

# CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

## **THIS DOES NOT CONSTITUTE A COMPLETE LIST OF INSPECTION REQUIREMENTS.**

### **BUILDING**

Certificate of Occupancy Building Inspection Checklist

#### **Exterior of the Building**

- Check for Posted Numeric address numbers facing street of address, Min 4" sized numbers
- Check the overall condition of the exterior of the Building/Structure
- Check the dumpster screening condition
- Verify vacuum breakers are installed on exterior hose bibs
- Check location and termination of the Water Heater T/P drain, Water Heater pan drain and Condensate drain lines from the HVAC equipment
- Check sewer cleanout location and verify threaded caps are installed
- Check for exposed or unsafe electrical wiring
- Verify electrical service installation and location and check for hazardous conditions
- Verify a Brass Tag is installed on the electric meter base for address identification, Brass Tag must be designed to D.M.E standards (See handout detail)
- Check A/C condenser equipment for insulation on Freon lines and if ports are exposed install locking/tamper proof caps on Freon ports
- Verify all exterior doors into building or suite are labeled with the numeric address numbers on the exterior side of the door

#### **Interior: Electrical, Plumbing and Mechanical Systems**

- Verify interior electrical panel location, panel is properly labeled for identification, panel cover is secured in place, all breakers are installed in correct locations and permanently labeled. Install blank covers in open breaker panel slots that are not in use.
- Verify electrical panel locations are not blocked or covered and have a minimum of 3 foot clearance on all sides
- Verify all electrical outlets, switches, fixtures and etc. are installed correctly with no exposed or hazardous wiring.
- Check for unsafe or exposed NM Cable (Romex), wiring or extension cords
- Verify Restroom locations for code compliance
- Verify all lavatory and sink fixtures installed inside the building have working/running tempered water to the faucets

- Verify all plumbing fixtures are installed correctly and are in working condition
- Verify handicap restroom requirements if applies
- Verify urinal and/or water closet partitions are installed per the Plumbing Code
- Verify restroom exhaust fans are installed, cleaned and working correctly
- Verify HVAC equipment locations, check return air locations, verify all grills/registers are cleaned and installed correctly
- Verify HVAC unit installation location, electrical connection, gas pipe line connection with hard pipe connection through unit wall, vent clearance to combustibles, vent connections, vent supports and vent termination
- Verify HVAC condensation drain connections, gravity fall on drain pipe to drain, termination locations and secondary drain installed. Down-Flow units require float switch on secondary drain
- Verify digital and programmable thermostat is installed to control HVAC system
- Verify water heater location and type (gas or electric)
- Verify water heater is in working condition
- Verify gas water heater vent clearance to combustibles, vent connections, vent support and vent termination
- Verify gas pipe connections, any safety hazards
- Verify water line connections with no visible leaks
- Verify temperature and pressure relief valve is installed with drain line connection and termination location to code and
- Verify water heater pan drain line installed and termination location, if pan is installed
- Verify electrical connections for water heater
- Verify NM cable to water heater is installed in conduit
- Verify water heater has a disconnect or is insight of panel with lock out installed on breaker
- Verify disconnect breaker size for water heater and HVAC system is compatible

#### **Interior: Life Safety and Other**

- Verify Exit door locations, posted exit signage, exit pathway distance and all other Exit egress requirements per the Building Code
- Verify panic hardware installed on doors where required
- Verify emergency lighting is installed per code
- Verify "type of use" of building for exit requirements
- Replaced damaged or missing ceiling tiles and ceiling grid
- Replace or repair damaged sheetrock in walls, ceiling or other locations
- Verify backflow device installations where required and the device is tested and in working condition, new testing of device may be required if testing date cannot be verified

- If an RPZ backflow device is installed, verify relief bucket is in working condition and is drained to an approved location
- Verify signage is installed for identification of Restrooms
- If Handicap Restrooms are available then posted signage must meet the minimum requirements of the accessibility code
- Posted signage required for all storage areas, electrical rooms, mechanical rooms, laundry rooms or other industrial locations where hazardous may be present

#### **Other Department Approvals**

All listed departments below are required to approve their CO inspections before the Building CO Inspection will be approved or the Certificate of Occupancy issued.

#### **Fire Dept.**

#### **Zoning Compliance**

#### **Health and Food Safety Division If applies**

**\*\* This is not a complete checklist of inspection requirements. This list is designed for basic CO inspection compliance. Other code requirements may apply that are not listed that may result in a failed inspection.**

#### **ZONING COMPLIANCE**

- Visible building numbers
- Visible suite numbers
- Required parking spaces available
- Parking spaces striped (9'x18') and visible
- Permits for all signage, including wind devices

- No smoking signs at main entrance (restaurants)
- Dumpster revetment functional, debris fee and in good condition

#### **HEALTH AND FOOD SAFETY**

- Smooth, Non-absorbent, Easily cleaned and light in color:
  - Floors
  - Walls
  - Ceilings
- Self-closing Doors
- Screened Windows
- Mechanical Dishwashers – Heat/Chemical, in proper working order
- Dish wash sink (100° minimum temp requirements)
- Hand wash sink (100° minimum temp requirements)
- Hot (100° minimum temp requirement) and cold water
- Utility Sink with sanitizing agent present
- Exhaust vents
- Properly stored chemicals
- Liquid wastes, required interceptors and traps
- Floor drains
- Air gaps
- Black siphonage/back flow
- Lockers for employees
- Garbage storage rooms/cans
- Dumpsters & compactors
- Parking lot & walkways
- Thermometers in coolers and freezers
- Water heater, properly sized
- All coolers in working order (41° or lower)
- Self-closing bathroom doors
- Trash cans with lids in restroom