

STAGE 4: RELEASE FOR CONSTRUCTION (RFC) PLANS & BUILDING PERMIT ISSUANCE

[Checklist Link](#)

City Links to Forms and Regulations

[PWD/Administration Administrative Rule 208](#) -- Improvements Agreement & Security Procedures

[Administrative Rule 645](#) -- Building Permit Release Policy (Not Yet Available)

[Administrative Rule 661](#) -- Tests and Specs for Infrastructure Improvements

[Administrative Rule 419](#) -- Curb/Gutter Design and Construction Requirements

[Administrative Rule 108](#) -- Utility Plan Submittal Required Prior to Excavation Permit

[Subdivision Completion Guidelines](#) -- (Scenarios 1, 2, and 3)

[Required Format Quantities List Document](#) -- Quantities List Required Prior to Permit Issuance

[Required Format Estimate of Probable Cost](#) -- Required Prior to Obtaining a Security

[Subdivision Improvements Agreement](#)

[Amended Subdivision Improvements Agreement](#)

[Article 9 of the City Subdivision Regulations](#)

NOTES:

1. REQUIREMENTS BY STATE DEPARTMENT OF ENVIRONMENTAL QUALITY AND FEDERAL GASB34 AFFECT THIS STAGE.

STEP A: RELEASE FOR CONSTRUCTION (RFC) PLANS

1. All items required for this stage are listed on the **STAGE 4 CHECKLIST**. Please be sure to submit required documentation and **complete and sign all sections of the checklist**. The following are reminders for what is required on the submitted plans:
 - **THE COVER SHEET OF EACH SET OF PLANS** must be stamped “Released for Construction,” dated and signed by Developer’s Representative (Engineer of Record).
2. **PRIOR TO CONSTRUCTION PERMIT ISSUANCE:**
 - City Engineer, or his designee, must approve the RFC plans by stamping and signing.
 - If project or subdivision is outside the corporate limits, City Engineering requires an email or letter from County Public Works stating that plans have been reviewed and approved and whether or not a County excavation permit is required within the right-of-way.
 - A copy of the DEQ approval must be submitted.
 - If excavation is required for any mainline, primary, secondary or cable construction located within a public right-of-way or public utility easement, a utilities plan must be submitted and approved by the City Engineer, or his designee, prior to permit issuance. See plan requirements per Administrative Rule 108 linked above.
 - Provide a separate quantities list (City format is required and is linked above).
3. **PRIOR TO BUILDING PERMIT ISSUANCE** see the Subdivision Completion Guidelines (Scenarios 1, 2, and 3) and Administrative Rule 645, Building Permit Release Policy (links provided above).

- a. A final plat must be submitted to the City Engineer with a security.
 1. In order to obtain a security, the Developer's Representative must submit the following:
 - i. An Estimate of Probable Cost for City review and approval. Use the City's **required format**, linked above, and
 - ii. A Subdivision Improvements Agreement (or Amended Subdivision Improvements Agreement if amending, extending, or reducing an existing Subdivision Improvements Agreement). Use the City's **required format** linked above.
 - iii. Reminder - Stormwater Pollution Prevention Plan (SWPPP) ordinance (See Stage 3) also requires that a project requiring a SWPPP permit be 70% revegetated before permit is closed and project is accepted. This will have to be accounted for in the estimate of probable cost when the plat is filed.
 - iv. A security such as a Letter of Credit, Cashier's Check issued by a bank, Bond, Certificate of Deposit, etc., which may be good for a term of no less than (2) two years before it can be amended, extended, or reduced.
 - v. For more information on Public and Private Improvement Agreements, see Article 9 of the City Subdivision Regulations and PWD/Administration's Rule 208 (links provided above).

4. **PROCEED TO STAGE 5**, Final Construction and Inspection Checklist.