

## Pre-C/O Meeting Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Two year Maintenance Bond on CoC form	GDS	
As-built plans of city maintained utilities submitted as follows: <ul style="list-style-type: none"> <li>▪ 2 sets of blue lines or black lines ( 22" x 34")</li> <li>▪ 1 TIFF 300dpi monochrome</li> </ul>		
Inspection by Public Works documented on Letter of Notification		
10" address numbers to be posted on the building	CoC Policy	
# 9900 Site drainage/paving grade letter (contractor's engineer's letter)	Policy	
# 4010 Electrical work final	2014 NEC	
# 4020 Plumbing work final	2015 IPC	
# 4030 HVAC work final	2015 IMC	
# 4022 Backflow prevention certification final	2015 IPC	
# 4035 Landscape/screening wall final or contractor's letter of completion date required	CZO	
# 4037 Zoning/S.U.P./P.D. final	CZO	
# 4041 Sign final	CSC	
# 5050 R.O.W. infrastructure final (Letter of Notification)	GDS	
# 4002 Fire marshal final initiated by project inspector	2015 IFC	
# 4040 Building/energy final	2015 IBC	

**Note:**

- Leave contractor a list of all items that are incomplete, and date
- Log the uncompleted items in the computer on the project permit under the 7500 inspection