



AIA Document G704[®] – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
A New Female Housing Addition to the
Baldwin County Corrections Center PH&J
#1913GV

CONTRACT INFORMATION:
Contract For: General Construction

Date: 03-17-2021

CERTIFICATE INFORMATION:
Certificate Number: 01

Date: 06-08-2026

OWNER: *(name and address)*
Baldwin County Commission
312 Courthouse Square, Suite 12
Bay Minette, AL 36507

ARCHITECT: *(name and address)*
PH&J Architects, Inc.
807 S. McDonough Street
Montgomery, AL 36104

CONTRACTOR: *(name and address)*
Wharton Smith, Inc.
750 Monroe Road
Sanford, FL 32771

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.)
Booking & Intake, Kitchen and Central Control areas of Tower B

ARCHITECT *(Signature)*

BY: Patrick T. Addison, Vice President
(Printed name, title, and license number if required)

06-26-2025
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.)
HVAC & roof warranty at Central Control to be issued with Tower B Main Building

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.)

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 Thirty(30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: 50.00

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.)
Owner will provide security, heat, utilities and insurance from the date of substantial completion forward.

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

CONTRACTOR *(Signature)*

Whiddon Macon Senior PM
(Printed name and title)

06/09/2026
Date

OWNER *(Signature)*

(Printed name and title)

Date



Founded 1957 ♦ Pearson, Humphries, & Jones Architects

Patrick T. Addison, AIA Harrell G. Gandy, AIA Renis Jones III, AIA
Brian J. Klinkhammer, AIA Steven R. Hall, AIA

June 26, 2025

Mr. Rob Madison
Building Official & Code Enforcement Officer
City of Bay Minette Planning & Development Services Department
301 D'Olive Street
Bay Minette, AL 36507

REF: Baldwin County Jail, Tower B-1st Floor and Booking & Intake Building

Mr. Madison,

This letter is to confirm that the above referenced areas/buildings comply with the minimum life safety standards and the project Plans and Specifications required for occupancy. As of this date, this only applies to the 1st floor of Tower B (Kitchen and Central Control) and the new Booking and Intake Building (1st and 2nd Floors). Provided these locations are also approved by the local fire department, PH&J Architects recommends a Temporary Certificate of Occupancy be issued to allow the Owner use of these spaces. Once the remainder of Tower B, including all punch list items, has been completed, a permanent certificate of occupancy can be issued for the entire project.

If you have any questions, please feel free to contact me at any time.

Sincerely,

A handwritten signature in green ink, appearing to read 'Patrick Addison', written over a horizontal line.

Patrick Addison
Architect

CC: Wanda Gautney, Anthony Lowery, David White, Steven Stewart, Jim Hagan



City of Bay Minette

Building Department

301 D'Olive Street · Bay Minette, Alabama 36507 · Phone (251) 580-1610

June 27, 2025

To whom it may concern,

After receiving the letter from the design team at PH&J Architects Inc. approving the requested areas for a Temporary Certificate of Occupancy (TCO) for Tower "B" 1st floor only (Kitchen and Control Center) and the Booking & Intake Building (1st and 2nd Floors). I, Rob Madison, as Building Official for the City of Bay Minette will grant this request for a TCO for a time limit of 90 days from the date of this letter. That time limit can be extended for another 90 days by formal request at that time.

Sincerely,

A handwritten signature in black ink, appearing to be "Rob Madison", with a long horizontal flourish extending to the right.

Rob Madison, CBO

Rob.madison@cityofbayminetteal.gov



City of Bay Minette

Planning & Development Services

Building Department

301 D'Olive Street · Bay Minette, Alabama 36507
Phone (251) 580-1610 · buildingofficial@cityofbayminetteal.gov

Notice of Substantial Completion

July 15, 2022

Whiddon Macon, Project Manager
Wharton-Smith, Inc.,
1087 E. Pass Road
Gulfport, MS 39507

RE: BP-2021-998, Alteration/Repair Building Permit
Address/Location: 320 N. Hoyle Avenue
PID // PIN: 05-23-02-09-4-401-003.000 // 10950
Zoning Designation: B-2, General Business District
Overlay: Downtown Historic Business Overlay Zone

Dear Mr. Macon,

This letter serves as your Notice of Substantial Completion for the Renovation and Remodel for the Baldwin County Sheriff's Office Administration Office located at 320 N. Hoyle Avenue, Bay Minette, AL 36507. A comprehensive Site Inspection was conducted on July 13, 2022, and the project was determined to be in compliance with the approved renovation plans submitted to our department for permit #BP-2021-998.

Substantial Completion has been achieved for the entire Scope of Work detailed in the Building Permit plans and documents.

The Date of Substantial Completion of the Work covered by this notice is established to be July 13, 2022.

For the City of Bay Minette's Building Department, "Substantial Completion" signifies that the designated work is sufficiently complete, in accordance with the Building Permit documents and plans, to a degree that the owner may occupy or utilize the structure/area indicated in the Scope of Work for its intended use. The project was reviewed and inspected for compliance with the building laws and codes applicable to the municipal limits and police jurisdiction of the City of Bay Minette, particularly the provisions of the International Building Code, 2018 and related supplements. Any unfinished work remaining to be completed or corrected is considered minor and will not require further inspection or approval from the Building Official. The Date of Substantial Completion is the date upon which the Site Inspection was conducted.

This notice serves as your confirmation of Substantial Completion of your Building Permit. If you have any questions or need additional information, please do not hesitate to contact me at (251) 580-1610 or buildingofficial@cityofbayminette.al.gov

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Madison", is written over a blue horizontal line.

Rob Madison
Building Official & Code Enforcement Officer



AEIC, LLC dba Advantage Elevator Inspections and Consultants

6230 Green Acres Dr., Pensacola, FL 32526

tammy@advantageelevatorinspection.com

850-285-0776

Alabama

Elevator/Conveyance INSPECTION REPORT

Date Inspected 8-10-23	Cert. Exp Date	Check if Cert Posted	ALE # (6 Digit Number) 109932	Permit No. A117087H	Check if First or Acceptance Insp.	Check if Temp Cert of Operation
Owner Name Baldwin County Courthouse		Nature Of Business Jail			Serial Number	
Owner Street Address And P.O.Box 310 Hand St		Owner City Bay Minette	Owner State AL	Owner Zip 36607		
Location Name Baldwin Jail		Specific Loc of Conveyance		Object Location County Baldwin		
Location Address 310 Hand St		Loc City Bay Minette	Loc State Alabama	Loc Zip 36607		
Manufacturer JAE	Speed (Fpm) 350	Rise	Openings 9	Capacity 4500		
Equipment Type Tint						
Automated People Mover [] Dumbwaiter [] Escalator [] Freight [] LU/LA [] Material Lift [] Moving Walkway [] Other []						
Passenger [X] Platform Lifts [] Residential [] Stairway/Chair Lift [] Wheel Chair Lift [] Other [] Explain _____						
Type of Inspection: Annual [] Initial [X] TCO [] Alteration []						
Special Billing Instructions:						
Send Invoice To: Owner [X] Location [] Contact Name _____						
Send Certificate To Owner [] Location [] Phone Number _____						

If residential elevator does it comply with the 3/4x4 rule? no (must answer).

Billing Email: _____

Approved For Public Use

Mechanic who installed/alterd equipment (AL license #) _____ Adjuster (AL license #) AL1100EL

Signature of Inspector <i>[Signature]</i>	Inspector License # 028	Company Name AEIC	Person contacted and phone number <i>[Signature]</i>
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