

## CONSTRUCTION COMPLETION CERTIFICATE

(Date)

(Contractor)

(Address)

Attention: (Contractor's Name)

**Re: Contract No.**  
**Project Number & Limits**  
**Type of Work**

Please be advised that a construction completion inspection of the above noted project was carried out on <date> by <Consultant's Representative>, <Project Sponsor> and <Contractor's Representative>. All work on this Contract has been satisfactorily completed and is accepted as complete effective <footnote 1>, subject to the terms and conditions of the Contract and Specifications.

The effective date for the start of the warranty period will be <footnote 2>. For the record, the last day of work on this project was <footnote 1>.

To initiate the holdback release process, please execute a Statutory Declaration form which is available at <https://www.alberta.ca/bonds-3rd-party-claims-and-holdback.aspx>. Also, please provide your written confirmation of full compliance with all approvals, permits, licenses and/or written authorizations as set out in ENVIRONMENTAL MANAGEMENT contained in Section 1.2 General Specifications; and a Worker's Compensation Board letter of clearance. Forward the originals to Strategic Procurement Branch, Vendor Management & Outreach, Suite 303, 4999 – 98 Avenue, Edmonton, AB T6B 2X3.

Yours truly,

Consultant's Representative

cc: Regional Director, <Region>  
Construction / Bridge Manager, <Region>  
Operations Manager, <District>  
Project Administrator, <Region>  
Director, Vendor Management via [TenderAdmin@gov.ab.ca](mailto:TenderAdmin@gov.ab.ca)  
Geomatics Section via [trans.geodata.update@gov.ab.ca](mailto:trans.geodata.update@gov.ab.ca)

1. Use the last date any defective work was corrected or, if there was no defective work, the date the project was ready for the Construction Completion Inspection.
2. Use the same date as footnote 1, unless a Conditional Construction Completion Certificate had been issued and if the date by which all defective work listed in the CCCC was completed on or prior to the stipulated date identified in the CCCC, in which case the date will be back-dated to the warranty commencement date identified in the CCCC.

Revised September 2020

Security Classification: Public