

New Construction Checklist

Items Needed Before Final Approval (<i>Certificate of Occupancy - C.O.</i>)	Date Completed
Bring Copy of Permit Application	
Bring Copy of DRB (Design Review Board) Approval Letter or EHCA (Edgemont Highlands Architectural Review Committee) Approval Letter or (Edgemont Meadows Architectural Review Committee) Approval Letter	
Submit Equipment Fee Check: Make Copy for File (Edgemont – Unit 1 - \$1498.00, or Highlands, Meadows - \$996.00) Have check ready when permit application is signed.	
(Fill in Excavation/Boring Permit Form) (\$25.00 Fee for Permit) Permit Fee Check # _____ Excavation/Boring Permit Obtained: Surety Check # _____ (\$500 deposit) <u>OR</u> Performance Bond # _____ Date _____	
Review ERMD Builder's Info Packet: Signature Sheet for File	
<p><i>THIS MUST BE COMPLETED BEFORE NEXT STEP</i></p> <p>Building Plans Approved for Backflow Device: <input type="checkbox"/> Yes <input type="checkbox"/> No Devices Needed (forced air – not fixed outside irrigation)</p> <p>Devices Needed for: <input type="checkbox"/> Boiler <input type="checkbox"/> Irrigation <input type="checkbox"/> Solar System <input type="checkbox"/> Other _____</p> <p>Number of bathrooms: _____</p>	
Water Tap Inspection: Include Photos (Call Annette at the Metro office, ext. 1, for Inspection- allow 3 business days)	
Sewer Tap Inspection: Include Photos (Call Annette at the Metro office, ext. 1 for Inspection-allow 3 business days)	
Excavation Inspection (Call Annette at the Metro office, ext. 1 for Inspection-allow 3 business days) <u>Have your inspection done before putting in your driveway.</u>	
Meter Installation (call Annette at the Metro office, ext. 1, for installation – allow 3 business days)	
Bring Copy of DRB/EHCA Final Inspection Letter	
ERMD Board's Review and Approval Prior to Signing Final Inspection on C.O.	
Return Surety Bond Check/Performance Bond Document	