

# Certificate of Substantial Completion

PROJECT: (Name and Address)

\_\_\_\_\_

Contract No.:

\_\_\_\_\_

Contract Date:

TO: (Contractor Name and Address)

\_\_\_\_\_

Date of Issuance:

\_\_\_\_\_

**Project or Designated Portion Shall Include:**

The work performed under this contract has been reviewed and found to be substantially complete. The date of substantial completion of the project or portion thereof designated above is hereby established as \_\_\_\_\_ which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

**Definition of Date of Substantial Completion**

The Date of Substantial Completion of the Work or designated portion thereof is the date certified by the project administrator when construction is sufficiently complete in accordance with the Contract Documents, so the state can occupy or utilize the work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents. A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the project administrator is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

\_\_\_\_\_ *Project Administrator*                      \_\_\_\_\_ *By*                      \_\_\_\_\_ *Date*

The Contractor will complete or correct the work on the list of items attached hereto within 30 calendar days from the above Date of Substantial Completion.

\_\_\_\_\_ *Contractor*                      \_\_\_\_\_ *By*                      \_\_\_\_\_ *Date*

The State accepts the work or designated portion thereof as substantially complete and will assume full possession thereof at:

\_\_\_\_\_ *Time*                      on                      \_\_\_\_\_ *Date*

\_\_\_\_\_ *Project Delivery Manager*                      \_\_\_\_\_ *By*                      \_\_\_\_\_ *Date*

The responsibilities of the State and the Contractor for security, maintenance, heat, utilities, damage to the work, and insurance shall be as follows:

**Note: State's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage; Contractor shall secure consent of surety company, if any.**