



BUILDING DEPARTMENT FINAL INSPECTION CHECKLIST

√	Note: all items may not apply to every project and items may not be limited to this list
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
	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, and water meter all accessible where required or installed
	Stairs: guards, handrails, headroom, landings, equal risers
INTERIOR	
	Floor coverings: completed
	Ventilation: mechanical ventilation system in place and operational
	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 without windows
	Access to attic and crawl spaces: insulation and weather stripping on attic hatch
	Safety glass: sidelights, tub and shower enclosures, windows beside tub and near stair landings
	Mirror doors in closet etc: backed by solid material (not permitted in walk ins)
	Size of doors to rooms: 2'-8" minimum 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.
	Wood burning fireplaces & wood stoves: clearance from combustible material, hearth etc. W.E.T.T. certification required for wood burning appliances
	Smoke alarms: on all floors, interconnected and in each bedroom
	Hot water tanks: seismic restraints, expansion, vacuum breaker
	Dryer duct to be non-combustible
	Carbon monoxide alarms: in place when required
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 checklist
	- Insulation declaration
	- Septic final (if applicable)
	- Site Survey (if required)
	- Gas inspection certificate (if applicable)
	- Electrical final
	Check any conditions attached to the permit
	Driveway access (where required)
	Site – clear of any construction debris