



BUILDING INSPECTION  
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## Residential Certificate of Occupancy Contractor Checklist

### **RESIDENTIAL C. O. CONTRACTOR CHECKLIST**

- ENGINEER SOIL (Open hole) LETTER
- OTHER REPORTS/LETTERS
- ENGINEER FOOTING/CAISSON LETTER
- ENGINEER FOUNDATION LETTER
- ENGINEER DAMPPROOF/PERIMETER DRAIN LETTER
- THIRD PARTY ENERGY INSPECTION REPORTS (If Performance Based Compliance)
- SEWER/WATER LATERALS INSPECTIONS COMPLETE (CARD SIGNED)
- UNDERDRAIN INSPECTION COMPLETED (INSPECTION CARD SIGNED)
- PUBLIC WORKS FINAL INSPECTION (INSPECTION CARD SIGNED)
- W/WW FINAL WATER METER INSPECTION (INSPECTION CARD SIGNED)
- ALL STORMWATER INSPECTIONS COMPLETED
- ILC AND GRADING CERTIFICATE
- ORIGINAL PERMIT CARD WITH INSPECTOR SIGN-OFFS
- OTHER REPORTS/LETTERS

**NOTES:**

**PLEASE VERIFY ALL INSPECTION ITEMS ON PERMIT CARD HAVE BEEN SIGNED OFF BY THE INSPECTOR BEFORE REQUESTING A CERTIFICATE OF OCCUPANCY.**