



## Stage 9: Final Acceptance Guidance Document

The following document is for guidance purposes only. The Applicant shall read and understand the relevant references listed below.

### Description

Stage 9 is the step in the review process that takes place after the final inspection is complete. Stage 9 is submitted through the Engineering ProjectDox portal. It involves the acceptance and closeout documentation for all public infrastructure including water, sewer, stormwater, streets, lighting, and fire services. This step must be completed before the City Engineering Department can sign off for occupancy on a building.

### General Information

- Stage 9 takes place once the project is deemed substantially complete by the City review Engineer during Stage 8, “Final Inspection.” Project close-out and acceptance must occur within 90 days of project completion.
- The Engineer of Record (EOR) shall create a new project in the City’s Development Center via the Engineering Projectdox Portal. Mylar record drawings and one full-size paper record drawing set must also be delivered to the City review Engineer.
- All plans and documents must be submitted as a comprehensive package and include all infrastructure which was initially reviewed with the project number (i.e., water, sewer, stormwater, streets, fire services etc.) rather than staggered submittals. This ensures a holistic comprehensive closeout review. Incomplete submittals will suspend the closeout review and they will be returned for resubmittal. If a resubmittal is required, all comments must either be corrected or include a written response to justify the proposal.
- If deviations to applicable standards are requested the applicant shall provide a written deviation request on the “Certified Checklist for Testing and Documentation Requirements.” Deviations during final acceptance would include deficient testing results. The request shall cite the applicable standard being deviated from and discuss how the applicant intends to satisfy the deficiency, either with replacement of material or paying the penalty fee as described in the City of Bozeman Design and Construction Standards. Deviations requests shall be included on the Submittal Form, or a separate narrative provided in the ProjectDox Documents folder.

### Applicant Actions

- The Engineer of Record (EOR) shall create a new project workflow in the ProjectDox by selecting “Engineering Infrastructure Closeout” in the “Start New Application Request” window.
- Submit all required project closeout documents as required in the *City of Bozeman Design and Construction Standards*.

- Submit stamped and signed final record drawings to the City review Engineer, including one set on mylar and one full-size set on paper. An electronic version of the record drawings shall also be submitted to the ProjectDox portal also. Record drawings must be certified by a professional Engineer licensed in the State of Montana.
- The EOR shall respond to all City comments and make corrections for resubmittal.

## City Actions

- The City will pre-screen the submittal to ensure the applicant has provided a complete package and uploaded files correctly including proper naming, filing, and sizing conventions.
- After a successful completion of the pre-screen, the City review Engineer will review the submittal for conformance with City standards. If corrections are required, the submittal will be returned to the Applicant.
- Once the City review Engineer deems the closeout package approved, the Certificate of Completion and Acceptance will be signed by the City and uploaded to the City Documents folder in ProjectDox.

## Relevant References

- City of Bozeman Design and Construction Standards
- City Modifications to Montana Public Works Standard Specifications
- City of Bozeman Municipal Code
- Department of Environmental Quality (DEQ) Circulars 1 and 2
- Montana Public Works Standard Specifications (MPWSS)
- City of Bozeman Water and Wastewater Facilities Plans shall govern sewer and water trunk main design and sizing.
- City of Bozeman Stormwater Master Plan
- City of Bozeman Transportation Master Plan

## Next Steps

If the associated project has a request for occupancy and the stie work is complete, the City review Engineer may sign off for the engineering occupancy after the public infrastructure has been accepted by the City. The Applicant will proceed to Stage 10 of the Engineering Infrastructure Review Process, “Two-Year Warranty Inspection.”

## City of Bozeman Contact Information

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