



# Notice of Completion

## Form and Checklist

|         |  |
|---------|--|
| Name    |  |
| Address |  |
| Village |  |
| Date    |  |

**Project is Complete:**

Date of Completion: \_\_\_\_\_

**Required Submittals:**

**As-Built Photographs (Required for all modifications):** Provide photographs of the finish project

**Permit:** If a Permit is required by the City, County, or State, it is incumbent upon the Home Owner to ensure a CO is issued and shall provide the Property Manager a copy of the Permit.

**Certificate of Occupancy:** If a Certificate of Occupancy (CO) is required by the City, County, or State, it is incumbent upon the Home Owner to ensure a CO is issued and shall provide the Property Manager a copy of the CO.

**As-Built Drawings (Applies to Room Additions Only):** Provide as-built drawings of the finished project

**Home Owner Comments / Other Submittals:**

**Home Owner Certification:**

*Home Owner certifies that approved modifications were completed in accordance with the approved Master Application and associated Checklist(s), and the Design Review Manual.*

*I hereby request that a Final Inspection be conducted.*

|                              |              |
|------------------------------|--------------|
| <i>Home Owner Signature:</i> | <i>Date:</i> |
|------------------------------|--------------|

|  |                                    |                |
|--|------------------------------------|----------------|
| Revision: 3.1                              | Status: Final – Effective 3/1/2012 |                |
| Design Review Manual (DRM) Compatibility:  | Version: 3.1                       | Date: 3/1/2012 |
| DRM Checklist References: Sections 2 and 3 |                                    |                |