Guide Lines for Issuance of a Certificate of Occupancy

Prior to issuing a C.O. all final inspections must be completed and a Final Building Codes Walkthrough must have been conducted.

Final Inspections
I. Building
   A) All egress lighting and exit lights have been installed and tested.
   B) The egress components of the security system have been tested.
   C) All egress components are available and free from obstructions.

II. Electrical
    A) All fixtures installed and working.
    B) Emergency system completed and tested.

III. Plumbing
     A) All fixtures mounted and working.
     B) Water test completed and submitted to the Codes Department.
     C) Backflow preventers tested, tagged and submitted to the Building Codes Department.

IV. Mechanical
    A) All Hydronic systems have been completed and tested.
    B) All air handlers are installed and working.
    C) Required insulation has been installed.
    D) Refrigeration lines have been tested.
    E) All grills, diffusers and filters are installed.
    F) Balance report has been submitted to the Building Codes Department.

V. Fire Suppression Systems
   A) All systems have been functionally tested.
   B) All piping certifications have been submitted to the Building Codes Department.
   C) Interfaces to the fire alarm system have been tested.
   D) Interfaces to the security system have been tested.

VI. Fire Alarm System
    A) System has tested and accepted.
    B) All system interfaces are completed and operational (i.e. air handlers, hood systems, pre-action systems, flow switches, security system, etc.).

VII. Special inspections
    A) Special Inspections have been completed and approved.
    B) The Special Inspections letter of completion has been submitted to and approved by the Building Codes Department.

VIII. Vertical Transportation Devices
      A) Tested and inspected by Third Party.
      B) Third Party final inspection report submitted to the Building Codes Department.

IX. Health Department
    A) Final Inspection by Health Department.
    B) Health Department inspection report submitted to the Building Codes Department.