



**City of Port St Lucie Utility Systems Department**  
**Utility Acceptance Turnover Check List**  
[UtilEng@cityofpsl.com](mailto: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.

		<b>EOR Initials</b>
01	<b>Utility Acceptance Turnover Checklist</b> (This form, Signed by Engineer Of Record)	<input type="text"/>
	<b>As-Built Survey</b> (Signed & Sealed by Professional Surveyor)	
02	1 Signed & Sealed Full Size Paper Set	<input type="text"/>
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)	<input type="text"/>
04	<b>Contractor's Affidavit &amp; Release of Lien</b> (PSLUSD Doc No 130)	<input type="text"/>
05	Sunbiz Detail by Entity Name	<input type="text"/>
06	<b>Request for Approval to Place a System into Operation</b> (PSLUSD Doc No 132) (or FDEP Certifications, if applicable)	<input type="text"/>
07	<b>Owner's Affidavit</b> (PSLUSD Doc 35)	<input type="text"/>
08	Sunbiz Detail by Entity Name	<input type="text"/>
	<b>Inspection Forms,Overtime/Re-Inspection/Other Fees</b>	
09	Passing Final Inspection Report (PSLUSD Doc No 111)	<input type="text"/>
10	Overtime Fees	<input type="text"/>
11	Re-Inspection Fees	<input type="text"/>
12	Other Fees (Explain): _____	<input type="text"/>
13	<b>Bill of Sale</b> (PSLUSD Doc No. 20) signed original complete	<input type="text"/>
14	<b>Material and Installation Warranty for One Year</b> (On city's Standard Form, printed on Contractor's Letterhead, PSLUSD Doc No 115)	<input type="text"/>
15	Other: _____	<input type="text"/>

\_\_\_\_\_  
 Engineer of Record Name Printed

\_\_\_\_\_  
 Engineer of Record Signature

\_\_\_\_\_  
 Date

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