

Townhome Final Inspection Checklist



Items to submit and complete before the C.O. can be issued for a single-family attached townhome.

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.

- HVAC Duct Air Leakage Verification** – Ducts, air handlers, filter boxes and building cavities used as ducts are required to be sealed. A test must be performed by a certified tester. A copy of the test results or a [Duct Tightness Compliance Certificate](#) must be submitted before the certificate of occupancy can be issued. Duct tightness can be verified by either of the following options:
 - Option 1 - Rough-in stage test - 6 cfm/ 100 SF w/ air handler, 4 cfm/ 100 SF w/o air handler
 - Option 2 - Post-construction Final inspection stage test - 8 cfm/ 100 SF leakage to outdoors, 12 cfm/ 100 SF total leakage
- Building Thermal Envelope Air Leakage Verification** - The building thermal envelope should be durably sealed to limit infiltration. Air tightness can be verified by either of the following options:
 - **Option 1 - Visual inspection** to verify all caulking, blocking and air sealing measures have been performed. Inspection should be done prior to the installation of insulation and drywall and must be done before the insulation inspection can be performed. A [Thermal Envelope Air Leakage Compliance Certificate](#), completed by a third party, is required to be completed before the insulation inspection can be performed.
 - **Option 2 – Door Blower Test** to verify less than 7 ACH (air changes per hour). Testing should be done after rough in and after installation of penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation and combustion appliances. A copy of the test results must be submitted before the certificate of occupancy can be issued.
- Backflow preventer test results** must be submitted for any irrigation devices.
- The **irrigation permit** must have an approved final inspection.
- Any **conditions** that were listed on the permit must be completed.
- Any **Flood Elevation Certificates** that were required must be submitted and approved.
- 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. A permanent certificate should be posted on or in the electrical distribution panel listing the energy efficiency ratings of the home. The address is to be posted with lettering a minimum of 3” in height and placed so that it can be seen 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.

- All **Final 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.
 - **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 **reinspection fees** must be paid.

Any **past due utility accounts** must be paid.