

Baltimore County Government  
Department of Permits, Approvals and  
Inspections



111 West Chesapeake Ave.  
Towson, Md. 21204

(410) 887-3321

## **CLOSEOUT REQUIREMENTS**

The following is a list of **required** information in requesting close out. This request must be submitted for all residential projects that include public utilities.

- A letter to the attention of Colleen Kelly, Permits, Approvals and Inspections , 111 West Chesapeake Avenue, Room 123, Towson, Maryland, 21204, requesting close out of a specific project which includes **all applicable** information listed below:
- Name of Development
- PWA Number
- Plat Reference (s)
- List of all Job Orders
- List of all Contract Numbers with corresponding construction drawing numbers.

All contracts must be 100% complete **according to the Division of Construction Contracts Administration** (UA/RA contracts **must** have an acceptance letter and the old private contracts must have final estimates). At the time of the close out request, Development Management must have received a letter from the contractor(s) stating they have been paid in full. Also, **95% of the houses must be built**. All sidewalks, curb and gutter must be installed and in good condition. Further, all water meters and clean outs must be accessible and in good condition.

A request to close out a project that does not contain **all** of the above information will not be processed.

For security reductions or security returns see separate instructions.

**NOTE:** When hiring a company other than your engineer to handle close out requirement, please provide this office with a letter **authorizing** said company to close out a specific project. This office will not initiate close out for a project without this **letter of authorization**. Please be advised that all financial reporting and agency comments will be provided in writing to said authorized close out company. Duplicate reporting will not be provided in writing to you by Baltimore County.