



Single Commercial Site Checklist

Project: _____

Per the Town of Mooresville Zoning Ordinance General Provisions the following items must be completed and approved before vertical construction can begin.

INITIAL

- _____ All sewer located within the right-of-way or dedicated easements has been installed (from the tap up to and including the cleanout).
- _____ All water lines within the right-of-way or dedicated easements, up to and including the meter box and backflow preventer have been installed.
- _____ All fire hydrants have been installed.
- _____ All driveway aprons have been installed.
- _____ All storm drainage has been installed.
- _____ All water quality and retention features have been installed.
- _____ Copies of all test results have been forwarded to the Town's Inspector (including but not limited to water, sewer, proof rolls, concrete tests, etc).
- _____ Final approval for water and sewer extensions has been granted from Public Water Supply and Division of Water Quality, respectively.
- _____ The signage plan has been submitted by the Engineer of Record (if applicable).
- _____ One (1) bond copy of the record drawings has been submitted to the Town's Inspector.
- _____ Once the above is completed, submit the Request for Final Inspection Form and the PE Certification Form.

- _____ The Town has performed an inspection for services to create a punch list.
- _____ The Town has sent the punch list to the developer.
- _____ The punch list has been completed by the developer.
- _____ The developer has submitted a second Request for Final Inspection Form.
- _____ The Town has performed an inspection to verify the completion of the punch list.
- _____ All applicable Bond(s) and/or Letter(s) of Credit have been put in place with the Town (if applicable).
- _____ The signage plan has been approved by the Town (if applicable).
- _____ The signage plan has been paid for in full to the Town (if applicable).
- _____ The record drawings have been approved by the Town (if applicable).
- _____ The final copies of the record drawings, mylars and electronic copies, have been submitted to the Town.
- _____ Any NCDOT requirements have been met. (Note: Some requirements may be tied to the Certificate of Occupancy rather than issuance of a building permit)

Note: On a case by case basis, some requirements may be tied to the C/O rather than issuance of a building permit.