



City of Port St Lucie Utility Systems Department
Utility Acceptance Turnover Check List
UtilEng@cityofpsl.com

Project Name _____ **PSLUSD File No.** _____

The complete package shall be submitted electronically via email; once approved by PSLUSD,
a paper copy shall be submitted.

	EOR Initials
01 Utility Acceptance Turnover Checklist (This form, Signed by Engineer Of Record)	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
As-Built Survey (Signed & Sealed by Professional Surveyor)	
02 1 Signed & Sealed Full Size Paper Set	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
03 2 CD's each containing one single file in PDF of the full set of as-builts (all sheets) & AutoCAD files and any other associated files (using standard fonts) of the full set of as-builts. (1 PDF and CAD files on each disk)	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
04 Contractor's Affidavit & Release of Lien (PSLUSD Doc No 130)	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
05 Sunbiz Detail by Entity Name	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
06 Request for Approval to Place a System into Operation (PSLUSD Doc No 132) (or FDEP Certifications, if applicable)	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
07 Owner's Affidavit (PSLUSD Doc 35)	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
08 Sunbiz Detail by Entity Name	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
Inspection Forms, Overtime/Re-Inspection/Other Fees	
09 Passing Final Inspection Report (PSLUSD Doc No 111)	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
10 Overtime Fees	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
11 Re-Inspection Fees	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
12 Other Fees (Explain): _____	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
13 Bill of Sale (PSLUSD Doc No. 20) signed original complete	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
14 Material and Installation Warranty for One Year (On city's Standard Form, printed on Contractor's Letterhead, PSLUSD Doc No 115)	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>
15 Other: _____	<div style="border: 1px solid black; width: 60px; height: 15px;"></div>

Engineer of Record Name Printed

Engineer of Record Signature

Date

PSLUSD Office Use Only	
Date Turnover Received For Review: _____	By: _____
Date Turnover Accepted: _____	
Date of Final Project Acceptance: _____	
Comments: _____	