



Construction and Architectural Close Out Submittals

When the project is 95% complete, prior to final project close out, several criteria must be met in order for Construction and Architectural Services to give their approval to reduce retention to 5%.

1. The building must be occupiable.
2. The building must have a Certificate of Occupancy from the governing jurisdiction.
3. Two copies of the Architect G704 must be submitted to the Construction Field Representative.
4. Two copies of the IHDA Certificate of Completion (Form CD-4) must be submitted to the Construction Field Representative. Showing hold back for punchlist items.
5. Two copies of the IHDA Permission to Occupy must be submitted to the Construction Field Representative.
6. IHDA Construction Field Representative approval.
7. For project receiving tax credits for Enhanced Accessibility and/or Green Initiatives, IHDA Architectural Services approval.

When the project is 100% complete including punchlist items, the Construction Field Representative will verify and inform the Construction Field Representative Supervisor. The Construction Field Representative Supervisor will approve final 5% retention release.