

FINAL INSPECTION CHECKLIST FOR COMMERCIAL BUILDINGS

Permit #: _____

Date: _____

Project Address: _____

Inspector Name: _____

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

A – Approved N/A – Not Applicable C - Correction

#	DESCRIPTION	A	N/A	C
1	Approved and As-built full set of plans with City’s approval stamps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	FEES – Due Prior to Occupancy (Job Specific).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	All associated permits must be final prior to Final/Occupancy of First Tenant (e.g. Shell, Trash Enclosure, Signs, and etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Premise Identification: 1. Multi-tenant, addresses over each front door (legible from street). 2. Shell addresses on electrical room door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	All departments, divisions and Districts final? Planning, Fire, Wastewater, Public Works, C&D Recycling, Water, AND BAAQMD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Solano County Health Department Final.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	State Elevator Clearance – must be email to the city.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	State Pressure Vessel Clearance – must be email to the city.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Other Clearance (Job Specific)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Project Special Conditions completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	FEMA Certification on FEMA form approved by Building Official, original to field inspector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Post construction SWPP / Erosion Control Measures implemented / Installed. (See SWPP Plan for requirements). Public Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	C3 Operation & Maintenance Plan approved by Public Work Engineering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Site/Grading/Miscellaneous Permits Finaled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Final parking lot report from soils engineer, including rock depth verification and material verification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16	Parking lot completed. (All signage include accessible stall, accessible entry, and all striping completed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Landscape Final and Certification of Substantial Completion Submitted / Approved by Building Division and Planning Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Recycled Water Checklist completed and approved by Public Work Engineering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Special Inspection Final Affidavit Letter and Completion Report stamped and signed by Engineer(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	CalGreen Final Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	T-24 Mandatory checklist completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	T-24 Energy construction certification (Building/Electrical/Plumbing/Mechanical Contractors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Insulation Certificate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Installation Certificate CF-6R form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Tempered glass installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Certificate for STC Rating for required sound windows and walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Smoke Test for HVAC Smoke Detector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Smoke Test for Smoke Fire Dampers / Hold Open Doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Provide Air Balance Test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Provide disinfection of potable water system certificate from approved testing agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Roof Screen final per Planning and Building Divisions Requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Final report from an approved testing agency for unlisted equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Electrical Equipment – Certification by an Approved Testing Agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Structural observation final letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	If applicable, verify that all conditions under the temporary and phased occupancy plans have been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	All MEP inspections must be approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	All interior and exterior accessibility is complete and inspected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Stocking or having employees prior to the final inspection is not permitted unless allowed by the building official and Fire Inspector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>