



## *Please Note:*

All items on this list must be complete to schedule final.

**All previously noted corrections in the course of the project must be rectified and confirmed. This means you need to check all of your past inspection reports to make sure anything required in a report was done. Look for affidavit and picture requests. Make sure that every type of inspection required was actually completed. All needed documentation and/ or pictures must be upload from on website via affidavit.**

A \$125 charge will be assessed for a scheduled inspection that is not ready (i.e. anything incomplete from this list is an automatic \$125 charge.)

**This list is intended to provide owners/ contractors with a simplified review of minimum code requirements that must be met to be granted occupancy but may not be all inclusive.**

Inspections shall be conducted within 5 business days following a request by the applicant or an authorized representative. SPS 361.41(1)(a)

## COMMERCIAL FINAL CHECKLIST

First and foremost, *if* you were required to have state plan approval, all conditions of that letter must be met BEFORE scheduling a final inspection.

This means you will need to upload required documents to All Croix Inspections proof of *state-required* submittals. Examples include, but are not limited to:

1. State-Approved HVAC Plans—upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
2. State-Approved Plumbing Plans— upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
3. State-Approved Structural building plans— upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
4. State-Approved Sprinkler/Fire Suppression plans— upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
5. A copy of the email from the state confirming the compliance statement was received— upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
6. A statement from the local fire department stating the project meets fire code requirements (including fire lane and water supply) — upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
7. If your project is in a non-delegated municipality, you will also need to upload the state inspector’s final report via document submittal form at <https://www.allcroix.com/commercial-document-upload>

This list is just an example of what may be required on the State Conditional Approval letter. **Read your letter carefully.** You cannot request a final until all of the items are received and processed which may take up to 2 full business days.

# COMMERCIAL FINAL CHECKLIST, PG 2.

**These are the items that will be checked at the final inspection to ensure compliance. Please make sure the approved plans and specifications are on-site.**

## **Construction**

Moisture control  
Weep holes provided  
Insulation  
Attachment and fasteners  
Sealants and caulking  
Suspended Ceilings

## **Fire Resistance**

Penetrations in rated assemblies  
Openings protection  
Rated fixtures in required rated ceiling/roof assemblies  
Rated fixtures number & area of boxes  
Draftstopping /Fire Stopping  
Damper Access Panels

## **Interior Finishes**

Floors  
Walls  
Ceiling  
Decorative

## **Windows**

Location and Type  
Safety Glazing and Guarding

## **Plastics**

Foam Plastic Protection  
Light Transmitting Details

## **Mechanical Systems**

Installation of plumbing  
HVAC and electrical equipment and controls  
Smoke Control Ducts  
Air Balance Test and Report

## **Doors Location and Type**

Exit door swing  
Width  
Headroom  
Exit door hardware  
Treads and Risers  
Landings  
Illumination requirements  
Exit Lights

## **Handrails and Guardrails**

Location: exterior and interior  
Anchorage, Support, Strength, Rigidity  
Height Continuous construction  
Handgrip surface and size  
Intermediate rails, opening limitations

## **Fire Protection Systems**

Fire suppression details  
Standpipe details  
Pull stations  
Detection details  
Horns / Strobes  
Portable Fire Extinguishers  
Smoke and Heat Vents  
Acceptance Tests

## **Special Construction**

Bleacher  
Hazardous Material  
Rooftop Structures  
Stormwater Management  
Radio and TV Towers

## **Other Areas**

Attic access  
Notice of Termination  
Water Closet Grab Bars