

Final Inspection Checklist

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Items to submit and complete before the C.O. can be issued.

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.

- As-built drawings must be approved before the final inspections can be scheduled.** All utility operational permits from SCDHEC must have been obtained.
- Any required site work must be completed at the time you request your final inspections.
- The following is a list of some of the more common reasons your final inspection may fail:

Building

- Handicapped fixtures not placed per requirements of ANSI A117.1.
- Counters and vanities improper height or configuration for handicapped accessibility.
- Improper handicapped ramp slope and hand guardrails.
- Backflow preventer not tested.
- Letters of approval from State Fire Marshal for the building fire sprinkler system not obtained. An approval letter for the Aboveground piping and Underground piping is required.

Zoning

- Building materials installed don't match approved plans.
- Any required bicycle racks or park benches not installed.
- Parking lot: striping incomplete or not accurate; parking lot measurements for drive aisle widths, stall widths and depths, etc. are not accurate; pedestrian zone not installed.
- Exterior Light fixtures exceed height limits or do not have adequate shielding from glare or spillover onto adjacent sites when brighter than 100 watts.
- Dumpster screening is not installed.
- Required fencing not installed. (Chain link fencing must be black or green. Chain link may not be used when visual screening is required.)
- Permits not obtained for signs.

Infrastructure

- Dumpster gates missing hold open rods. Holes in concrete/asphalt to hold dumpster doors open are missing.
- Water meter boxes not properly set to grade.
- Stormwater measures not complete. Debris and construction waste has not been cleaned up.
- Landscaping not complete or not placed per approved plan (for example: not enough plants or plants that are not the required caliper/species or improper spacing).
- South Carolina Department of Health and Environmental Control Permit to Operate approval of water and sewer not obtained.

- The general contractor must pay any outstanding balances for reinspection fees or temporary utility accounts before the C.O. can be issued.

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

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.

After the C.O. has been issued, the building occupant or tenant can set up their utility account and transfer service into their name. They will need a [City Business License](#) and [Zoning and Building Code Compliance approval](#). The [Open for Business Program](#) administered by the Planning Department can assist them with this process. Please contact [Matthew Thomas](#) for more information.