



**Build it or Bond it:**  
City of Durham Construction Process  
Options Available for Engineering Final Plat  
Approval

Option 1: Construction security in lieu of completing the project's infrastructure to receive Engineering Final Plat approval

Scenario 1A: Utility extension permits have been approved

Scenario 1B: Utility extension permits have not yet been submitted

Option 2: Complete Infrastructure prior to Engineering Final Plat approval

## Option 1

### **Scenario 1A (Utility extension permits have been approved): Provide construction security and pay capital facility fees in lieu of completing the project's infrastructure to receive Engineering Final Plat approval**

1. Provide the following information to Public Works Engineering Development Review (provide digital files in a USB drive, CD/DVD, emailed or link from FTP server):
  - a. PDF of latest approved Construction drawing layout plan highlighting the exact limits of project to be bonded. Project limits shall include any off-site works, committed elements etc.
  - b. PDF of approved site plan.
  - c. Signed hard-copy of detailed construction estimate summary divided into two parts:
    - i. Streets, sidewalks, curb, pavement, and base ABC sections, etc.
    - ii. Utilities, etc. (if not yet completed or outstanding must be verified. Ensure to include storm and sewer infrastructure estimates if Video has not been submitted to the City of Durham)
  - d. Copy of excel spread sheet with construction estimate.
  - e. Copy of proposed or approved final plat.
  - f. Water and Sewer extension permit project information sheet available at <http://durhamnc.gov/DocumentCenter/Home/View/3312>
2. Pursuant to Session Law 2018-34, prior to final plat approval provide payment of all capital facility fees associated with City water and sewer service for this project. Provide a PDF of the final plat under review to Engineering Services for them to determine the payment amount. Please contact Laura Adcock in Engineering Services of the Public Works Department at 919-560-4326 or [laura.adcock@durhamnc.gov](mailto:laura.adcock@durhamnc.gov).
3. Receive construction security amount from Engineering Development Review and choose one from below:

<p>A. Provide Construction Security (Infrastructure Bond) using City <a href="#">template</a> for the amount received from Engineering Development Review.</p> <p>Construction Security Calculation for Residential Projects:</p> <ul style="list-style-type: none"><li>• 100% asphalt course</li><li>• 20% repair of initial asphalt course</li><li>• 10% full depth repair (of asphalt course and stone base)</li><li>• 5% repair of curb</li><li>• 100% unbuilt sidewalk and ramps</li></ul>	<p>B. Or complete the infrastructure prior to receiving Engineering Final Plat approval (see steps in Option 2: Complete infrastructure prior to Engineering Final Plat approval).</p>
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<ul style="list-style-type: none"> <li>• Minimum 1-year term or realistic completion date with maximum of 2-year term if performance bond. Letters of Credit shall autorenew yearly.</li> <li>• 125% of reasonably estimated cost of completion.</li> </ul>	
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4. Submit construction security along with the Construction Security Management fee (0.2% of the amount of the construction security issued (\$100 minimum) plus 4% technology surcharge fee).
5. Provide payment of the capital facility fees.
6. Receive Engineering approval of final plat.
7. Construction of required infrastructure:
  - a. If construction had not started and all of required infrastructure was bonded:
    - i. Pre-construction Meeting
    - ii. Start of construction
  - b. If construction had started and remaining required infrastructure was bonded:
    - i. Continue construction
8. Inspection of construction work.
9. Construction completed, except final lift of asphalt.
10. Approved and certified As-Builts submitted. (Escrow submitted in lieu of Mylar & CD)
  - a. Submitted CCTV of Storm and Sanitary Sewer
    - i. Complete all repairs
11. Developer submits checklist and [Request for Final Inspection](#) (Includes NCDOT and City Transportation if applicable).
12. Water meters may be released.
13. Obtain first Certificates of Compliance (CoC) and continue to receive Certificates of Compliance.
14. Notification of 50%-75% CoCs issued to Developer
15. Final Inspection Walk-through.
16. Official final punch list issued to Developer.
17. Punch list items and Construction completed by Developer including final lift of asphalt
  - a. City Transportation approval.
  - b. NCDOT approval if applicable.
  - c. Water Management approval for pump station if applicable.
18. Developer submits [Request for Infrastructure Acceptance](#) form and a 1-year term Repair/Warranty Security (may include outstanding sidewalks to incomplete lots). Submit Repair/Warranty Security along with the Construction Security Management fee (0.2% of the

amount of the construction security issued (\$100 minimum) plus 4% technology surcharge fee).

19. Remaining Certificates of Compliance may be released.
20. City of Durham sends *Notification of Completion in Conformance with City Requirements* letter (Construction Security or infrastructure Bond “released”) Repair/Warranty 1-year period starts on date of *Notification of Completion in Conformance with City Requirements*
21. Engineering Services submits City Council agenda item.
22. City Council accepts the infrastructure.
23. City of Durham sends *Notification of Infrastructure Acceptance*.
24. City of Durham and Developer completes Inspection 60 days prior to Repair/Warranty period expiration.
25. Repair/Warranty Period Punch list issued to Developer.
26. Repair/Warranty security may be extended or funds requested if repair work has not been completed by expiration date.
27. City of Durham sends *Notification of Repair/Warranty Completion* letter to Developer (Repair/Warranty Security “released”).

**Scenario 1B (Utility extension permits have not yet been submitted): Provide construction security in lieu of completing the project’s infrastructure to receive Engineering Final Plat approval (capital facility fees will be paid before approval of utility extension permits)**

1. Provide the following information to Public Works Engineering Development Review (provide digital files in a USB drive, CD/DVD, emailed or link from FTP server):
  - a. PDF of latest approved Construction drawing layout plan highlighting the exact limits of project to be bonded. Project limits shall include any off-site works, committed elements etc.
  - b. PDF of approved site plan.
  - c. Signed hard-copy of detailed construction estimate summary divided into two parts:
    - i. Streets, sidewalks, curb, pavement, and base ABC sections, etc.
    - ii. Utilities, etc. (if not yet completed or outstanding must be verified)
  - d. Copy of excel spread sheet with construction estimate.
  - e. Copy of proposed or approved final plat.
  - f. Water and Sewer extension permit project information sheet available at <http://durhamnc.gov/DocumentCenter/Home/View/3312>
2. Receive construction security amount from Engineering Development Review and choose one from below:

<p>A. Provide Construction Security (Infrastructure Bond) using City <a href="#">template</a> for the amount received from Engineering Development Review.</p> <p>Construction Security Calculation for Residential Projects:</p> <ul style="list-style-type: none"> <li>• 100% asphalt course</li> <li>• 20% repair of initial asphalt course</li> <li>• 10% full depth repair (of asphalt course and stone base)</li> <li>• 5% repair of curb</li> <li>• 100% unbuilt sidewalk and ramps</li> <li>• Minimum 1-year term or realistic completion date with maximum of 2-year term if performance bond. Letters of Credit shall autorenew yearly.</li> </ul>	<p>B. Or complete the infrastructure prior to receiving Engineering Final Plat approval (see steps in Option 2: Complete infrastructure prior to Engineering Final Plat approval).</p>
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3. Submit construction security along with the Construction Security Management fee (0.2% of the amount of the construction security issued (\$100 minimum) plus 4% technology surcharge fee).

4. Receive Engineering approval of final plat.
5. Capital facility fees will be required to be paid before approval of the utility extension permits. Provide a copy of the approved final plat to Engineering Services along with the extension permit applications for them to determine the payment amount.
6. Pay inspection fees and obtain water and/or sewer extension permits
7. Pre-construction Meeting.
8. Start of construction.
9. Inspection of construction work.
10. Construction completed, except final lift of asphalt.
11. Approved and certified As-Builts submitted. (Escrow submitted in lieu of Mylar & CD)
  - a. Submitted CCTV of Storm and Sanitary Sewer
    - i. Complete all repairs
12. Developer submits checklist and [Request for Final Inspection](#) (Includes NCDOT and City Transportation if applicable).
13. Water meters may be released.
14. Obtain first Certificates of Compliance and continue to receive Certificates of Compliance.
15. Notification of 50%-75% CoCs issued to Developer
16. Final Inspection Walk-through.
17. Official final punch list issued to Developer.
18. Punch list items and Construction completed by Developer including final lift of asphalt
  - a. City Transportation approval.
  - b. NCDOT approval if applicable.
  - c. Water Management approval for pump station if applicable.
19. Developer submits [Request for Infrastructure Acceptance](#) form and a 1-year term Repair/Warranty Security (may include outstanding sidewalks to incomplete lots). Submit Repair/Warranty Security along with the Construction Security Management fee (0.2% of the amount of the construction security issued (\$100 minimum) plus 4% technology surcharge fee).
20. Remaining Certificates of Compliance may be released.
21. City of Durham sends *Notification of Completion in Conformance with City Requirements* letter (Construction Security or infrastructure Bond “released”) Repair/Warranty 1-year period starts on date of *Notification of Completion in Conformance with City Requirements*
22. Engineering Services submits City Council agenda item.
23. City Council accepts the infrastructure.
24. City of Durham sends *Notification of Infrastructure Acceptance*.
25. City of Durham and Developer completes Inspection 60 days prior to Repair/Warranty period expiration.
26. Repair/Warranty Period Punch list issued to Developer.
27. Repair/Warranty security may be extended or funds requested if repair work has not been completed by expiration date.

28. City of Durham sends *Notification of Repair/Warranty Completion* letter to Developer (Repair/Warranty Security “released”).

## Option 2

### **Complete infrastructure (100%) prior to Engineering Final Plat approval**

Complete Infrastructure of a project to receive Engineering approval of Final plat or use **Option 1: Construction security in lieu of completing the project's infrastructure to receive Engineering Final Plat approval** process. This process can start after approval of the construction drawings, utility extension permits and payment of inspection fees.

1. Pre-construction Meeting.
2. Start of construction.
3. Inspection of construction work.
4. Construction completed.
5. CCTV
6. Approved and certified As-Builts submitted. (Escrow submitted in lieu of Mylar & CD)
7. Developer submits checklist and [Request for Final Inspection](#) (Includes NCDOT and City Transportation if applicable).
8. Final Inspection Walk-through.
9. Official final punch list issued to Developer.
10. Punch list items and Construction completed by Developer including final lift of asphalt
  - a. City Transportation approval.
  - b. NCDOT approval if applicable.
  - c. Water Management approval for pump station if applicable.
11. Developer submits [Request for Infrastructure Acceptance](#) form and submits a 1-year term Repair/Warranty Security (may include outstanding sidewalks to lots). Submit Repair/Warranty Security along with the Construction Security Management fee (0.2% of the amount of the construction security issued (\$100 minimum) plus 4% technology surcharge fee).

Warranty Security Calculation for Residential Project:

- 20% repair of asphalt coursed
  - 10% full depth repair (of asphalt course and stone base)
  - 5% repair of curb
  - 100% un-built sidewalk and ramps
12. City of Durham sends *Notification of Completion in Conformance with City Requirements* letter. Repair/Warranty 1-year period starts on date of *Notification of Completion in Conformance with City Requirements*. Receive Engineering approval of final plat.
  13. Water meters may be released.
  14. Engineering Services submits City Council agenda item.
  15. City Council accepts the infrastructure.
  16. Obtain first Certificates of Compliance and continue to receive Certificates of Compliance.
  17. City of Durham sends *Notification of Infrastructure Acceptance*.



18. City of Durham and Developer completes Inspection 60 days prior to Repair/Warranty period expiration.
19. Repair/Warranty Period Punch list issued to Developer.
20. Repair/Warranty security may be extended or funds requested if repair work has not been completed by expiration date.
21. City of Durham sends *Notification of Repair/Warranty Completion* letter to Developer (Repair/Warranty Security “released”).