



Active Construction and Project Closeout Checklist

To avoid loss of funding, all requirements listed below must be both (a) complied with prior to construction commencing, and (b) reported to the Utah State Board of Education (USBE) for all applicable projects, consistent with: (1) Utah Codes 53A-20 School Construction and 15A-1 State Construction and Fire Codes Act, (2) Administrative Rule R277-471 School Construction Oversight, Inspections, Training and Reporting, and (3) the School Construction Resource Manual. The USBE project number will only be issued upon submittal of all applicable items listed below to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov), (801) 538-7669.

NOTE: Where projects would be exempt from reporting to USBE, this does not eliminate the need to obtain all required inspections and reviews.

The time-period required to receive a 'Certificate of Occupancy' (temporary or permanent) may be calculated only upon receipt of all of the required items listed below. Once all required items have been submitted to USBE, issuance of a certificate may be expedited to as little as 12 hours; however, this can only occur when prior notice of intent to file for a 'Certificate of Occupancy' has been provided to Jenefer Youngfield, prior to needing the certificate, and submission of all documents and notice to USBE occurs prior to planned occupancy.

Project Name & Description: _____

I. Active Project Requirements

The School District Building Official/Charter School Board Building Officer verifies that they have or will:

- a. For projects involving the site, submit the **Stormwater Pollution Prevention Plan (SWPPP)** sheets (civil) for construction, provided to the local municipality or county public works department and/or health department having jurisdiction for review; and by checking this box ensure SWPPP compliance throughout the project;

The School District Building Official/Charter School Board Building Officer shall submit the following on a monthly basis, throughout the project:

- b. The **SP-8 form** ([Construction Inspection Summary](#)). This includes any months in which there is no activity on the project, but the project is still open and active (indication on the form submitted would include a statement to the effect of "no activity on the project, including inspections and/or tests for this month");
- c. Copies of **all inspection and testing reports**, amended construction documents, including: fire protection system shop drawings, deferred submittals, phased construction documentation, etc. for the construction project as applicable each month, to USBE. These may be submitted electronically by the testing and/or inspection firms, when submitted to school district or charter school, or faxed, or mailed;
- d. Copies of **all inspection and testing reports**, amended construction documents, including: fire protection system shop drawings, deferred submittals, phased construction documentation, etc. for the construction project as applicable each month, **to the local governmental jurisdiction having authority**, in which the construction project is taking place. For additional details see the ['School Inspection Reporting Requirements'](#) form.

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II. Project Closeout Requirements

The School District Building Official/Charter School Board Building Officer shall submit the following:

- a. The completed [SP-9 Final Inspection Certification Summary](#) and all supporting documentation;
- b. **Final inspection or temporary final** (when a *Temporary Certificate of Occupancy* is being requested), completed by the appropriately certified and licensed the International Code Council (ICC) building inspector of record;
- c. Copy of the **'Certificate of Fire Clearance'** issued **by the State Fire Marshal's office**;
- d. Copy of the Certificate of Occupancy, if the inspections were performed by either the school district or local jurisdiction (city or county) in which the facility is located, **or**, a completed [SP-10 Request for a Certificate of Occupancy](#) submitted to obtain a Certificate of Occupancy signed by the **State Superintendent of Public Education when the necessary licensed inspections (those other than the local jurisdiction or school district) were performed by an independent inspector** (this includes inspectors performing services outside the school district/ jurisdiction employed);
- e. Provide evidence that the most restrictive and/or specific among the (1) **ADA (Americans with Disabilities Act – 2010)**, (2) **International Building Code 2015**, and (3) **ANSI A117.1 – 2009**, **have been complied with, including assurances that any remodels, renovations, etc., rectify deficiencies related to accessibility within and/or access to the scope of construction area**; by means of proper design and adherence to all: construction documents, fabrication, installations and inspections, by obtaining and submitting letters of assurance from the following, as applicable:
 - i. Design Professional(s);
 - ii. Contractor(s);
 - iii. Inspector(s)
 - iv. Other(s) (please specify) _____
- f. A copy of the completed **SP-11** [\(USBE School Building Certificate of Final Inspection\)](#).

NOTE: *Receipt of the licensed inspector's final inspection and/or the Utah State Fire Marshal's 'Certificate of Fire Clearance' does not fulfill the requirement of a 'Certificate of Occupancy.'* It is unlawful to allow occupancy of a facility until the appropriate permanent or temporary 'Certificate of Occupancy' has been issued by the appropriate authority.

III. For any item(s) listed above not complied with or provided, please indicate the reason(s) below:

I verify, as the designated School District Building Official/Charter School Board Building Officer, the following:

- *To the best of my knowledge all information provided on this form is accurate and complete as required;*
- *This signed copy is an approved form that was obtained from the USBE website within one year of the date listed.*

Signature

Printed Name

Date

Along with including a completed copy of this form to USBE with other submittals, please retain a copy of this document with project records.