

CIP File Documentation Checklist

Project Name:		Project#	
Address:		Cost Center#	
City & State		FAR Amount:	
Project Contact:		General Contractor:	
Contact Phone#		Payment Application #	

Documents Required for Initial Payment (Checklist should accompany documentation)

	Date	Initials	Comments
<u>Documentation from BB&T Intranet:</u>			
Bid Waiver Form – (Not required if Bid List/Abstract is received)			
Bond Waiver Form – (Not required if Performance/Payment Bond is received)			
Confidentiality Agreement W/General Contractor (Must be complete if using a new General Contractor)			
Construction Certification of Payment Form			
Contract (Original) Owner/GC - (If Applicable)			
Fixed Asset Request	---	---	W-S/Analyst
OFAC Review	---	---	W-S/Analyst
<u>Documentation from General Contractor:</u>			
Bid List/Abstract – (Not required if Bid Waiver Form is received)			
Building Permits			
Change Orders if applicable			
Current Certificate of Liability Insurance			
Current Workers Comp Insurance Certificate			
Initial Monthly Project Schedule			
Initial Payment Application – (At least 2 copies)			
Performance/Payment Bond – (Not required if Bond Waiver Form is received)			
Progress Photos - (Maximum of 5 photos)			
Proof of Ongoing General Contractor Licensure			
Schedule of Values			
<u>Documentation that is State specific:</u>			
Contractor’s Affidavit			
Contractor’s Interim Waiver and Release of Liens			
Notice of Commencement			
<u>Documentation from Architect:</u>			
Confidentiality Agreement W/Architect (If Lambert not used, Project Manager to provide)			If Lambert/ W-S/Analyst
Contract (Original) Owner/Architect (if Applicable) (If Lambert not used, Project Manager to provide)			If Lambert/ W-S/Analyst

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Contact Phone#		Payment Application #	

Documents Required for Progress Payments

(Must have with each progress payment submitted and Checklist should accompany documentation)

	Date	Initials	Comments
<u>Documentation from BB&T Intranet:</u>			
Construction Certification of Payment Form			
<u>Documentation from General Contractor:</u>			
Change Orders if Applicable			
Current Certificate of Liability Insurance			
Current Workers Comp Insurance Certificate			
Payment Application – (At least 2 copies)			
Progress Photos - (Maximum of 5 photos)			
Proof of Ongoing General Contractor Licensure			
Schedule of Values			
Updated List of Unpaid Subcontractors and Suppliers			
Updated Monthly Project Schedule			
<u>Documentation that is State specific:</u>			
Contractor's Affidavit			
Subcontractors' Waivers and Releases of Lien/Progress Payment			
Plumbing <input type="checkbox"/>			
Electrical <input type="checkbox"/>			
Mechanical <input type="checkbox"/>			
Site Work <input type="checkbox"/>			
Subcontractors' Interim Waiver/Payment Bond			
Plumbing <input type="checkbox"/>			
Electrical <input type="checkbox"/>			
Mechanical <input type="checkbox"/>			
Site Work <input type="checkbox"/>			
Contractor's Interim Waiver and Release of Lien			

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Project Name:		Project#	
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City & State		FAR Amount:	
Project Contact:		General Contractor:	
Contact Phone#		Payment Application #	

Documents Required for Final Payment

(Must have with each final payment submitted and
Checklist should accompany documentation)

	Date	Initials	Comments
<u>Documentation from BB&T Intranet:</u>			
Date Sheet			
Close out Information Include Ledger			W-S/Analyst
Construction Certification of Payment			
Minority Vendor Report			
<u>Documentation from General Contractor:</u>			
Certificate of Occupancy			
Change Orders if applicable			
Progress Photos - (Maximum of 5 photos)			
Current Certificate of Liability Insurance			
Current Workers Comp Insurance Certificate			
Final Payment Application - (At least 2 copies)			
Proof of ongoing General Contractor licensure			
Schedule of Values			
Updated List of Unpaid Subcontractors and Suppliers			
Updated Monthly Project Schedule			
<u>Documentations that is State specific:</u>			
Contractor's Affidavit			
Contractor's Final Waiver and Release of Liens			
Subcontractors' Waivers and Releases of Lien/Final Payment			
Plumbing <input type="checkbox"/>			
Electrical <input type="checkbox"/>			
Mechanical <input type="checkbox"/>			
Site Work <input type="checkbox"/>			
Subcontractors' Final Waiver/Payment Bond			
Plumbing <input type="checkbox"/>			
Electrical <input type="checkbox"/>			
Mechanical <input type="checkbox"/>			
Site Work <input type="checkbox"/>			

Last Revised
9/28/06

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Printed copies of this document should be validated as current prior to use.