



Updated March 2024

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.

- No temporary occupancies will be granted and occupancy can't take place until a final inspection has been approved and permit closed. *More info on Pg. 2.

- A \$110 charge will be assessed for a scheduled inspection that is not ready (i.e. anything incomplete from this list is an automatic \$110 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.

- Any deck noted on the permit application must be complete at the time of house final.

However, if there are two other code compliant exits, the exit to an unfinished deck may be blocked and the house final can be scheduled AS LONG AS A NEW PERMIT TO FINISH THE DECK HAS ALREADY BEEN OBTAINED.

Checklist for New House Final

✓	Requirement	Code Section
	1. Two required exits (Max. 8" step to grade) Temporary steps must be code-compliant *Stairways and elevated areas must be code-compliant	321.03(1)(a) 321.04/321.10
	2. Uniform stair risers (3/8" max. variation within the individual stairway) max. rise 8", min. tread 9"	321.04(2)
	3. Guards (min. 36 tall") at balconies, decks, porches with 4 3/8" max. spindle spacing—required if over 24" to grade	321.04(3)(c) 2
	4. Working switch light outside exterior doors	NEC 210.70 (2) (b)
	5. Seal exterior dwelling penetrations; gas lines, vents etc.	321.24(2)(e)
	6. Cover exterior foam	322.21(3)(a)
	7. Chimney clearance above roof See MFG specs or Subchapter V- Chimney and Vents	323.11
	8. Erosion control measures/ground is stabilized—grade pitched away from house 1/2 inch per foot for 10 feet (CHECK DECKS AND PORCHES—over 24' to grade needs guards)	321.12 321.125
	9. ALL siding, soffit, and fascia must be completed.	321.24
	10. If cultured stone is not finished it must have a permanent weather-proof material (scratch coat or brown coat allowed —Tyvek is NOT permanent/not allowed to be exposed.)	321.24
	11. Gas lines/electrical lines buried *see winter weather final note on next page	NEC 300.5/ NFPA
	12. Septic covers locked. Septic system operational or maintenance agreement filed with county	383
	13. House or Fire numbers installed at required location	NFPA & local ordinance
	14. Completed driveway (with turnaround if over 300')	NFPA & local ordinance
	15. Completed deck *See note on this page	Appendix B
	16. One full working bathroom	320.10(3)(h)commentary
	17. Cap all unused plumbing pipes with proper caps (not test caps)	320.10(3)(h)commentary
	18. GFCI protected outlets (attached garage, outdoor, 6' of sinks, dishwashers, bathrooms, whirlpool tubs, unfinished basement - at least 1 outlet required)	NEC 210.8
	19. Working Kitchen sink	320.10(3)(h)commentary
	20. Hot water—water must be on and hot when inspector arrives	320.10(3)(h)commentary
	21. Vacuum breakers at hose bibs and laundry trays (if threaded)	384.30
	22. Shut-offs at toilets, dishwasher	382.40(4)(c)
	23. Hammer arrestors at dishwasher and washing machine (accessible)	384.30
	24. Air gap on discharge hose for water softener & dishwasher	382.33/382.41
	25. Water heater pressure relief valve discharge pipe within 6" of the floor	382.40(5)(d)
	26. Masonry chimneys cleanout required	321.29(10)

WINTER WEATHER FINALS

All requirements must be met with the exception of #11. Temporary gas lines/electrical lines may be protected or flagged until spring (with the inspector's permission.)

***OCCUPANCY** includes the storage of personal affects in the dwelling, home, basement, attached garage. You CANNOT have furniture delivered before a passed final. You may not store any personal belongings in the basement, house, or garage until you have a passed final inspection. NO EXCEPTIONS!

Any occupancy that takes place before an approved final negates the need for a Certificate of Occupancy and one will not be issued in this case.

UDC Code Commentary

320.10(3)(h) Final Inspection

Occupancy may take place after the fifth full business day after the day of request for a final inspection is made and no inspection is made,

CERTIFICATE OF OCCUPANCY

Your certificate of occupancy will be emailed to you before the end of the next business after your **approved** final inspection. Plan accordingly.

DOCUMENTS ON -SITE

The UDC requires these documents to be left on-site:

Permanent certificate of heat loss (see 322.20(6) for placement)

Manufacturer's specs on furnace, fireplaces, water heater etc.

✓	Requirement	Code Section
	27. Volume dampers in HVAC supply runs shall be accessible	323.09
	28. Proper B-vent clearances	323.11(1)
	29. Continuous handrails at stairways & winders (between 30"-38") must be graspable	321.04(2-3)
	30. Smoke detectors and carbon monoxide detectors, interconnected (see code for number and placement)	321.09 321.097
	31. Bedroom egress, 2nd floor or basement (20"x24" clear opening, 46" sill height max) for window	321.03
	32. Attic scuttle (gasket required) and crawlspace opening (14" x 24" minimum)	321.07 322.37(3)
	33. Box sill insulation (must meet or exceed basement wall value from RES Check)	322.32(7)
	34. Sump pit or crock with pump - and discharge (check footing inspection to see if complete draitile system is required)	321.17
	35. Make-up air provided, if required, no manual dampers allowed	323.02(3)
	36. Gas shutoffs for appliances (water heater, furnace, fireplaces) located within 6' & in the same room as the appliance, gas lines labeled at manifold	323.16/ NFPA 54 9.6.4.1
	37. Bath fans exit to building exterior	323.02(3)
	38. Dryer vented to building exterior	321.05(b)
	39. 5/8" gypsum at garage common wall & lid; joints must be sealed (max 1/20" gap.) Penetrations in the common wall & top plates must be sealed. Includes corners and edges of ceiling.	321.08(1)a 321.085
	40. 20 min. listed & labeled frame and door required between the house & the garage (must be labeled by an independent testing agency)	321.08(1)(c)
	41. Any attic access (min 14" x 24")in the garage must be secured with hooks or L brackets . Pull down ladders must be fire rated and ladder pulled down at inspection.	321.07 (d)
	42. Whip for AC must be connected to unit or do not have it at all	NEC 300.11 NEC 300.6
	43. Panel board labeled	NEC 408.4
	44. Working clearance for panel board (36" front & 30" sides)	NEC 408.18 NEC 110.26
	45. Switched light/outlet at each habitable room	316.210/NEC 210.70
	46. AFCI protection required in finished laundry rooms, hallways, closets, and habitable rooms	NEC 210.12(A)
	47. Electrical system grounded to UFER rod and ground rods, if present; proper yellow CSST bonding per manufacturer's requirements	NEC 250
	48. Intersystem bonding termination (ex: little white box connected to ground wire near meter)	NEC 250.94 NEC 800.100
	49. No open electrical wires -cover plates, outlet and switch plates required. All electrical fixtures must be installed. (Check after painters have gone thru)	NEC 314.28 NEC 410.22 316.013(3)(c)2
	50. No bare bulbs in closets	NEC 410.16