Acceptance Checklist

Project Name: _____   **Availability #:** _____

Engineer: _____   **Phone :** _____

Developer: _____   **Phone :** _____

Utility Contractor: _____   **Phone :** _____

_____   Address of Pump/Lift Station: _____

_____   Electric Meter #: _____

_____   Service Provider:

_____   **Bill of Sale for water and/or sewer improvements:** This is required under the water and sewer code, whereby all materials and appurtenances in the system(s) legally become the property of JEA. *Original signature and Notarized*

_____   **Dedication Warranty:** 2-year contractor warranty for infrastructure improvements. *Original signature & must include Contractor's License No.*

_____   **Engineer's Final Certification:** Certificate in accordance with para 654.124 (Subdivision Regulations is on file) *Original signature with PE seal*

_____   **Owner's Affidavit of Construction Completion:** The original affidavit should be completed by the owner or developer. The affidavit should address JEA not the City of Jacksonville. *Original signature and Notarized*

_____   **Schedule of Values:** Be sure to include all applicable project information, including pump station information at the bottom of the document.

_____   **As-Built Approval Letter(s)**

_____   **Clearance Certificates on Water, Sewer and Reclaim Mains:**
Letters of certification from JEA and/or FDEP.

_____   **Approved Deed of Dedication, Easement(s), Recorded Plat, Hold Harmless Agreement**

_____   **Pump Station "Start-Up":** A copy of the pump station start-up report with the name of the pump (ex. Myers), control panel (ex. Unitron) and pump site address.

_____   **Record of Final Inspection:** Final inspection record should indicate attendees and deficiencies noted. The original with Project Engineer/Inspector's Certification that all punch-list items have been satisfied.

Please submit all applicable documents for final utility acceptance and service.

Revised 1/3/2019