

City of Port St. Lucie Utilities  
Engineering Division  
Partial Certification Policy  
Effective January 1, 2019

This purpose of this policy is to provide Developers, Engineers of Record (EOR), Contractors, Surveyors, etc. a detailed guide by the City of Port St. Lucie Utility Systems Department (PSLUSD) for partial certification (micro-phasing) of commercial projects. 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 policy is only for the City of Port St. Lucie Utility Systems Department's water, wastewater, and reclaimed water facilities and includes permitting procedures for PSLUSD (FDEP self-permitting). For all other associated agencies involved with the project, it is necessary for you to contact them directly to determine how to comply with their ordinances and policies.

For the purposes of this policy, the term partial certification is defined as the certification of a portion of the project that is less than the original permitted area.

**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 City of Port St. Lucie's Site Plan Review Committee (SPRC) outlining the changes and the new proposal for construction, or PSLUSD receives written concurrence from Public Works, Planning and Zoning that SPRC submittal is not required.

It is important to involve PSLUSD as early as possible so that all parties involved will have an understanding of 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 have an understanding of the plan and their responsibilities and roles as outlined in the construction documents.

It will also be necessary for the inspection division to verify how the change will affect inspections that have already been performed and if adjustments need to be made to existing permits or if new permits are required.

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 PSLUSD 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. 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.
  - b. Any construction staging areas must be shown on the plan.
  - c. Partial certification or turnover boundaries must be clearly identified on the overall plan.
  - d. Water, wastewater, and reclaimed water facilities provided must be completed to the point of service.

**Partial Close-Out:**

1. The following items must be completed by the EOR prior to the certification of each portion:
  - a. Approved Valving to Separate Work Areas
  - b. Pressure Test
  - c. Bacteriological Testing Certification
  - d. Telespection Test Reports
  - e. Density Testing
  - f. Lift Station Start-up (if applicable)
  - g. Release of Liens
  - h. Owner's Affidavit
  - i. Bill of Sale
  - j. Warranty
  - k. Contractor's Affidavit
  - l. Recorded Easement(s)
  - m. Record Drawings: After approval, One Signed and Sealed Bound 24" X 36" Paper Set, One Single Electronic 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.
  - n. Gate Codes and Contact Information, if applicable

2. Following satisfactory completion of all items above, an inspection will be conducted and certification of the phased area will be granted.
3. After each subsequent partial certification or turnover, revised As-Builts or Record Drawings shall be created showing the rejoined project to date. (PDF, AutoCAD, and paper sets).
4. After the last phase is complete, follow the Final Close-out as outlined in this Policy, including revised As-Builts or Record Drawings showing the complete project as it is built that matches the approved original plan. (complete PDF, AutoCAD, and paper sets).

### **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 turned on:

1. Utility Work Completion Inspection Turnover Checklist (to be submitted electronically as a single PDF file) (PSLUSD Doc. No. 48):
  - a. Contractor's Affidavit & Release of Lien (PSLUSD Doc. No. 130)
  - b. Request for Approval to Place a System into Operation (PSLUSD Doc. No. 132 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 Signed and Sealed Bound 24" X 36" Paper Set, One Single Electronic 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 (PSLUSD Doc. No. 35)
  - e. Bill of Sale/Asset List (PSLUSD Doc. No. 20)
  - f. Material and Installation Warranty for One Year (PSLUSD Doc. No. 115)
  - g. Miscellaneous
    - i. Overtime Fees Paid
    - ii. Re-Inspection Fees Paid
2. FDEP/PSLUSD Certification
3. Utility Work Completion Inspection Form Completed
4. Recorded Plat(s), if applicable
5. Recorded Easement(s)
6. All Fees Paid
7. Gate Codes and Contact Information, if applicable