TO: **Alabama Department of Finance**
Real Property Management
Division of Construction Management
770 Washington Avenue, Suite 444
Montgomery, AL 36130-1150
(334) 242-4082

DCM Form C-13
Revised March 2025
(Must be activated via DocuSign link from DCM's Engage Portal)

DCM No. _____

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER ENTITY NAME AND ADDRESS:	**ARCHITECTURAL / ENGINEERING FIRM NAME AND ADDRESS:**
CONTRACTOR COMPANY NAME AND ADDRESS:	**BONDING COMPANY NAME AND ADDRESS:**
PROJECT:	

Substantial Completion has been achieved for the entire Work the following portion of the Work:

The **Date of Substantial Completion** of the Work covered by this certificate is established to be _____.

"Substantial Completion" or "Partially Substantially Complete" means the designated Work, or portion of Work, is sufficiently complete, in accordance with the Contract Documents, such that the Owner may occupy or utilize the Work for its intended use without disruption or interference by the Contractor in completing or correcting any remaining unfinished Work. The Date of Substantial Completion is the date upon which all warranties for the designated Work commence, unless otherwise agreed and recorded herein.

Attach Architect/Engineer's DCM Form B-10: Statement of Observations from Final Inspection with List of Attendees (required), and Punch List (if applicable). A _____ page list of items to be completed or corrected prior to the Owner's approval of Final Payment is attached hereto, but does not alter the Contractor's responsibility to complete or correct all Work in full compliance with the Contract Documents. The Contractor shall complete or correct all items on the attached list, ready for re-inspection for Final Acceptance, within 30 days after the above Date of Substantial Completion, unless another date is stated here: _____. If completed or corrected within this period, warranties of these items commence on the Date of Substantial Completion, otherwise such warranties commence on the date of Final Acceptance of each item.

	RECOMMENDED BY: ARCHITECT/ENGINEER: _____ **CONTRACTING PARTIES:** CONTRACTOR:
DCM INSPECTOR: _____	_____
DCM CHIEF INSPECTOR: _____	OWNER:
DCM DIRECTOR: _____	_____

Attachments

All DCM Forms required as attachments are available from https://dcm.alabama.gov/forms_DocuSignCOSC.aspx

- The Lead Design Professional's (LDP's) report from Final Inspection on DCM Form B-10: Statement of Observations with list of attendees (required), and punch list (if applicable); attached by the LDP Firm Signer using the first page's Attach button which is only available to the LDP Firm Signer.

Other attachments required when applicable to the project; can be attached by either the Form Filler or the LDP Firm Signer:

The optional attach buttons are available to the Form Filler and the LDP Firm's Signer during their respective turns to attach the following items. Do not duplicate attachments. Please attach documents in the order listed below (documents are attached in the order as you select them from your device):

- Roof Warranty(s): Attach the executed DCM Form C-9: General Contractor's Roofing Guarantee and any other roofing warranty required by the contract. Also, any standard manufacturer's roofing guarantees which contain language regarding the governing of the guarantee by any state other than the State of Alabama, must be amended to exclude such language, and substituting the requirement that the Laws of the State of Alabama shall govern all such guarantees.

- Engineer final observation reports.

- Fire Alarm Record of Completion.

- Any additional documents requested by the DCM Inspector at Final Inspection.

- DCM Form B-14: Certification of Structural Observations (for storm shelter) (the Engineer's Seal must show on the copy) for the following projects:
  - All new buildings constructed on the grounds of new public K-12 schools.
  - All new buildings containing classrooms or dorm rooms constructed on the grounds of public 2-year or 4- year institutions of higher education.

- DCM Form C-17: Contractor’s Statement of Responsibility for Construction of Tornado Storm Shelter (Hurricane Shelter Where Applicable) for the following projects:
  - All new buildings constructed on the grounds of new public K-12 schools.
  - All new buildings containing classrooms or dorm rooms constructed on the grounds of public 2-year or 4- year institutions of higher education.
  - State Agency/Authority projects when assigned to DCM.

- DCM Form B-15: Owner’s Statement of Responsibility for Tornado Storm Shelter (Hurricane Shelter Where Applicable) for the following projects:
  - All new buildings constructed on the grounds of new public K-12 schools.
  - All new buildings containing classrooms or dorm rooms constructed on the grounds of public 2-year or 4- year institutions of higher education.
  - State Agency/Authority projects when assigned to DCM.

Do NOT attach:

- Un-flattened drawings (If needed, attach drawings that are formatted to display as letter-size, and are flattened; the pdfs must not include layers nor PDF comments. PDFs that are not flattened may not be viewable on DCM equipment).

- Excessive photos.

- Duplicate documents.

- Close-out documents unless requested.