**ENGINEERING DEPARTMENT**



Post Office Box 429

Christy LeBatard, P.E., City Engineer Biloxi, Mississippi 39533 Phone: (228) 435-6271

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***Application for Payment Checklist***

Updated 04/03/2025

# The following documents shall be submitted as noted.

Initial & Date

|  |  |
| --- | --- |
| Application for Payment (1 Fully Executed Original) |  |
| Continuation Sheet (1 Fully Executed Originals) |  |
| Contractors Affidavit of Payment of Debts and Claims (1 Original) |  |
|  |  |
|  |  |
| Copy of Current Insurance Certificate (1 Copy) |  |
| Letter stating whether or not you are requesting a time extension (1 Original) |  |
| Stormwater Erosion & Sediment Control Inspection Form (1 Copy) |  |
| Redline drawings of field changes or letter stating there are none |  |

Digital copies of all document are acceptable, original hard copies are not required.