



## CERTIFICATE OF COMPLETION CHECKLIST

### CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE

Upon completion of the landscape installation, the Project Applicant or their Designee shall submit to our office a *Certificate of Completion (COC)* package that verifies the landscape and irrigation was installed in conformance with the State Model Water Efficient Landscape Ordinance (AB1881). If the project is part of a valid building permit, a final hold will be placed on the building permit. Final inspection and occupancy cannot occur until this completion package is approved. If the project is related to off-site improvements, the surety bond will not be released until this completion package is approved.

Timely submission of the Certificate of Completion is essential and is the responsibility of the applicant. The Landscape Architect, Landscape Designer, Irrigation Designer who prepared the plans or the Landscape Contractor shall review the installation for compliance. The service of a Certified Irrigation Auditor is also required. This package and checklist is provided to assist the applicant in complying with the State Ordinance and to expedite approval of the Certificate of Completion. Allow County staff a minimum of 1-2 business days to review COC packages. Submit complete package to [landscape@saccounty.gov](mailto:landscape@saccounty.gov).

**PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<input type="checkbox"/> <b>1. Project Information Sheet</b> See attached form. Fill in data and obtain Property Owner's or their Designee's signature. (§492.9)	<input type="checkbox"/> <b>5. Schedule of Landscape &amp; Irrigation Maintenance</b> Attach schedule reflecting regular maintenance practices for planting areas & irrigation system. (§492.11)
<input type="checkbox"/> <b>2. Certification of Installation</b> See attached form. Signature on form shall be signer of the landscape design plan, signer of the irrigation plan, or the licensed landscape contractor. (§492.9)	<input type="checkbox"/> <b>6. Irrigation Audit Report</b> Attach irrigation audit report conducted by a third-party Certified Irrigation Auditor. (§492.12)
<input type="checkbox"/> <b>3. Irrigation Schedules</b> Parameters for setting the irrigation schedule on the controller(s). Provide separate parameters for the plant establishment period, the established landscape, and any temporarily irrigated areas. (§492.10)	<input type="checkbox"/> <b>7a. Soil Management Report</b> Attach soil analysis report, if not previously submitted with the approved plans;  <b><u>AND</u></b> <input type="checkbox"/> <b>7b.</b> Attach documentation verifying implementation of the soil report recommendations. (§492.5)
<input type="checkbox"/> <b>4. Landscape/Irrigation Record Drawings ('As-builts')</b> Where there have been significant changes made in the field during construction, revised plans and water use calculations shall be submitted. (§492.9)	<input type="checkbox"/> <b>8. Upon Certificate of Completion approval by County...</b> Submit copy of Certificate of Completion package to the water purveyor <u>and</u> to the property owner or his/her designee. (§492.9b)
<b>***9. In addition to the above items, images of the installed landscape and irrigation equipment are also required. Images must include all landscape and be high quality.</b>	