

## CERTIFICATE OF FINAL COMPLETION

Project #, Name:

\_\_\_\_\_

Substantial Completion Date:

\_\_\_\_\_

Final Punchlist Inspection

Date: \_\_\_\_\_

The Builder certifies that the Work and all other requirements have been completed in accordance with the Contract for Construction, including, but not limited to:

- Completion of all discrepancies (punch list items) noted at the time of Substantial Completion
- Submission of "as-built" plans and specifications, shop drawings, and other record documents.
- Completion of all Owner training
- Submission of all contractually-required attic stock and spare parts
- Submission of all final Operation & Maintenance documents and other closeout deliverables
- Submission of consent of Builder's surety
- Submission and approval of all remaining change order proposals, claims, and applications for payment
- Payment of all costs incurred for equipment, material, labor and services against the Project

The Builder further certifies that:

- No liens have been attached against the project
- No suits are pending by reason of Work on the Project Under the Construction
- All Workers' compensation claims are covered by Workers' Compensation Insurance are required by law
- All insurance required of the Builder beyond final payment, if any, is in effect and will not be cancelled or allowed to be expired without notice to the Owner
- All public liability claims are adequately covered by insurance and that the Builder shall save, protect, defend, indemnify, and hold the Owner harmless from and against any and all claims which arise as a direct or indirect result of any transaction, event occurrence, or omission related to performance of the Work contemplated under said Contract for Construction.

Upon execution below, this project will be considered complete. This consideration does not relieve the Builder from its post-construction responsibilities, including the correction of discrepancies noted during the first year after Substantial Completion, warranty issues, latent defects, and other requirements of the Contract for Construction or State law.

**For the Builder**

Name of  
Firm: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
Authorized Representative

**By: (Notary Public)**

Type  
Name: \_\_\_\_\_

Personally appeared before me this \_\_\_\_  
day of \_\_\_\_ known(or made known) to me  
to be the \_\_\_\_\_(title) of  
\_\_\_\_\_(firm), who, being  
by me duly sworn, subscribed to the  
forgoing affidavit in my presence.  
My Commission Expires:

**Design Professional**

Name of Professional  
Firm: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
Type Name

**Project Manager (Parish/Faculty)**

By: \_\_\_\_\_  
Type Name