

Multi-Family Final Inspection Checklist



Items to submit and complete before the C.O. can be issued for apartments or other multi-family projects.

Contact us to request your final inspections at least **seven days** in advance of when you need the C.O. This allows us time to coordinate all of the inspectors to come out to your job site. Call us at 803-329-5590 to request the inspections and make sure you have the scheduled date the building will open, the scheduled date for staff or employees to occupy the building and a job site contact name, phone number and email.

- Approval letters from the State Fire Marshal** for the aboveground and underground piping.
- All **final inspections** must be approved.
 - **Final All Trades Inspection:** This inspection is performed when the structure is ready for occupancy. Power and water must be on. All plumbing fixtures are to be functional, the heating/air conditioning system complete and functioning, floor coverings installed in kitchen, bath, and laundry areas, and any tile in bathrooms completed. The address is to be posted with lettering a minimum of 3" in height and displayed on the front of the building or unit above or beside the door, so as to be plainly visible from the street. If the structure is more than 50' from the improved portion of the street, the address shall also be displayed on a freestanding pole or on the mailbox.
 - **Final Fire Inspection:** See the [Fire Marshal Inspection Checklist](#) for more detailed information about what the Fire Marshal will be inspecting. If the building has a fire sprinkler system, the fire marshal will need your stamped plans on the job site for all fire systems. The approval letters from the State Fire Marshal for the aboveground and underground piping are also required.
 - All **site inspections** must be approved. Please note, **you cannot schedule your Final Site inspections until any required as-built drawings have been submitted and approved.** You will need to contact the PAC directly to schedule all of your final site inspections. Your request should be made seven days in advance of when you need the C.O.
 - **Zoning** - Parking lot striping, lighting, dumpster screening, fencing, signs, bicycle racks, pedestrian zones, and stamped/scored crosswalks painted a contrasting color. On-site management if required, Police Department meeting has taken place, security cameras, amenities.
 - **Landscaping** - Placement, quantity, size and species of landscape material
 - **Water & Sewer** - SCDHEC approval of water and sewer lines, water meter boxes
 - **Stormwater** - Grade of land, stormwater features are installed correctly
 - **Roadway** - Sidewalks, curb and gutter, striping of public roadways, road signs
 - **Electrical utilities** - Signed electrical right-of-way documents received, power installed according to approved plan
- Any **special inspections** that were required by the design professional must be completed and a **final summary report** verifying all required special inspections have been approved must be submitted.

- All Backflow preventer test results** must be submitted.
- All open **permits** must have approved final inspections.
- Any **conditions** that were listed on the permit must be satisfied/completed.
- Any **reinspection fees** must be paid.
- Any **past due utility accounts** must be paid.

If you haven't received your C.O. yet and furnishings and equipment need to be moved into the building, you can make a [Request to Place Equipment/Furnishings](#). All life safety measures must be in place.

If there are a few small outstanding issues that are not life safety matters, a Temporary C.O. may be requested. For example, if inclement weather prevents the landscaping installation, you could submit a surety letter of credit or check to cover the unfinished work to include products and installation. Fill out the [Temporary Certificate of Occupancy Application](#).

All requests must be signed by the Property Owner and General Contractor.

After the C.O. has been issued, the landlord and/or property management company can set up their utility account, transfer service into their name and get any required [City Business Licenses](#). The [Open for Business Program](#) administered by the Planning Department can assist them with this process. Please contact [Matthew Thomas](#) for more information.