



AIA®

Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
Central Baldwin Annex II
Robertsdale, AL

CONTRACT INFORMATION:
Contract For:
Date:

CERTIFICATE INFORMATION:
Certificate Number:
Date:

OWNER: *(name and address)*
Baldwin County Commission
22070 AL-59
Robertsdale, AL 36567

ARCHITECT: *(name and address)*
McCollough Architecture
4790 Main St, Suite F-209
Orange Beach, AL 36561

CONTRACTOR: *(name and address)*
R.E. Johnson General Contractors, LLC
606 Fairhope Ave.
Fairhope, AL 36532

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

McCollough Architecture, Inc.
ARCHITECT *(Firm Name)*

SIGNATURE

Sted McCollough
PRINTED NAME AND TITLE

June 17, 2026
DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

Interior punch list for renovation attached.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within (10) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

R.E. Johnson General Contractors,

SIGNATURE

RONNIE JOHNSON
PRINTED NAME AND TITLE

6/17/26
DATE

Baldwin County Commission

OWNER *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G704™ – 2017 Instructions

Certificate of Substantial Completion

GENERAL INFORMATION

Purpose. AIA Document G704™ was developed to establish the date of Substantial Completion for the purpose of commencement of applicable warranties and to allow the Owner to occupy or utilize the Work or designated portion thereof.

Related Documents. This document was prepared for use under the terms of AIA Document A201™, General Conditions of the Contract for Construction; and under the general conditions contained in AIA Documents A104™ and A105™.

Use of Current Documents. Prior to using any AIA Contract Document, users should consult www.aia.org or a local AIA component to verify the most recent edition.

Reproductions. This document is a copyrighted work and may not be reproduced or excerpted from without the express written permission of the AIA. There is no implied permission to reproduce this document, nor does membership in The American Institute of Architects confer any further rights to reproduce this document.

The AIA hereby grants the purchaser a limited license to reproduce a maximum of ten copies of a completed G704, but only for use in connection with a particular project. The AIA will not permit reproduction outside of the limited license for reproduction granted above, except upon written request and receipt of written permission from the AIA.

Rights to reproduce the document may vary for users of documents purchased electronically. Such users should consult the End User License Agreement.

To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

CHANGES FROM THE PRIOR EDITION (G704™ -2000)

G704-2017 includes a revised information block to identify the Project, Contract, Owner, Architect, Contractor, and information relevant to the Certificate of Substantial Completion. G704-2017 was reorganized so the Architect can sign the form, and include the date of Substantial Completion, immediately after the description of the Work the Architect is certifying. Also, the paragraph regarding warranties was updated to clarify that warranties commence on the date of Substantial Completion unless the parties indicate otherwise in this form.

COMPLETING G704-2017

After the first paragraph, the Architect should insert a detailed description of the Project or portion(s) of the Project that has been accepted as being substantially complete. The Architect should sign and date the form after the first paragraph to indicate that the Work identified has achieved Substantial Completion.

Warranties. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work. If any warranties are to commence on a different date, the parties should identify those warranties in this section and provide their alternative commencement dates.

Work to be Completed or Corrected. The Architect should provide the Owner and Contractor a list of items that are to be completed or corrected, determine dates for completion, and establish a cost estimate of such Work.

EXECUTING THE DOCUMENT

The Owner, Architect, and Contractor should execute AIA Document G704 at their respective signature lines.



MCCOLLOUGH
ARCHITECTURE

Central Annex II Substantial Completion Punch List
2026.06.17 | 3:00 PM

■
Attendees:

Casey Tomecek – McCollough Architecture
Jessica Stonesifer – Director with Baldwin County Commission
Ronnie Johnson – RE Johnson General Contractor

NO.	ITEM	PICTURE	COMPLETED
1.	Seams in the elevator lobby need cleaning/color doesn't match existing joints.	Attached	
2.	Many areas where the base needs additional glue to remove waviness. Not all areas pictured.	Attached	
3.	Many areas where the base needs cleaned to remove scuffing. Not all areas pictured.	Attached	
4.	Some areas where j-bead needs adjusting to reduce gaps at top of wall. Some j-bead joints are not aligned. Not all areas pictured.	Attached	
5.	Some areas where wall paint needs touched up. Not all areas pictured.	Attached	
6.	Many areas around electrical/data outlets need fingerprints cleaned off the wall. Not all areas pictured.	Attached	
7.	Some ceiling tiles need adjusted/reinstalled and some tiles need replaced if broken. Not all tiles pictured.	Attached	
8.	Door 301-1A needs the trim repaired and restrained. Door 326A needs shimmed to stay open.	Attached	

