



FINAL INSPECTION CHECKLIST

Date: _____ Inspector Name: _____
 Permit #: _____
 Address: _____

Need	N/A	Approved	DESCRIPTION
			1. *Tempered glass installed.
			2. *Certificate for STC Rating for required sound windows.
			3. *T-24 Mandatory checklist completed.
			4. *Architectural review. (Does it look like approved plans?)
			5. *T-24 Energy construction certification (Build/Elect/Plumb/Mechanical Contractors). Forms available from City Hall.
			6. *Insulation Certificate.
			7. *Installation Certificate CF-6R form.
			8. *Final letter of Completion from Special Inspection Agency.
			9. *Premise Identification. Shell address on electrical room door & house panel. Multi-tenant, addresses over each front door (legible from street).
			10. *Project Special Conditions completed.
			11. Parking lot completed. (All signage include H/C stall, H/C entry, and all striping completed).
			12. Final parking lot report from soils engineer, including rock depth verification and material verification.
			13. Landscape Final and Certification of Substantial Completion (Ordinance 238 & 240). Submitted / Approved by Engineering.
			14. Recycled Water Checklist completed. Submitted / Approved by Engineering.
			15. *County Health Dept. Final (Clearance).
			16. *Public Works Final (sign building card B220).
			17. *Fire Marshall Final (sign building card B216).
			18. *FEMA Certification on FEMA form, original to field inspector (subject to Approval by Engineering).
			19. * FEES – Due Prior to Occupancy (Job Specific).
			20. *Shell Building Final Prior to Final/Occupancy of First Tenant.
			21. *Post construction SWPP / Erosion Control Measures implemented / Installed. (See SWPP Plan for requirements).
			22. *C3 Operation & Maintenance Plan. Approved by Engineering.
			23. Smoke Test for HVAC Smoke Detector.
			24. Smoke Test for Smoke Fire Dampers / Hold Open Doors.

		25. Site/Grading/Miscellaneous Permits Finaled.
		26. *Planning Clearances Completed
		27. Roof Screen final.
		28. *Engineering Clearance.
		29. Electrical Equipment – Certification by a Approved Testing Agency.
		30. State Elevator Clearance (copy of Certificate to field inspector).
		31. *Other Clearance (Job Specific)

