

# Final/Occupancy Inspection Checklist

**\*Before calling for your inspection, please make sure the following items are complete:**

## Required Paperwork

**O** Township stamped plans are onsite.

**O** Septic Final

**O** ESA final from the Electrical Safety Authority. (Electrician) **O** All structural Engineering reports submitted (if required) **O** W.E.T.T. installation reports for woodstoves/fireplaces.

**O** Welder’s Certificate for any structural steel that was welded.

**O** Balancing report for HVAC.

**O** Insulation certificates, fireproofing certificates for spray foam.

**O** Manufacturer’s specs/Engineering for custom guards.

## Exterior

**O** All siding/cladding complete, up to the roof.

**O** Roofing and venting is installed.

**O** Flashing/drip cap installed at all windows and doors.

**O** Caulking at windows/doors/mechanical penetrations completed. \*

**O** Entrance lighting is installed and operational.

**O** Entry doors have windows/sidelights/locksets/peepholes.

**O** Foundation is a minimum of 6” above grade, including deck footings.

**O** Final grading is completed and sloping away from foundation.\*

**O** Exposed exterior ICF foundation Styrofoam has been parged.

**O** Decks are complete with required guards and handrails installed.

**O** Exterior guards are as per SB-7 and have no openings over 4”.

**O** Hose bibs are installed with backflow preventers at all outdoor taps. **O** Doors to attached garages are weatherstripped and have self-closers. **O** Weep holes are provided in all bottom courses of masonry cladding.

## Interior

**O** Smoke alarms are installed as per plans, interconnected and functional.

**O** Handrails are installed with a minimum of 2” clearance to the walls.

**O** Interior and exterior handrails are continuous with no interruptions.

**O** Guards for stairs are not ‘climbable’ with no openings greater than 4”.

**O** Stairs are consistent in rise and run throughout.

**O** Headroom above stairs is a minimum of 76 ¾”.

**O** Lighting is installed and operational in garages and storage rooms.

**O** Bathroom doors are installed on all bathrooms.

**O** Waterproof walls/floors are completed at all showers and tubs.

**O** Flooring is completed throughout. (houses)

**O** Attic hatches are installed and weatherstripped.

**O** Clearances above and beside stove (min. 17 ¾” side, 29 ½” above) **O** All exposed foam insulation is covered with suitable thermal barrier. **Plumbing and Mechanical**

**O** Heating, plumbing and ventilation systems are complete and operational.

**O** Furnace, HRV, water heaters, windows and doors meet energy efficiencies. **O** Water heaters have a tempering (mixing) valve and safety blowdown tube. **O** Water service and all toilets have accessible shut-off valves.

**O** Hot and cold controls on faucets are installed with hot (left), cold (right)

**O** All drain cleanouts are installed and accessible.

**O** Sump/Sewage basins are completed with secured lids and required valves.

**O** The first 8 ft. of the hot water line after the tank is insulated. (R-3.5) (houses)

**O** A programmable thermostat is installed for heating system. (houses)

# When you have checked all applicable boxes, please email [building@swox.org](mailto:building@swox.org%20) to book your inspection.

**We will perform the inspection within 2 business days.**