

***APPLICANT CHECKLIST FOR FINAL INSPECTION FOR CERTIFICATE OF OCCUPANCY ***

ADMINISTRATIVE DOCUMENTATION

All of the Following Documentation Must Be Filed With the Building Department For Review of Compliance Prior to Scheduling Final Inspection for Certificate of Occupancy

- ✓ ___ : **Final As-Built Survey** Delineating Property Boundaries, Zoning District Set Backs, Principal Building including Attached Garages, Decks, Porches and/or All Permanently Attached Structures, Accessory Structures, Driveway (Emergency Vehicle Pull-Off & Turn Around (If Applicable), Well Location, Wetland Delineation & Buffer (If Applicable) Bearing Original Stamp of Surveyor.
- ✓ ___ : **Driveway Permit** Final Sign-Off by Highway Superintendent
- ✓ ___ : **Well Log Report** Issued By Well Drilling Contractor to DEC
- ✓ ___ : **Potable Water Test** Compliant with DOH Regulation for Drinking Water
- ✓ ___ : **Septic Certification** (As Specified in Accord with Appendix A310.3) & NYS DOH Appendix 75A Bearing Stamped Approval of NYS Licensed Design Professional, Pictures of Septic System Installation & Septic System As-Built
- ✓ ___ : **Blower Door Test** @ Less than 3 Air Exchanges / Hour
- ✓ ___ : **Spray Foam Insulation Certificate** for R-Value, Flame Spread & Smoke Retardant (If Applicable)
- ✓ ___ : **Truss Design Certificates** bearing the Original Stamp of Design Professional
- ✓ ___ : **Keyhole Lot** Driveway Engineer Certification (As Applicable)

FINAL INSPECTION

- ✓ ___ : Mail Box Installed with 911 Address on Both Sides with Minimum 4" Scroll
- ✓ ___ : Reflective Numbers
- ✓ ___ : Keyhole Lot Signage at Road (As Applicable)
- ✓ ___ : Exterior Grade Elevation Pitched Min. 6" within first 10' from House
- ✓ ___ : Truss Identification Placard @ Exterior as Applicable for Roof and/or Floor Trusses (Prescribed by 1265.5)
- ✓ ___ : Fire Rated Garage Door UL Listing Stamp Plate(s) at All Fire Assembly Locations
- ✓ ___ : Final Electrical Inspection Posted on Main Electrical Distribution Panel
- ✓ ___ : Basement Insulation
- ✓ ___ : 2020 IECC Energy Efficiency Certificate Posted on Exterior of Main Electrical Distribution Panel
- ✓ ___ : Smoke Alarm & Carbon Monoxide Alarms on All Levels & Sleeping Quarters
- ✓ ___ : One Fully Functional Bathroom, Kitchen Sink w/ Min. 8' Counter Space
- ✓ ___ : All Interior & Exterior Stairs, Guardrails & Handrails Code Compliant
- ✓ ___ : Tempered Glazing & Fenestration Code Compliant
- ✓ ___ : HVAC Equipment (Indoor & Outdoor) & Programmable Thermostat
- ✓ ___ : Whole House Ventilation