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## **PARTIAL CERTIFICATION GUIDELINES**

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### **PURPOSE STATEMENT:**

The purpose of this guideline is to provide Developers, Engineers of Record (EOR), Contractors, etc. a detailed guide by the City of Port St. Lucie Utility Systems Department (USD) for partial certification of commercial project water and wastewater construction permits. The primary interest is in understanding the conditions of the project, the permitting process, the inspection process, and the documentation needed for life safety and health concerns necessary for a successful project turnover/close-out.

This guideline is only for the USD's water, wastewater, and reclaimed water facilities and includes permitting procedures for USD issued permits. For all other associated agencies policies and procedures, the Owner/Owner's Representative should contact those agencies directly.

### **DEFINITIONS:**

*Partial Certification* – For the purposes of this guideline, this term is defined as the certification of a portion of the project that is less than the original permitted area.

### **GUIDELINES:**

#### **Changes to the Original Project Plan Set**

If changes are made to the original construction plan which the project will be split into smaller portions, it will be necessary to resubmit to the City of Port St. Lucie's Site Plan Review Committee (SPRC) outlining the changes and the new proposal for construction, or if USD receives written concurrence from Public Works, Planning and Zoning that SPRC submittal is not required.

It is important to involve USD as early as possible so that all parties involved will understand the strategy for construction phasing, inspections and partial/final certifications. Follow the same procedures outlined in Preliminary Plan Review and Plan Review Process.

The EOR is responsible for having the construction documents coordinated to reflect all aspects of the partial construction and partial certification including areas indicating where any valving, bac-tees, permitting, etc. requirements are necessary for partial close-out to allow for a smooth transition to the next area. The EOR must

have the proper permits necessary in the submittal package, with the permits reflecting the area being permitted.

Once the revised plan is approved, a pre-construction meeting will be scheduled by the EOR. This meeting will verify the overall concept of the proposed plan, permits and safeguards of the construction process with the inspection team and project managers to make sure all parties understand the plan, and their responsibilities and roles as outlined in the construction documents.

When a partial certification is needed prior to the completion of the entire project, a partial certification plan is required. A partial certification plan must be submitted and approved by your USD Project Manager (PM) or Project Coordinator (PC) prior to work changes or any request for a partial certification inspection.

The following minimum information must be included for each portion of the project:

1. A partial certification plan showing the areas to be partially certified and how the required ingress and egress system for each area is to be maintained, including the following pertinent information:
  - a. Partial certification fees of \$743.00 for each partial certification when requested. Final certification fees are included in the original Utility Service Agreement.
  - b. Access to and within the completed portion must be separated from the construction areas, without requiring the occupants to enter or exit through the construction areas.
  - c. Any construction staging areas must be shown on the plan.
  - d. Partial certification or turnover boundaries must be clearly identified in the overall plan.
  - e. Water, wastewater, and reclaimed water facilities provided must be completed to the point of service.

### **Partial Close-Out:**

The following items must be completed by the EOR prior to the certification of each portion:

1. Approved Valving to Separate Work Areas
2. Pressure Test
3. Bacteriological Testing Certification
4. TV Test Reports and Videos
5. Density Testing
6. Lift Station Start-up (if applicable)
7. Release of Liens
8. Owner's Affidavit
9. Bill of Sale
10. Warranty
11. Contractor's Affidavit
12. Recorded Easement(s)

13. Record Drawings: After being stamped approved by PSLUSD, One Single Electronically signed and sealed File in PDF (300 DPI) of the Full Set of Record Drawings (all sheets including details), One AutoCAD DWG File with all reference files, line-types, fonts, etc. bound to the DWG in State Plane Coordinates. When possible, use the "eTransmit" command and include plot styles and fonts. For details, see the current Utility Standards Manual.
14. Gate Codes and Contact Information, if applicable
15. Request to Place a Water/Wastewater System into Operation

Following satisfactory completion of all items above, an inspection will be conducted, and the phased area will be cleared to be placed into service.

- After each subsequent partial certification or turnover, revised Record Drawings shall be created showing the rejoined project to date. (PDF, AutoCAD).
- After the last phase is complete, follow the Final Close-out as outlined in this Policy, including revised Record Drawings showing the complete project as it is built that matches the approved original plan. (complete PDF, AutoCAD).

### **Final Project Close-out**

The following items must be completed by the EOR and approved by the PM prior to the water meter(s) being set turned on:

1. Utility Work Completion Inspection Turnover Checklist (to be submitted electronically as a single PDF file)
  - a. Contractor's Affidavit & Release of Lien
  - b. Request for Approval to Place a System into Operation (or FDEP form, if applicable)
    - i. Sample Point Map (if applicable)
    - ii. Pressure Tests (if applicable)
    - iii. Bacteriologic Test (if applicable)
  - c. Record Drawings: After approval, One Single Electronically signed and sealed File in PDF (300 DPI) of the Full Set of Record Drawings (all sheets), One AutoCAD DWG File with all reference files, line-types, fonts, etc. bound to the DWG in State Plane Coordinates. When possible, use the "eTransmit" command and include plot styles and fonts. For details, see the current Utility Standards Manual.
  - d. Owner's Affidavit
  - e. Bill of Sale/Asset List
  - f. Material and Installation Warranty for One Year
  - g. Miscellaneous
    - i. Overtime Fees Paid
    - ii. Re-Inspection Fees Paid
2. FDEP/PSLUSD Clearance
3. Utility Work Completion Inspection package submitted
4. Passing Utility Work Completion Inspection
5. Recorded Plat(s), if applicable

6. Recorded Easement(s)
7. All Fees Paid
8. Gate Codes and Contact Information, if applicable