

Temporary Certificate of Occupancy

Performance Guarantee Checklist

Address:

Project Name:

This checklist is intended to assist the business owner or his/her designee in determining the cost to complete all required building and site improvements pursuant to the approved building and/or site plans if a Temporary Certificate of Occupancy is requested. The surety must represent 100% of the estimated cost of completion of the required improvements. Supporting documentation must accompany this form.

Building Improvements	Quantity	Unit Cost	Installation cost	Subtotal
Address Numbers:				
Key Box:				
Fire Lanes:				
<ul style="list-style-type: none"> • Painted curbs: • Signs: 				
Other:				
<i>Subtotal of Building Improvements:</i>				
Parking Lot and Loading/Unloading Improvements	Quantity	Unit Cost	Installation cost	Subtotal
Site Grading:				
Sub-base:				
Asphalt:				
Curbing:				
Striping:				
Storm water retention system:				
Sidewalk:				
Lighting:				
Other:				
<i>Subtotal of Parking Lot and Loading/Unloading Improvements:</i>				

Landscaping/Screening Improvements	Quantity	Unit Cost	Installation cost	Subtotal
Perimeter landscaping:				
• Trees:				
• Shrubs:				
• Berm:				
• Ground Cover:				
Interior parking lot landscaping:				
• Trees:				
• Ground Cover:				
Screening:				
• Fence:				
• Berm:				
• Trees (screening):				
• Ground cover:				
Other:				
<i>Subtotal of Landscaping/Screening Improvements:</i>				
Utility Improvements	Quantity	Unit Cost	Installation cost	Subtotal
Hydrant signs:				
Easement:				
Title Commitment/policy:				
Maintenance bond:				
Manhole/curb box adjustment:				
Other:				
<i>Subtotal of Utility Improvements:</i>				
Other Improvements	Quantity	Unit Cost	Installation cost	Subtotal
<i>Subtotal of Other Improvements:</i>				
TOTAL				