



CITY OF NEW BRAUNFELS – PROJECT CLOSEOUT REQUIREMENTS
Sec. 118-38(g) "Guarantee of Materials and Workmanship"

PROJECT: _____ PERMIT# _____

Design Engineer: _____ Address: _____

Phone: _____ e-mail: _____

General Contractor: _____ Address: _____

Phone: _____ e-mail: _____

Developer/Owner: _____ Address: _____

Phone: _____ e-mail: _____

Owner Name: _____ Is property in [] City Limits [] ETJ – [] Comal [] Guadalupe Date

signed and sealed Engineer's cost estimate was approved for the Maintenance bond by the City.

Staff Applicant

_____ Preconstruction meeting held (Date: _____)

_____ Final Punch list Inspection reqd (Date: _____)

Items to be completed prior to acceptance of the Project by the City & submitted with closeout packet:

Staff Applicant

- 1. Acceptance & closeout of all required inspections (final Construction Punchlist).
2. Letter of acceptance issued by TxDOT if required (N/A if not applicable).
3. Letters of acceptance issued by NBU or any other utility operator.
4. Fire hydrant flow test results with map (Provide 2 sets when in the ETJ).
5. Staging area landowner letter of acceptance.
6. Materials testing books provide a PDF on thumb drive (Provide 2 thumb drives when in the ETJ).
7. Contractor's Complete PDF set of as-built with Plan of record note, project name, signed, sealed, & date on all sheets, by the Engineer of Record.
8. Original Two-Year Maintenance Bond (submit in accordance with Section 118-38 (g) of the New Braunfels Municipal Code of Ordinances).
9. No blanks on the original Maintenance Bond, must be completely signed with copy of approved cost estimate & back up, & permit number must be listed (please use City template).
10. Inspection fees are due y n - Amount _____ Check No. _____

PLEASE NOTE:

City assigned permit number and project name must be on all paperwork.

All the above items to include this form must be turned in as a complete packet to the City of New Braunfels Engineering Division.

Inspector: _____

Revised 2/3/2023