

Inspection Checklist

Updated July 2025

Property Information

Property Address:

Legal description: Map _____ Lot _____

Zone _____

REQUIRED INSPECTIONS:

Driveway entrance permit approved Date: _____

- Driveway Entrance correctly installed Date: _____

Foundation Date: _____

- Footings 2 rows of #4 rebar
- Walls 2 rows of #4 rebar two feet up and 2 rows of #4 rebar on the top row
- Waterproofing
- Drainage/Backfill
- Rigid insulation if in plans

Septic (SSWW)-

- Horizon/bottom of bed/ scarified Date: _____
- After system is installed/before covering Date: _____
- Tank installed hooked up to distribution box Date: _____

Rough in, weather tight Windows and Roof

- Windows Date: _____
 - tape/caulking/flashing
 - Operating correctly

Roof Date: _____

- Properly installed
- All breaches sealed and flashed
- Step flashing where needed
- Ridge Vent/proper vent

Framing Date: _____

- Proper Sized Headers
- Proper number of jack studs
- Trusses anchored
- Walls anchored
- Correct Spans/supports
- Proper Load bearing/carrying

Plumbing Date: _____

- Proper Venting
- Proper drain size

Electrical Date: _____

- Service inspection
- Circuits
- Smoke Detectors

Insulation Date: _____

- R49 Ceiling
- R20+5 Walls
- R-30 Floor
- R-15 Basement Walls
- Penetrations between floors, walls of utilities room, and to the exterior sealed

CERTIFICATE OF OCCUPANCY

- All prior necessary inspections passed before C.O. inspection
- Adequate outside lighting at exits.
- All stairs in and handrails in where needed.
- All required plumbing fixtures set and operable; all others capped.
- Kitchen sinks in and operable.
- Hot and cold running water.
- One complete bathroom. (Sink, toilet and tub or shower or both.)
- Smoke detectors & CO2 detector where required.
- All sheetrock in and taped/primed.

- All electrical outlets and switches set/cover plated installed, and fixtures set or covered.
- Electric panel labeled and has proper clearance.
- Energy Efficiency Certificate posted on Electric Panel
- All outlets and GFI's where required.
- Furnace room enclosed if it's in a habitable area.
- Mobile homes must be skirted and tied down.
- Oil filter protector must be installed for mobile homes.
- House numbers must be installed. They must be at least 6" in height and visible from the street. Long driveway, house numbers must be installed at the edge of the road. Numbers at the edge of roadway must be a minimum of 6" on a post, fence, wall or mailbox.
- Copy of satisfactory water test.

o Certificate of Occupancy Issued Date: _____