

BUILDING DEPARTMENT FINAL INSPECTION CHECKLIST

✓	<i>Note: all items may not apply to every project and items may not be limited to this list</i>
EXTERIOR	
	Grades around building – to slope away from foundation and 8”(minimum) clear of siding
	Check siding – knotholes, joints, flashings c/w end dams, caulking, etc.
	Roof vents – size and location
	Roof drains – scupper drains on flat roofs
	Exterior stairs – guards, handrails, rise & run, attachment of stringers, no winders
	Exterior decks – guards, flashings, and waterproofing
	House numbers – visible from street and of a contrasting color
	Soffits and carport ceilings completed
	Lot grading to Storm Water Management Plan and/or good practice
	“Rain screen” space – open to drain at bottom
	Sump, building clean out, i/c’s, & water meter all accessible
	Stairs – guards, handrails, headroom, landings, equal risers
INTERIOR	
	Floor coverings – completed
	Ventilation – As per the approved Building Permit
	Crawlspace ventilation - provide supply and return air, or connect with principal exhaust fan via transfer grill and provide make-up air
	Heating – supply in every room, location of registers, not connected with garage
	Doors between house and garage – weather stripping and closer. Doors should close and latch
	Security package: 2-3” screws in each exterior door hinge and a viewer in a front door w/o windows
	Access to attic and crawl spaces – insulation and weather stripping on attic hatch
	Safety glass – sidelights, tub and shower enclosures, windows beside tub
	Size of doors to rooms – 2’-8” min. to laundry
	Crawl spaces – vapor barrier, heating, height, insulation
	Locate and confirm access to all plumbing clean-outs and shutoffs
	Clearances and protection around space heaters, stoves, etc.
	Fireplaces – clearance from combustible material, hearth, etc.
	Smoke and Carbon Monoxide alarms in place and operational
	Hot Water Tanks – seismic restraints (top and bottom), thermal expansion mitigation
	Dryer duct to be non-combustible
GENERAL	
	Paperwork required by building department:
	- Schedule C-B from all engineers who provided a Schedule B at the beginning of the project
	- Ventilation calculation letter
	- Insulation letter
	- Septic final (if applicable)
	- Site Survey
	- Gas inspection certificate (if applicable)
	- Electrical final
	- Energy Consultant Certification of Step Code compliance
	Check any conditions attached to permit
	Driveway access – hard surface if over 15%
	Sidewalk / access area clean
	Site – clear of any construction debris
	Check / clean District roads, curbs, sidewalks and rights of way