

B-PERMIT PLAN CHECK MANUAL

14.14 THE COMPLETION NOTICE

After the project has been constructed, the following items are required to release the bond (See [Exhibit No. 11](#), **BOND EXONERATION – B-PERMIT FLOW CHART**):

1. Final Inspection Notice from the Bureau of Contract Administration to the Bureau of Engineering.
2. AS-BUILT PLANS DONE BY THE PRIVATE ENGINEER. This is done when there are ICA's on the project that change the construction from what the original plans show.
3. As-built plans submitted to the Bureau of Engineering.

If the above items have not been complied with, the paper work necessary to release the bond will not be done. The Certificate of Occupancy does not mean that the job will be closed.

The Completion Notice is written when the as-builts have been completed. The Bureau of Accounting and the Bond Control Group do closings at the end of each month. After the memo is written to close a BC-Permit the copies are distributed as follows:

1. Original to Bond Control Group.
2. Street Tree Division, if there were trees in the estimate.
3. District Office file.
4. Tract or Parcel Map file.

There is also an "early notice" closure list that is sent to the Bond Control Group to alert them of what is being closed during the month.

When typing the form to close the BC-Permit use the "CLASS 'B' PERMIT COMPLETION NOTICE form.