



Behavioral Health Continuum Infrastructure Program (BHCIP) End of Construction Requirements



Agenda



1. Construction Closeout Timeline
2. PFA Article 4.3 Compliance Requirements
3. The Nine Steps of Closeout
4. Recap and Conclusion

Construction Closeout Timeline

END OF CONSTRUCTION – Full speed ahead!

- **PFA Requirements:** Article 4.3 Construction, Closeout, & Sunset Dates
- **Industry Best Practices:** Closeout and Move-in



Planning



Finishing Construction

The BIG PICTURE for Construction Closeout



At 50% (or before) construction complete, begin strategizing and preparing for close-out.



Confirm all **PFA milestones and contractual requirements** have been met.

- Compliance with Department of Industrial Relations (DIR) prevailing wage and certified payroll.
- If more construction funding is needed** at 50% complete, **submit a request** with funding details to AHP.
- The Sponsor shall not incur any **additional debt without the prior written approval of AHP and DHCS**.. Allow for 30 days approval.



Pay your contractor and subs; and collect all lien waivers.



Work with your development team to *confirm and hold* schedule, budget and compliance.



Ensure a smooth closeout by coordinating with your development team early.

PFA Article 4.3 Construction Closeout Compliance Requirements

ARTICLE 4.3 “Construction Closeout” Compliance

Before final closeout, sponsors must submit the below documentation.

ARTICLE 4.3

Compliance: **During project construction, after 50% complete**, until the facility is completed/deemed operational (Task 3 on the QDFC Portal)

- 1. Coordinate Site inspections reports with QDFC, as necessary

- 2. Temporary Certificate of Occupancy, if necessary

- 3. Notice of Completion

- 4. Complete Facility, Ready for Licensing and Operations

- 5. Certification #16-Receipt of Certificate of Occupancy (CoO)

- 6. Certification #17-Notice of Completion and Receipt of Conditional/Unconditional Final Release of Liens

- 7. Certification #18- Receipt of Business License and Operational

4.3 Compliance: “Construction Closeout” Timeline

- **Final inspections complete**
- **Begin recordation of Notice of Completion** with county (can take days/weeks).
- Certificate of Occupancy signed by building department
- Submit **new certificate of property insurance** (30 years) to AHP
- **Performance Deed of Trust (PDOT) and Declaration of Restrictions (DOR)** 30-year period begins

**Certificate 16:
Certificate of
Occupancy**

**Certificate 17:
Notice of
Completion**

- **Detailed description of Release of Retention needs/uses**
- Punch list complete
- Final walk-through complete
- Collect warranties
- Collect operating maintenance manual
- As-built drawings
- Updated property insurance to reflect as-built value
- Annual inventory report
- All unconditional lien waivers received
- **Conditional final lien waiver allowed for retainage amount**
- **Submit Copy of Notice of Completion with Cert 17**

**Retainage
paid.**

**Certificate 18:
Receipt Of
Business And
Operational
License**

**Congratulations!
All funds should be
expended, before
sunset date**

Cert. 16: Initiate recording process of Notice of Completion

Cert. 17: Submit copy of Notice of Completion with Cert. 17

Certification 16: Receipt Of Certificate Of Occupancy (CoO)


After the sponsor has a CoO from the local building department:

- Submit Certification 16 and the following documents to QuickDraw Fund Control (QDFC):
 - **CoO** (copy) or **equivalent document**, such as a signed final permit.
 - If no building permit is required (e.g., acquisition only) submit the most recent CoO.

Note: Some agencies may not issue a CoO, but instead will sign the permit as “final.” Metrics of Cost, type of building, and type of construction will determine whether a CoO is issued.

Page 1 of 2

CITY OF LOS ANGELES
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

CERTIFICATE OF OCCUPANCY

OWNER ANDRADE, RAYMOND G		No building or structure or portion thereof and no trailer park or portion thereof shall be used or occupied until a Certificate of Occupancy has been issued therefor.	
820 SAN MARINO AVE MONTEBELLO CA 90640		CERTIFICATE BY: RICHARD FORTMAN	Issued-Valid DATE: 08/07/2012

SITE IDENTIFICATION
ADDRESS: 9842 W PORTOLA DR 90210

LEGAL DESCRIPTION						
TRACT	BLOCK	LOT(s)	ARB	CO. MAP REF #	PARCEL PIN	APN
TR 4311	BLK 2	14		M B 47-18 (SHT	150B153 196	4383-007-013


This certifies that, so far as ascertained or made known to the undersigned, the building or portion of building described below and located at the above address(es) complies with the applicable construction requirements (Chapter 9) and/or the applicable zoning requirements (Chapter 1) of the Los Angeles Municipal Code for the use and occupancy group in which it is classified and with applicable requirements of the State Housing Law for the following occupancies and is subject to any

COMMENT NEW 3 STORY SFD WITH ATTACHED TWO CAR GARAGE.

USE	PRIMARY Dwelling - Single Family	OTHER Garage - Private
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PERMITS
06010-10000-00403 |

STRUCTURAL INVENTORY		
ITEM DESCRIPTION	CHANGED	TOTAL
Stories	3 Stories	3 Stories
Length	49 Feet	49 Feet
Width	26 Feet	26 Feet
Height (BC)	41 Feet	41 Feet
Height (ZC)	45.83 Feet	45.83 Feet
Floor Area (ZC)	2396 Sqft	2396 Sqft
Type V-N Construction		
Dwelling Unit	1 Units	1 Units
NFPA-13D Fire Sprinklers Thru-out		
R3 Occ. Group	2396 Sqft	2396 Sqft
U1 Occ. Group	494 Sqft	494 Sqft
Parking Req'd for Bldg (Auto+Bicycle)	2 Stalls	2 Stalls
Provided Standard for Bldg	2 Stalls	



CITY LA DBS
DEPARTMENT OF BUILDING AND SAFETY

APPROVAL

CERTIFICATE NUMBER: 55054
BRANCH OFFICE: WLA
COUNCIL DISTRICT: 5
BUREAU: INSPECTN
DIVISION: BLDGINSF

Certification #17: Notice Of Completion

After the sponsor issues a Notice of Completion, after final release of liens and project close-out:

- Submit Certification 17 and the following documents to QDFC:
 - Notice of Completion (copy)
 - All copies of unconditional lien releases
 - Detailed description of “release of retention” needs/uses

 **AIA**® Document G904MI™ – 2022
FULL UNCONDITIONAL WAIVER

My/our contract with _____ (other contracting party) to provide _____ for the improvement of the property described as: _____, has been fully paid and satisfied. By signing this waiver, all my/our construction lien rights against the described property are waived and released.

If the improvement is provided to property that is a residential structure and if the owner or lessee of the property or the owner's or lessee's designee has received a notice of furnishing from me/one of us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

(signature of lien claimant)

Signed on: _____ Address: _____
(date) _____
Telephone: _____

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

This document has important legal consequences, and its use is governed by state law. Statutory and legal requirements applicable to this document and its use may change without notice. Before each use, users should consult with an attorney with respect to its completion or use.

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What is a Notice of Completion?

Definition: Notice of Completion is a **legal document** used in construction and real estate industries to signify the completion of a construction project.

Purpose: It formally declares that the construction work on a property has been completed. This notice is required to be recorded with County Clerk in the jurisdiction where property is located)

Content: The document typically includes details such as the date of completion, the name and address of the property owner, the contractor's name, a description of the work performed, and the address of the property.

BNi FORM 105-N

NOTICE OF RECORDING NOTICE OF COMPLETION OR NOTICE OF CESSATION
[Civil Code §§ 8190, 8200]

The original contractor and any claimant who has provided a Preliminary Notice in accordance with § 8200 of Civil Code WILL PLEASE TAKE NOTICE that a Notice of Completion or Notice of Cessation has been recorded.

(Name of Owner or Person who has an interest in the real property) _____
(Signature) _____
(Title) _____

NOTE. The following people are not required to give this Notice:

- A person that occupies the real property as a person's principal residence, if the property contains one or fewer residential units;
- A person that has a security interest in the property, arising from a loan secured by a deed of trust in Civil Code § 8130 or (d);
- A person that obtains an interest in the property pursuant to a court order in Civil Code § 8130 or (d).

CERTIFICATE OF MAILING

The undersigned served a copy of the Recorded Notice of Completion or Notice of Cessation by _____ (registered, certified mail, personal delivery, or other means) at the address shown below on _____
(Address) _____
_____ (City) _____ under the laws of the state of California that the foregoing is true and correct.
(Date) _____
(Signature) _____ (Signed the Notice)

This Notice is to be mailed within 10 days after the recording to the original contractor and to all claimants who have served a Preliminary Notice.

BNi Building News FORM 105-N - © 2016 A BNi Form Prepared by GIBBS GIDEN LOCHER TURNER SENET & WITTBRODT, LLP - WWW.GIBBSGIDEN.COM

To *record* the Notice of Completion, you only need the Certificate of Occupancy or “signed final permit card”; punch list items or paying retainage may not be complete at time of recordation.

However, when you are ready to *submit* Certification 17 and a copy of the recorded Notice of Completion, all PFA requirements in previous slide must be complete.

“

Once you have a Certificate of Occupancy for your project, it's advantageous to **promptly record and file the Notice of Completion.**

Doing so limits subcontractor's time to file a lien, meaning they will be motivated to finish any remaining change orders, punch list items, or other tasks to collect their final payment.

”

Notice of Completion - Timeline

Legal Implications: Filing a Notice of Completion can affect the timeline for filing mechanic's liens. Once the notice is filed, it often shortens the period within which subcontractors, laborers, and suppliers (30 days) and general contractor (60 days) can file a lien against the property for unpaid work or materials.

Process: The property owner or their agent usually files the notice with the county recorder's office. In some jurisdictions, a copy of the notice must also be sent to all parties involved in the project.

Benefits: For property owners, filing a Notice of Completion helps limit their exposure and timeline to future claims and provides a clear record of the project's end date. For contractors and subcontractors, it provides a clear trigger for their deadline to file any lien claims.

Once the project has its Certificate of Occupancy, it's advantageous for the SPONSOR TO PROMPTLY RECORD AND FILE ITS NOTICE OF COMPLETION.

Doing so LIMITS THE TIME SUBCONTRACTORS HAVE TO FILE A LIEN, motivating them to quickly finish any remaining change orders, punch list items, or other tasks to collect final payment.



Certification 17 – Notice of Completion

REPEAT: Do not submit Certification 17 until the following are complete:

- Punch list
- Final inspections
- Final walkthrough
- Warranties
- Operating maintenance manuals
- As-built drawings
- Updated property insurance to reflect as-built value
- Annual inventory report
- Copy of Notice of Completion recorded with county clerk in the jurisdiction where property is located
- All retainage paid
- All unconditional lien releases
 - Conditional final lien waiver allowed for retainage amount
- Detailed description of release of retention needs/uses



Certification #18: Receipt Of Business And Operational License

Submit Certification 18 *after* receiving the required license(s) for opening and initiating operations.

Certification 18 signifies the closure of the grant program and the success of the new facility opening:

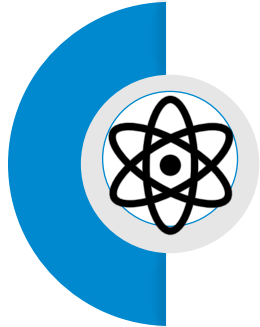
- Submit Certification 18 and the following documents to QDFC:
 - Business license (copy)
 - DHCS license, if applicable (copy)*



**Depending on the facility type, the State of California may require a facility to obtain a state license from either DHCS, the CA Department of Public Health, or the CA Department of Social Services.*

The Nine Steps of Construction Closeout

Closeout Process



“Closeout” is a series of checks and double-checks undertaken to **ensure that every construction detail is completed**; that all building systems are functioning and have operating manuals; that the owner is indemnified against any liens; and that all bills are paid, including the final payment to the general contractor.



Note: The following steps are guidelines only and may occur concurrently. Closeout processes may vary by general contractor.

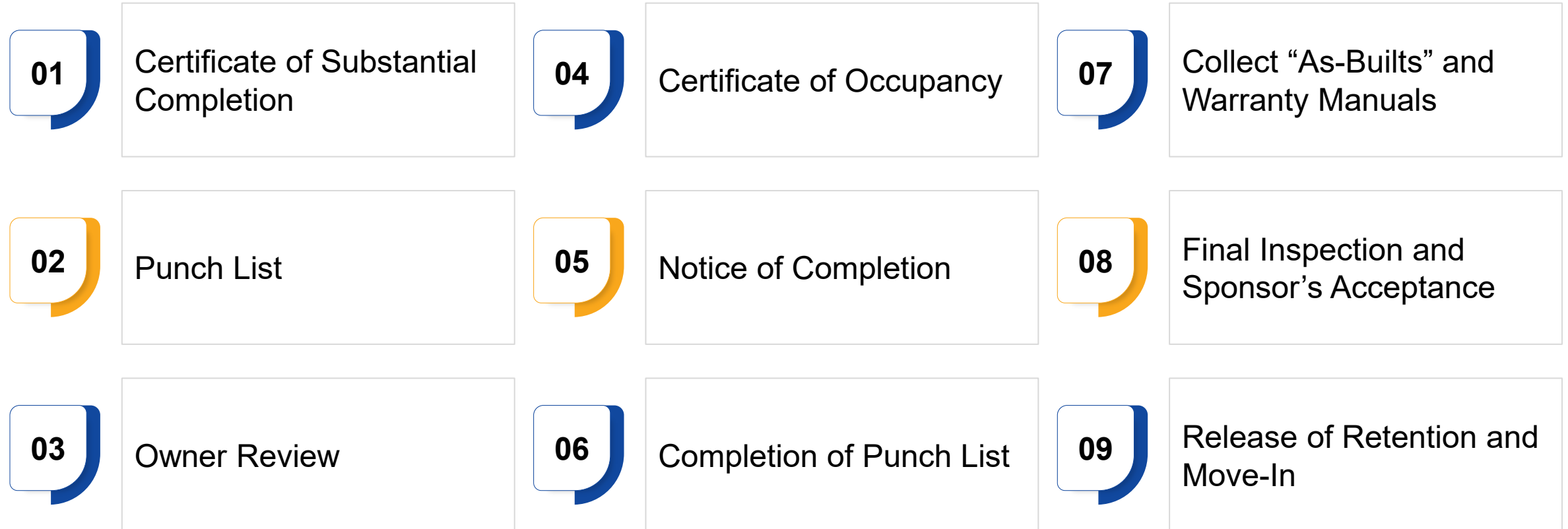
BIG PICTURE to Closeout and Move-in



- A. Once construction is nearly complete, the general contractor initiates project closeout and notifies you, **the owner, that the building is ready for you to apply for a CoO.**
- B. After a punch-list-walk, a Certificate of “Substantial Completion” may be issued by the architect and is a legal document to confirm event.
- C. Once the remaining building code requirements are completed to the building department’s satisfaction, they will issue an official CoO.
- D. **Upon receipt of the CoO, you can record the Notice of Completion,** which begins the 30- to 60-day period for subcontractors to file mechanic’s liens.
- E. **When the building is 100% complete** (punch list complete, all closeout documents received, etc.) you can **submit Certification 17** along with a copy of the Notice of Completion.

Note: The following steps are guidelines only and may occur concurrently. Close-out processes may vary by general contractor.

The Nine-Steps of Closeout



Step 1: Certificate of Substantial Completion



The Certificate of Substantial Completion is **issued by the architect** and **signed by the general contractor and owner.**



It marks the point at which the work, or a designated portion thereof, is complete enough per the contract documents for the owner to begin occupancy, despite minor remaining tasks.



his certificate often includes an appendix listing minor unresolved items such as cosmetic fixes that do not impact the building's fundamental use, permitting, or operations.



This allows the owner to obtain a temporary certificate of occupancy and start the move-in process.

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: (name and address)	CONTRACT INFORMATION: Contract For: Date:	CERTIFICATE INFORMATION: Certificate Number: Date:
OWNER: (name and address)	ARCHITECT: (name and address)	CONTRACTOR: (name and address)

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

ARCHITECT (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION
-----------------------	-----------	------------------------	--------------------------------

WARRANTIES
The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

CONTRACTOR (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE
OWNER (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE

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Step 2: Punch List



As the project nears completion, the architect, general contractor, project manager, and owner's representative will **conduct a final walk-through to create a punch list.**



The **punch list** itemizes any unfinished tasks that must be completed before the final payment is issued, such as adding or adjusting door hardware, light fixtures, plumbing functionality, and paint. *Note that punch list items are often contractual or cosmetic and may not be related to formal inspection requirements.*

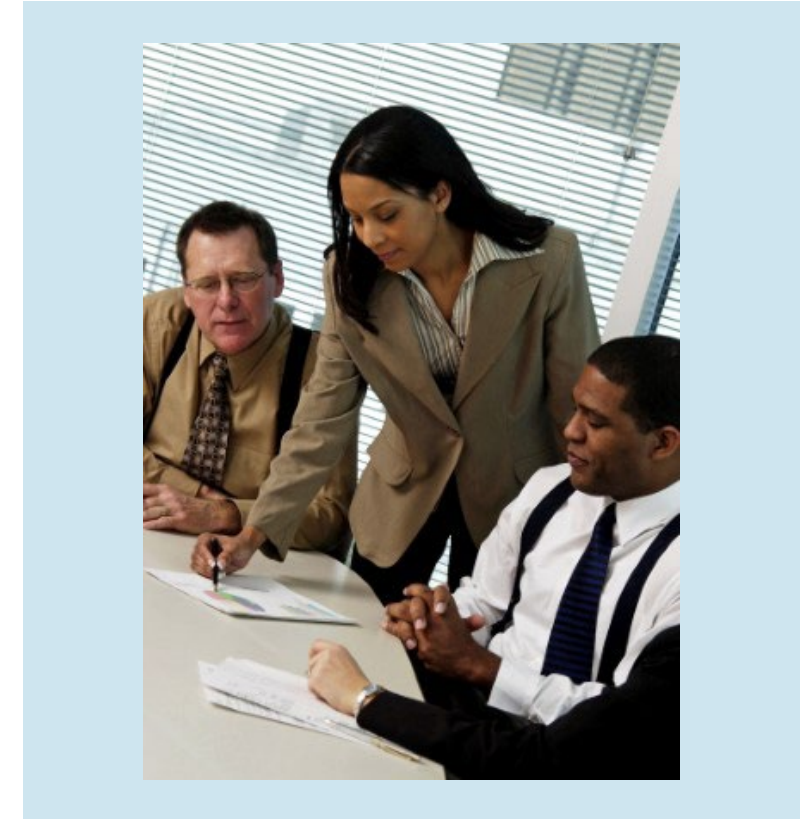
Note: The following steps are guidelines only and may occur concurrently. Close-out processes may vary by general contractor.

CATEGORY	ITEM
	Did you run your dishwasher through one full cycle
	Are shut off valves installed at all water connections i.e. kitchen, bathroom, hot tub
	Have access panels been installed to access plumbing in your walls
	Hot and cold water come out of their designated faucets
	Toilets flush properly
	Do any of the plumbing connects are the wall leak
	Do any of your faucets drip
	Are your plumbing cover plates tight to the wall
	Do you floor drain have backflow preventers and traps where required
	Are your toilet paper holders, mirrors securely fastened
	Is your water heater set correctly
MECHANICAL	
	Is your microwave exhaust hooked up and working
	Do your exhaust fans work
	Have the construction filters been changed in your furnace to clean filters
	Are all your diffusers and registers installed and open
	Are your thermostats installed
	Do your thermostats operate the correct heating and cooling zones
	Has the gas been tuned on at your furnace and water heater
	Do you have a humidifier on your furnace and is it installed
	Is your ductwork insulated and sealed
	Has your contractor vacuumed/cleaned the ductwork following construction
	Do you notice any excessive noise, rattling or vibration when AC & furnace run
	Do all your appliances work
	Is your range hood connected and vented to the outside

Step 3: Owner review (ongoing *before* final completion)

Review retainage: The owner and contractor review the remaining contract amounts. If work is incomplete, they agree on a retainage (up to 10 percent of the contract amount) held until Certification 17 is submitted. For long-term projects, subcontractors who completed early work may have their retainage released by the lender on a case-by-case basis to facilitate full payment.

Inspections: After identified punch-list work has been completed, the owner or project manager undertakes a **detailed inspection to confirm all outstanding items have been finished** and the work fully conforms to the final punch list and any contractual documents.



Step 4: Certificate of Occupancy

Local Building Inspector must inspect and sign off on the project before the issuance of the CoO.



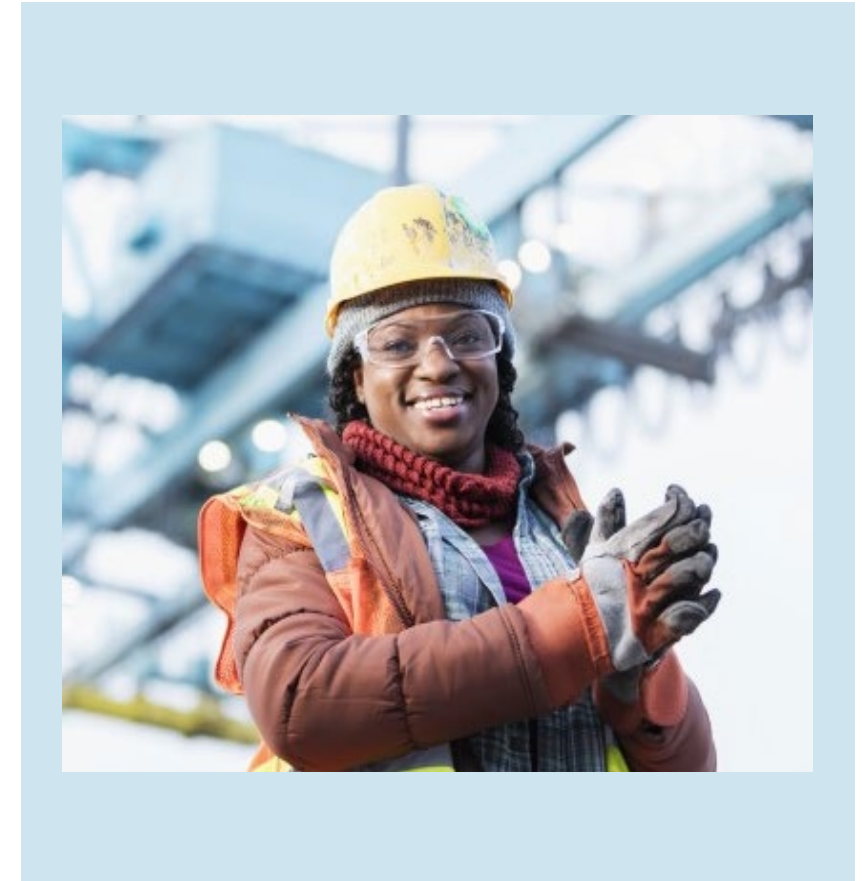
This inspection may include:

Sign offs from the planning, public works, building inspector, and fire department

All permits for electrical, plumbing, HVAC, water, and sewer

Copies of approved revisions and as-built drawings

All progress and special inspection reports



Note: Not all projects will receive a CoO. Some projects may only receive a signed building permit. These are equally valid certificates.

Step 5: Notice of Completion



A Notice of Completion (NOC) is a legal document filed by a **property owner** with the **county recorder's office** to mark the end of a construction project



It triggers a deadline, typically 60 to 90 days, for contractors to file any **remaining liens**, thereby reducing the owner's liability and clarifying the project's completion date.

Notice Sent by

Address: _____

Phone: _____

Notice of Completion

NOTICE IS HEREBY GIVEN that this Project, located at the below Address, has been completed. As of the Date identified below, the project is considered completed, regardless of ongoing warranty or punch list work.

Project

Address: **Sample**

Description of Work

Date Labor Completed ("Date"): _____

Signed:

(Print)
(Company Name)
(Date)

Step 6: Completion of Punch List (ongoing *before* final completion)



The contractor addresses all items listed on the punch list to the satisfaction of the owner and architect.



The contractor and their subcontractors, along with the owner and the owner's facilities or maintenance staff, should **conduct a walk-through of the project** to demonstrate how all building systems operate.



This will be a detailed overview, and it is a good idea to record on video any demonstrations for future reference.



Step 7: Collect “As-Built” Documents



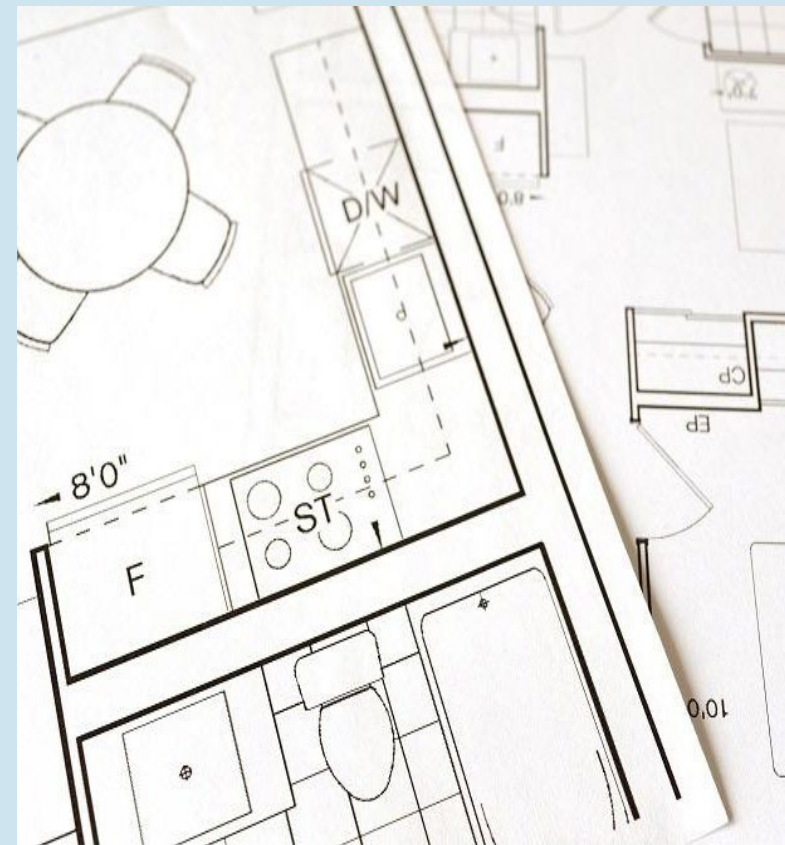
The general contractor provides the owner with all warranties, maintenance manuals, affidavits, receipts, and waivers of lien releases, indemnifying the owner against mechanic’s liens.



The architect should deliver final as-built drawings.



These actions, while critical contract terms, do not influence the permitting agency’s decision on permit sign-off or the building’s occupancy readiness.



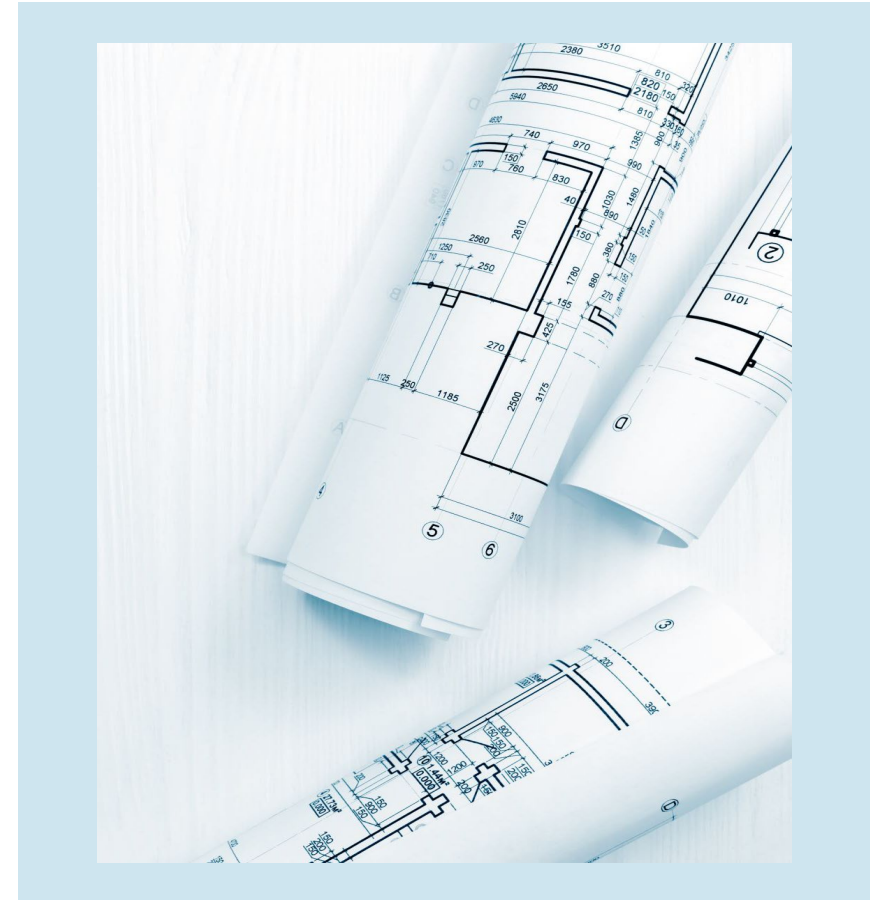
Step 8: Final Inspection from All Parties



A final walk-through and inspection by the owner and contractor, who must agree the building is ready for a final inspection.



Once all the above steps 1-7 are satisfactorily completed, the owner accepts the project. This acceptance may be needed before the final payment is released.



Step 9: Release of Retention and Official Move-In



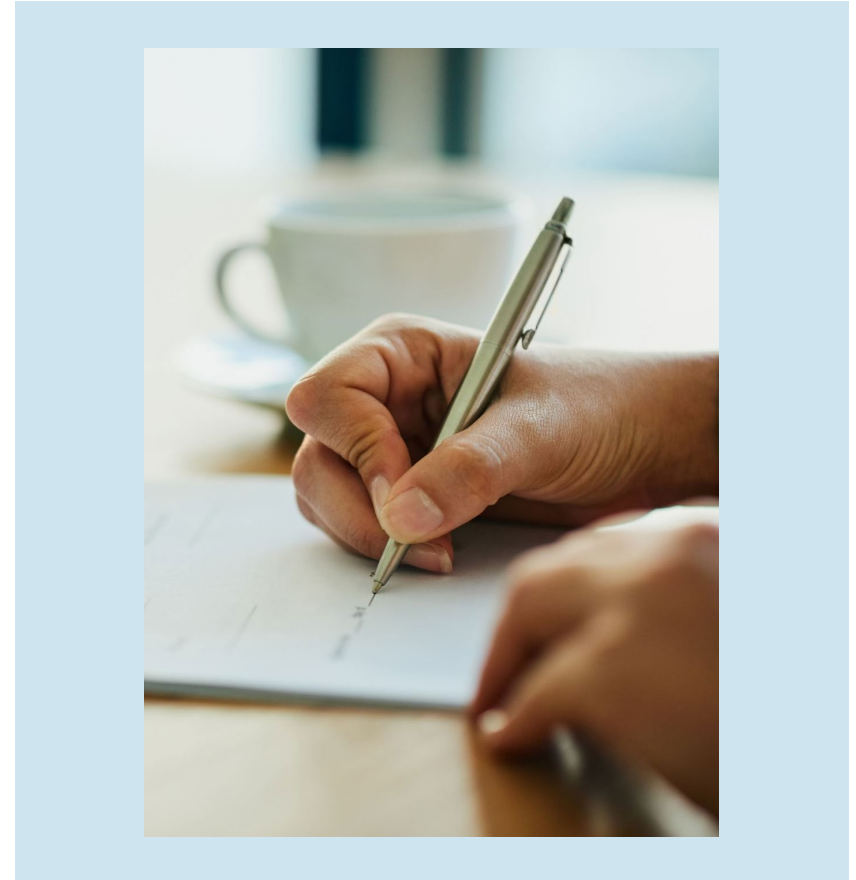
The general contractor issues the final application for payment and issues a final release of unconditional liens, either simultaneously or after receipt of payment. Thereafter, AHP may release retention.



The building is now ready for official move-in. Buildings are typically already in-use by the time the contract is closed-out and final payments are made.



The owner must purchase and provide proof of updated property insurance to reflect the final as-built value.



The Maintenance Manual

The General Contractor, along with subcontractors and suppliers, produces the **Operations & Maintenance (O&M) Manual**, which the Architect and Construction Manager review for completeness. Additionally, there is typically **system training, including video tutorials**.



The purpose of the manual is to maintain important information related to the project in a single location, so that once your development team is off on another project, you and your staff are armed with **the knowledge necessary to manage the building**.



The Maintenance Manual

Ideally, the following key elements are included:



01

Identifying **major design elements, systems, and materials** that are crucial to the long-term quality and performance of the building, such as exterior wall and roof materials, windows, exterior doors, landscaping, all major operating systems, and related components such as HVAC, plumbing, electrical, and mechanical.



02

Collecting all vendor-supplied operations and maintenance information and **manuals and all warranties, guarantees, and certifications** that are contractually owed.



03

Assembling all previously **produced design materials including as-built drawings, final finish schedules, and plans.**

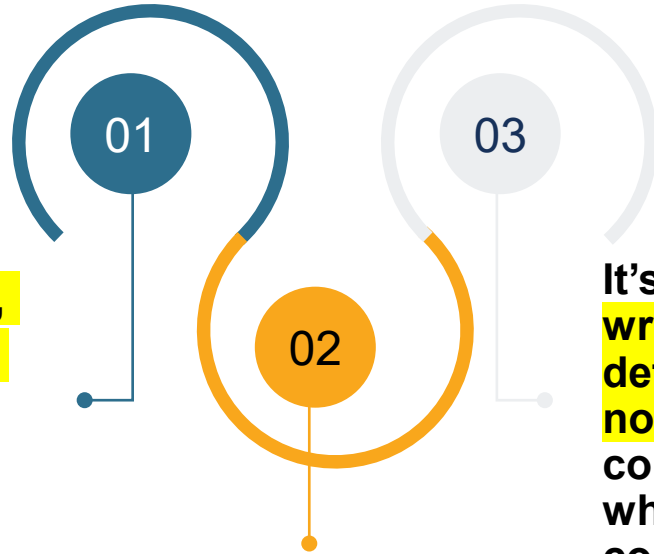


04

Establishing a **maintenance schedule** for tasks that occur weekly, monthly, quarterly, and annually, for all major system components. **This will typically contain a lifespan or replacement forecast for major equipment or envelope systems (roofs, decks, etc.) so that future capital expenses are identified and in theory reserved for.**

The Building Warranty

The general contractor typically warrants the overall project for a period of one or more years, following substantial completion. During this time, the contractor and its subcontractors are obligated to return to the site to correct any deficiencies that may become evident.



Your general contractor will appreciate it if you send your requests in writing and organize them so similar items (e.g., plumbing issues on one request, roof leaks on another, etc.) can be addressed at one time.

It's useful to keep a written log of when the deficiency was first noted, when the contractor was notified, when the problem was corrected, and whether the problem recurred.



Annual Inventory Report



The sponsor must fill out this form for all furniture, fixtures, and equipment (FF&E) that are not attached to the facility and are considered personal property.

The sponsor is required to list the inventory of all non-permanently affixed equipment purchased with BHCIP funds.

The sponsor should submit this form to QDFC with their final draw request.

State of California—Health and Human Services Agency Department of Health Care Services

INVENTORY/DISPOSITION OF DHCS FUNDED EQUIPMENT

Current Contract Number:	Contract Expiration Date:
Previous Contract (if applicable):	Program Name:
Contractor's Name:	Program Contract Manager:
Contractor's Address:	Program Address:
Contractor's Phone number:	Program Contract Manager Phone Number:
Contractor's Contact:	Date:

DHCS Property Tag	Item Description (Item Type, Manufacture's name, model, size, etc.)	Serial Number	Unit Cost (Before Tax)	Purchase Date	Equipment Location	Capitalized	Sensitive Equipment
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

DHCS 1204 (03/2020)

Page 1 of 2

Allowable BHCIP FF&E (up to **10%** of total budget)

ADA-required equipment

Beds required by licensing

Bedside tables

Cabinets and storage units

Chairs (office chairs, patient chairs)

Computer servers

Desks

Dining tables and chairs

Dressers

Electronic equipment

Fire and safety equipment

Furniture

Kitchen appliances

Kitchen equipment

Kitchen shelving units

Office equipment and software

Office partitions

Outdoor furniture (tables, chairs, benches)

Other equipment per licensing requirements of facility type

Patient management software

Reception area furniture

Recliners specific to behavioral health outpatient service being received

Security systems

Sofas and lounge furniture

Televisions in patient areas

Waiting room furniture

Wardrobes

Washing machines and dryers

Receipt of Business Licenses and Move-In Finalization

01

Tech Installation

A key consideration is whether you will have your own IT support department who can take control of the tech installation process, or if you are hiring a consultant to set up computers, printers, and any other peripherals.

02

Insurance

Ensure your business and property insurance is updated to reflect the needs and value of your new location.

03

Utilities On

Contact your local utilities at least 2-3 months prior to move in day to establish an account and make sure all services will be on. (water/sewer, electricity, gas, phone, waste removal, internet, security, and all technical installations)

04

Keys and Access Cards

Make enough for everyone (x2) and more, as you can distribute them on move-in day and beyond. This includes building, individual office, and parking access.

05

USPS and Fed Ex Change of Address

Guarantee uninterrupted mail delivery by notifying your mail and delivery services in advance of the new address and effective date.

06

Announcements and Address Change

Announcements and Address Change Notification to the local newspaper, Chamber of Commerce, vendors, permit issuers, tax agencies, banks, social media accounts, and subscriptions.

Recap and Conclusion

✓ 4.3 Compliance requirements

- Certificate 16–18
- ✓ Before **Certificate of Occupancy** (Certificate **16**) is submitted to QDFC
 - Initial punch list, inspections, walk-through
 - Certificate of Substantial Completion
 - Certificate of Occupancy
- ✓ Before **Notice of Completion** (Certificate **17**) — DO NOT ISSUE NOTICE OF COMPLETION UNTIL THIS LIST IS COMPLETE
 - Completion of punch list and inspections
 - Warranties
 - Operating maintenance manuals
 - As-built drawings
 - Updated property insurance to reflect as-built value
 - Annual inventory report
- ✓ After Notice of Completion
 - AHP's release of retention
 - Receipt of all unconditional lien releases
 - Conditional final lien waiver allowed for retainage amount**
- ✓ Upon receipt of Behavioral Health Facility Specific Required License/Certification (Certificate **18**)
 - Operate for 30 years
 - Ribbon-cutting
 - Move-in**
 - Safety, security, and operations

Congrats!



- ✓ **You are doing great work! Congratulations. Take a moment to congratulate yourself, your staff, and your development team for a job well done. Keep up the great work.**
- ✓ **Full steam ahead!**
- ✓ **Contain budget, scope and schedule.**
- ✓ **Article 4.3 Construction Requirements**
- ✓ **Please share ribbon-cutting dates and photos of your completed project with your ASM!**



Thank You

Additional Questions?

Please submit any project questions, concerns, and changes to the [BHCIP Support Desk](#).