

# Certificate of Occupancy Checklist

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Each CO requires inspections. This is a list of most frequently looked at items and is provided below for your information.

- Suite number (6" min) on front and back doors of suite, and building address numbers on front (12" min) and back door (6" min) of building in contrasting colors.
- Address on electric meter.
- Handicap accessible restrooms (grab bars and under sink pipe protection, etc..)
- Backflow protection (vacuum breakers on hose bibs, etc..)
- Certified fire extinguisher (required within 75' travel distance)
- Electrical cords not allowed through ceiling grid/tiles.
- Exit lights must be operational.
- Emergency lights must be working.
- Exit hardware to meet occupancy classification and be code compliant i.e. - thumb latch on locks, signage on exit doors, panic hardware, lever hardware, no bar lock, etc..
- Post occupant load signs (assembly uses only)
- Alterations/remodels may require plan review & building permits depending on scope of work - contact Building Inspections before commencing with any work.
- Building violations (unsafe conditions)
- Plumbing violations (unsafe conditions)
- Electrical violations (unsafe conditions)
- Mechanical violations (unsafe conditions)

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