



ENGINEERING DIVISION
Commercial Permit Closeout Requirements
for Certificate of Completion and
Certificate of Occupancy

This document is provided as a guide to help facilitate efficient closeout of Commercial Permits and corresponding issuance of Certificate of Completion (CofC) and Certificate of Occupancy (CofO). The following list only identifies in general the minimum requirements for the Nampa Engineering Division to sign-off on permits. Each permit will have unique conditions, and it is the sole responsibility of the Applicant and Contractor to know and follow the policies of the City of Nampa, address all special conditions assigned to the permit, and meet the requirements of the other City departments. Refer to the Engineering Division website for more information regarding Engineering Policy and Standards (<https://www.cityofnampa.us/458/Manuals>).

Certificate of Completion/Occupancy – Full closeout for sites with one or more building/permit

A. Engineering Field Items:

1. All public City utilities are complete and operational (Sewer, Water, Pressure Irrigation)
2. All public street improvements are complete
3. All private utilities and services are complete and operational
4. All private storm drainage facilities are complete and operational
5. All private drive aisles and parking areas (including signage and striping) are complete
6. All private pedestrian facilities are complete
7. Nampa Engineering Inspector has performed the Engineering Field Final Inspection and supplied a punchlist to the Contractor
8. All final inspection punchlist items are complete and pass reinspection by the Nampa Engineering Inspector

B. Engineering Office Items:

1. Record Drawings – Engineer of Record shall prepare and submit document to the Nampa Engineering Division for review and acceptance
2. Private Storm Drain System Certification Letter – Engineer of Record shall submit letter certifying the private storm drain system was constructed in substantial conformance with the plans and specifications
3. Storm Water Operation & Maintenance Agreement – Engineer of Record shall supply the required documents to the Nampa Engineering Division for finalizing and executing the agreement
4. Public Utility Easements – Applicant/Owner shall supply legal descriptions to the Nampa Engineering Division for preparing and executing the easement agreement
5. Other Special Conditions or Agreements – All items shall be completed as identified in the project conditions and as directed by the Nampa Engineering Division

Certificate of Occupancy – Phased closeout for sites with more than one building/permit

A. Engineering Field Items:

1. All public City utilities are complete and operational (Sewer, Water, Pressure Irrigation)
2. All public street improvements are complete or bond accepted by the Nampa Engineering Division (Cash or Letter of Credit only); all improvements shall be completed prior to issuing a certificate of occupancy for the last building/permit on the site or as directed by the Nampa Engineering
3. All private utilities and services for the specific building/permit are complete and operational
4. All private storm drainage facilities serving the specific building/permit are complete and operational
5. All private drive aisles and parking areas (including signage and striping) serving the specific building/permit are complete
6. All private pedestrian facilities serving the specific building/permit are complete
7. Vehicular and pedestrian ingress/egress for the specific building/permit is secure with construction fencing, signage, or other acceptable measures in place to safely separate the in-progress construction areas of the site from the building users
8. Nampa Engineering Inspector has performed the Engineering Field Final Inspection and supplied a punchlist to the Contractor
9. All final inspection punchlist items related to the specific building/permit are complete and pass reinspection by the Nampa Engineering Inspector

B. Engineering Office Items:

1. Record Drawings – Shall be completed prior to issuing CofO for the last building/permit on the site or as directed by the Nampa Engineering
2. Private Storm Drain System Certification Letter – Engineer of Record shall submit letter certifying the private storm drain system serving the specific building/permit was constructed in substantial conformance with the plans and specifications
3. Storm Water Operation & Maintenance Agreement – Shall be completed prior to issuing CofO for the last building/permit on the site or as directed by the Nampa Engineering Division
4. Public Utility Easements – Shall be completed prior to issuing CofO for the last building/permit on the site or as directed by the Nampa Engineering Division
5. Other Special Conditions or Agreements – Shall be completed prior to issuing CofO for the last building/permit on the site or as directed by the Nampa Engineering Division

Conditional Certificate of Completion – Facilitates TI Permit issuance prior to full site completion

A. Engineering Field Items:

1. All public City utilities are complete and operational (Sewer, Water, Pressure Irrigation)
2. All public street improvements are complete, or bond accepted by the Nampa Engineering Division (Cash or Letter of Credit only); all improvements shall be completed prior to issuing CofO for the building/permit and listed as a condition of the CofC
3. All private utilities and services for the specific building/permit are complete and operational
4. Incomplete private storm drainage facilities serving the specific building/permit shall be completed prior to issuing CofO for the building/permit and listed as a condition of the CofC
5. Incomplete private drive aisles and parking areas serving the specific building/permit shall be completed prior to issuing CofO for the building/permit and listed as a condition of the CofC
6. Incomplete private pedestrian facilities serving the specific building/permit shall be complete prior to issuing CofO for the building/permit and listed as a condition of the CofC
7. Nampa Engineering Inspector has performed the Engineering Field Final Inspection and supplied a punchlist to the Contractor
8. All final inspection punchlist items related to the specific building/permit are complete prior to issuing CofO for the building/permit and listed as a condition of the CofC

B. Engineering Office Items:

1. Record Drawings – Shall be completed prior to occupancy and listed as a condition of the CofC
2. Private Storm Drain System Certification Letter – Shall be completed prior to issuing CofO for the building/permit and listed as a condition of the CofC
3. Storm Water Operation & Maintenance Agreement – Shall be completed prior to issuing CofO for the building/permit and listed as a condition of the CofC
4. Public Utility Easements – Shall be completed prior to issuing CofO for the building/permit and listed as a condition of the CofC
5. Other Special Conditions or Agreements – Shall be completed prior to issuing CofO for the building/permit, or as directed by the Nampa Engineering Division, and listed as a condition of the CofC