## **OFFICE OF THE STATE ARCHITECT**

## **STATE BUILDINGS PROGRAM**

**PROJECT CLOSEOUT**

**CODE COMPLIANCE DOCUMENTATION TRANSMITTAL (ALL AGENCIES AND IHE)**

|  |  |
| --- | --- |
| To: | State Buildings Program/Office of the State Architect |
| From: | (Primary Contact Person) |
| Date: |       |
| Project No./Name: | (indicate total number of phases) |
|  |

The following code compliance documentation is required per policy (Refer to Code Compliance: Approved Building Codes, Plan Review Procedures and Building Inspections) for each agency’s general funded controlled maintenance and capital construction project and, each cash funded capital construction project over two million dollars and is to be attached to this L-1 transmittal (copies, not originals). **Note, documentation must clearly indicate and account for each appropriated phase, bid packet or any discrete portion of the project where the plans were reviewed separately and/or construction was inspected separately.**

Notice of Code Compliance (Document Review) including:

[ ]  Building Inspections recommended by code review agent in the Notice or memorandum from code review agent/agency stating why code review was not required for the project.

[ ]  If the Notice was contingent on the inclusion of the final construction document code review comments, the agency SBP delegate/project manager must, certify that the code review agent’s comments were incorporated into the drawings and specifications by signing the Notice

[ ]  If alternative methods, modifications, or appeals were approved, submit detailed documentation.

[ ]  Signed by Project Manager

Notice to Proceed (SBP-6.26) or (SBP-7.26) including:

[ ]  All Partial and Final Notices to Proceed as issued, and

[ ]  All required signatures per signature blocks.

Building Inspection Record (SBP-BIR) including:

[ ]  All Partial and Final Building Inspection Records as issued (Note, all recommended inspections and Special inspections from the Notice of Code Compliance (Drawing Review) must be checked on the Building Inspection Record and dated and signed-off or referenced and attach separate Inspections from Electrical/Plumbing Board, Material Testing, etc.), and

[ ]  Code review agent’s and project manager’s signatures,

Notice of Approval of Occupancy/Use (SBP-01) including:

[ ]  All Partial and Final Notices of Approval of Occupancy/Use as issued and

[ ]  All applicable items dated and signed-off and all required signatures per signature blocks. Note: Notice of Substantial Completion and punch lists are not to be submitted.