



CITY OF GRANBURY FINAL ACCEPTANCE CHECKLIST

PROJECT NAME: _____

Owner/Developer Name: _____

Engineer of Record: _____

Contractor(s): _____

Contractor(s): _____

Prior to Final Acceptance of Public/Private Improvements the Developer/Owner, Contractor(s), and Engineer must complete and submit the following information to Public Works:

- Final Walk-Through.** Once all infrastructure is complete, a Final Walk-Through must be scheduled with the Public Works Admin Assistant and completed prior to Final Acceptance.
- Public Works Punch List.** All items on the Punch List must be completed and signed off on by the Inspections Department prior to Final Acceptance.
- Notice of Compliance.** A Notice of Compliance will be sent out with the Final Acceptance Checklist to notify all parties of the required documents that must be submitted for Final Acceptance.
- Maintenance Bond.** (2-year from the date of acceptance, 100% of the approved Summary of Costs contained within the (FIA) Facilities Improvement Agreement). Must use [City of Granbury Template](http://www.granbury.org/MaintenanceBond) (available at <http://www.granbury.org/MaintenanceBond>) indicating that he will be responsible for defects in the project due to faulty materials and/or workmanship for a period of two (2) years from the date of final acceptance.
- As-Builts – 11” x 17” (half-size) mylars.** Final construction plans with any corrections, signed and sealed by the Engineer of Record
- As-Builts Digital File:** (1) one compact disc. Must contain both CAD and .pdf file of the final as-built construction plans with any corrections, signed and sealed by the Engineer of Record.
- Standard Letter of Inspection & Acceptance** – Must be submitted by the Developer’s Design Engineer of Record. (available at <http://www.granbury.org/StandardLetterofInspection>)
- Contractor’s Affidavit of Final Payment** - The developer/owner must submit to the City, evidence that final payment to the contractor has been made, and that all subcontractors and persons furnishing labor and materials have been paid in full and all claims settled. (available at <http://www.granbury.org/FinalPaymentAffidavit>)
- Project Infrastructure Final Inventory** – The Engineer of Record must submit to the City a Final Inventory of the Project (form available at <http://www.granbury.org/ProjectFinalInventory>, and
- Texas Department of Licensing and Regulation (TDLR) Registered Accessibility Specialist (RAS) Inspection Report** – (if applicable) Provide your RAS Inspection Report and the Engineer’s response to TDLR on any unacceptable items, if applicable.

Please submit the above items to the City of Granbury Public Works Department located at:

Granbury Municipal Service Center
401 N Park St.
Granbury, TX 76048
(817) 573-7030

Once all the above items are completed and have been submitted satisfactorily a Letter of Acceptance will be issued.
Please contact Erin Burdette or Chester Nolen with any questions.

City Ordinance Chapter 5.7. No Certificate of Occupancy shall be issued by the City nor shall any permanent utility services be granted to the site unless all final inspections have been completed, the "Letter of Acceptance" by the City Engineer or Public Works Director has been written and any required maintenance bond has been filed with the City. The City of Granbury may, at its sole discretion, disconnect any utility services until the requirements of this ordinance have been met.
References: City Ordinance Chapter 5.5 Acceptance Requirements, City Council approved Facilities Improvement Agreement and the Policy for the Installation of Public & Private Improvements 12.18.17.