



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 and Conditional Approval Letter— upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
2. State-Approved Plumbing Plans and Conditional Approval Letter— upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
3. State-Approved Structural building plans and Conditional Approval Letter— upload via document submittal form at <https://www.allcroix.com/commercial-document-upload>
4. State-Approved Sprinkler/Fire Suppression plans and Conditional Approval Letter— 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>
8. If your project is in the City of Prescott, you will need to contact the City for a site inspection. The site inspection approval form must be uploaded 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