify to the City of Tavares that the above referenced project has been fully and satisfactorily completed in accordance with the approved plans and permits, and the provisions of the Land Development Regulations.

This Certification is made based on site observations by me and/or others under my responsible charge, review of certified material testing reports, and review of as-built drawings prepared by a registered land surveyor.

I am forwarding the Landscape as-built drawings in PDF, which shows the improvements as constructed including dimensions and elevations. The Landscape as-built drawing has been certified as correctly indicating actual conditions of construction.

SEAL REQUIRED

BY: _____

(Typed Name)

Registered Engineer No. _____

STATE OF FLORIDA

DATE: _____



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Utility Acceptance Procedures

Project Name & Number _____

- ☐ Water and Sewer FDEP testing and clearance completed.
- ☐ Water, sewer, reuse and storm water inspections completed and approved by the Utility Department and approved through the site permit, including contractor submitted CCTV and report of the storm system.
- ☐ Fire flow testing completed and approved by the Fire Department and approved through the site permit.
- ☐ Letter of acceptance of the water, sewer, stormwater, fire and reuse infrastructure issued by the Utility Director to the Community Development Department.

******All water services will be installed with a lock. The water service lock cannot/ will not be removed by any others except Tavares Utility staff.******

******Technically/legally service does not have to be unlocked until a C/O has been issued. ******

Once the above items are found to be acceptable, a field inspection will be conducted by the Utility department and an inspection report listing any deficiencies will be issued which must be completed satisfactorily prior to final acceptance of the site improvements.

Note: Please include all of the above checklist items. If any of the items do not apply to your project, please write "N/A" and explain in the notes section below. Failure to submit this checklist with your clearance package will result in a delay in processing.

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Public Work's Closeout Procedures

Project Name & Number _____

- ☐ PDF of all test requirements/ results
- ☐ PDF of compaction test
- ☐ Aggregate subbase
- ☐ Core for pavement
- ☐ Testing for everything above utility lines.

Once the above items are found to be acceptable, a field inspection will be conducted by the Public Work's department and an inspection report listing any deficiencies will be issued which must be completed satisfactorily prior to final acceptance of the site improvements.

Note: Please include all of the above checklist items. If any of the items do not apply to your project, please write "N/A" and explain in the notes section below. Failure to submit this checklist with your clearance package will result in a delay in processing.

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Fire Closeout Procedures

Project Name & Number _____

- ☐ Completed and approved Fire Flow testing by the Fire Department and through the site permit.
- ☐ Separate permit from licensed contractor for the fire alarm and sprinkler system.
- ☐ All life safety tests completed and approved:
 - ☐ Fire alarm
 - ☐ Sprinkler system
 - ☐ Underground fire line
 - ☐ Building Fire final
- ☐ Completed, supporting documents for required NFPA testing, submitted to the building department by the contractor.

Note: Please include all of the above checklist items. If any of the items do not apply to your project, please write "N/A" and explain in the notes section below. Failure to submit this checklist with your clearance package will result in a delay in processing.

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