

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.