



## Residential Occupancy Final Inspection Checklist

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Please review this list and confirm completion prior to calling for a final inspection. These items must be completed for the City to issue a Certificate of Occupancy. Approved plans must also be at the job site for all inspections (no exceptions). **Please note:** It is illegal to occupy a building without a certificate of occupancy.

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1. All required previous inspections must be complete and approved.
2. Smoke detectors in each bedroom, the access areas and each floor, interconnected and functioning with battery backup.
3. GFCI protected electric outlets at exterior, bath room(s), kitchen counter, garage and 1 basement outlet (all the outlets in an unfinished basement).
4. Handrails and guardrails completed inside and outside. They must be continuous and returned to newel post or wall.
5. Water heater functioning and vented. P&T relief valve drain installed. Seismic anchorage must be completed.
6. Bedroom emergency egress of adequate size and openable (i.e. one 4036 horizontal slide window per bedroom.)
7. Combustion air provided to appliances. Heating and A.C. systems functioning.
8. Safety glazing installed. (i.e. near bathtub, shower doors, and side lights within 24" of doors, etc.)
9. Garage separation complete. Solid core 1 3/8" door or 20 minute labeled steel door. 5/8" Type X sheetrock on walls, ceiling, and bearing members/walls as needed . One option: sheet rock the common wall to the roof sheathing.
10. Electrical properly working and covered. Include switches, plugs, lights and smoke detectors. Panel circuits identified.
11. 1/2" gypboard under all stairs, if accessible. (Bottom of stairs and sidewalls)
12. Floor drain, visible and accessible.
13. Attic access 22" x 30". (Fire protected if in garage. Sheetrock backed with plywood, hinged and latched.)
14. Insulation certification card completed and installed in the attic, visible through the access opening. Insulation complete per the plans and REScheck.. (i.e. within floor and overhangs, around pipes, ducts and over all crawl spaces)
15. Stucco Certification card completed and installed in the attic, visible through the access opening.
16. Fireplace or wood stove hearth and chimney completed. Proper wall protection provided.

17. Water pressure below 80psi. Water closet maximum 1.6 gallon per flush.
18. All plumbing fixtures installed and functioning.
19. In all multiple dwelling buildings, a permanent notice (a metal or plastic plate) is to be attached on the outside of the electrical distribution panel cover. The notice must state, in English, the maximum allowable occupancy based on the parking and the occupancy contract. This must be in minimum 1/2" tall letters. Minimum 6" x 6", rivet anchored.

### **Outside**

20. ADDRESS - permanently attached on the building (Min 3" tall, on a contrasting background).
21. Off-street parking pads and driveway are hard surfaced or bonded for. Zones R-1 & R-2 require covered parking.
22. Stairs, ramps and walks completed and illuminated. Provide handrails & guardrails to public way.
23. Decks and porches above grade must be completed or a bond for at least **125%** of the cost must be posted.
24. Roof vents, flashing, and caps complete.
25. Street improvements completed for inspection for potential bond release. (Contact the Engineering Office for the inspection and release at 852-6740.)
26. Walls, doors, and windows caulked, sealed, and weather-stripped.
27. Lot graded 2% for 10' away from building. All on-site drainage, roof drains, and slabs directed to approved drainage way. Retaining walls, etc. completed per plot plan or Engineering Department request.
28. Vacuum breakers or backflow prevention devices on all hose bibs, whether inside or out.
29. Window wells must extend 3' from the building and bedroom window wells over 44" deep require a ladder or a step.