

Required Final Inspections for Certificate of Occupancy

The required inspections listed are those typically required for the construction described in order to receive a Certificate of Occupancy. All new dwelling permits and all non-residential permits require a Certificate of Occupancy prior to use and occupancy. All other types of permits (i.e., deck, basement finish, shed) require a Certificate of Completion prior to use of the structure. Certificates of Completion are issued for these permit types after the building final has been approved and all related electrical, plumbing, or fire permit final inspections have been approved. When in doubt as to what must be completed in order to receive final approvals, please contact your Building Inspector. Please refer to the information contained in your issued Building Permit packet, including the Agency review comments on the approved permit and construction plans.

New Single Family Dwellings

Building final

Life Safety/Fire Permit finals (sprinklers, fire alarm, address posting, carbon monoxide detectors/alarms)

Electrical finals (high voltage and low voltage)

Plumbing finals (including gas, utilities)

Driveway Entrance (applicable for new entrances that are open-section only – not for closed-section curb and gutter)

Septic Inspection, when property served by individual septic (Health Department inspects)

Non-Residential New Construction

Building final

Life Safety/Fire Permit finals (sprinklers, fire alarm, address posting, Knox-Box, emergency lighting, exit signs, etc.)

Electrical finals (high voltage and low voltage)

Plumbing finals (including gas, utilities)

Site Plan Compliance (Zoning Inspector) See list included in issued permit packet.

Septic Inspection, when property served by individual septic (Health Department inspects)

New Business Occupancy – No Construction

Life Safety/Building Combination final (fire protection, Knox-Box, address-posting, emergency lighting, exit signs, means of egress, fire extinguishers, etc.)

New Business Occupancy – Minor Construction

Building final

Life Safety finals (fire protection, Knox-Box, address-posting, emergency lighting, exit signs, means of egress, fire extinguishers)

Electrical finals, if applicable (high voltage and low voltage)

Plumbing finals, if applicable (including gas)