

# Commercial Final Inspection Checklist

## INTRODUCTION

This checklist has been prepared as an aid to help County inspectors complete a thorough and consistent final inspection for commercial buildings. This checklist will also help owners, contractors and design professionals prepare for the final inspection performed by County staff.

County staff recognizes that each project is unique and will contain project-specific items not included on this checklist that must be inspected. This checklist is designed to address the items that are included in 90% of the commercial development in Clallam County. **Please also consult the building permit special conditions included on the front page of your issued building permit for more project-specific requirements.**

## EFFECTIVE USE OF THIS CHECKLIST

This checklist will be used for every commercial final inspection regardless of the size or complexity of the project.

A notation must be made for each entry. If an item is not applicable for the project being inspected, indicate such by placing an "N/A" on the comment line. Indicate corrections needed on the comment line using a directive statement similar to "Provide a level landing at the exterior of door 105".

Finally, the first page of the checklist requires information to be completed at the end of the inspection such as the project contact's information and the level of occupancy granted.

## PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Date of Final Inspection: \_\_\_\_\_

## OUTCOME OF FINAL INSPECTION

Project Contact Name: \_\_\_\_\_

Project Contact Relationship to Project: \_\_\_\_\_

Project Contact Phone Number: \_\_\_\_\_

Level of Occupancy Granted:

- None. Prepare Final Inspection Punchlist
- Temporary Certificate of Occupancy for Employees, Equipment & Furniture
- Temporary Certificate of Occupancy for Public Occupancy
- Certificate of Occupancy

**BUILDING PERMIT SPECIAL CONDITIONS**

All Building Permit Special Conditions have been satisfactorily addressed.

The following special conditions have not been addressed. Describe what needs to be done to address the condition.

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General

1. Inspection log review (have all required inspections been performed?). Note deficiencies.

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2. Check correction notices from previous inspections. Note deficiencies.

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Building Accessibility

1. Handicap Parking Spaces
  - a. Striping/Number of Spaces - A117.1 Sec. 501
  - b. Signage - A117.1 Sec 703.6.3.1
2. Path of Travel into Building
  - a. Ramps not steeper than 1:12 - A117.1 Sec 405
  - b. Level Landings - A117.1 Sec 405.7
  - c. Handrails - A117.1 Sec 405 & 505
3. Entrances & Exits
  - a. Thresholds ½" maximum - A117.1 Sec. 404.2.4
4. Restrooms
  - a. Fixture Clear Floor Space - A117.1 Sec 305, 602.2, 604.3
  - b. Fixture Height - A117.1 Sec 604.4
  - c. Flush Handle on the Approach Side - A117.1 Sec. 604.6
  - d. Grab Bars/Toilets - A117.1 Sec 604.5
  - e. Grab Bars/Tubs & Showers - A117.1 Sec 608.3
  - f. Toilet Tissue Holder - A117.1 Sec 604.7

**International Building Code**

- g. Paper Towel- A117.1 Sec. 308, 603.6
- h. Soap Dispensers – A117.1 Sec 308, 603.6
- i. Mirrors – A117.1 Sec 603.3
- j. Sink Traps Protected – A117.1 Sec 606.6
- k. 5-foot Radius or "T" Turn – A117.1 Sec 304 & 603.2.1
- l. Door Approach Clearances – A117.1 Sec 604.9.4
- m. Toilet Stall Doors – A117.1 604.9.3
- n. Restroom Signage- A117.1 Sec 703.6.3.1, IBC 1110
- o. Doors Swinging into required clear Floor Space – A117.1 Sec 604.9.3
5. Drinking Fountains – A117.1 Sec 602
6. Door Hardware (Lever)- A117.1 Sec 404
7. Counters & Reach Ranges General – A117.1 Sec 904
8. Counters & Reach Ranges/Restaurants – A117.1 Sec 902 & IBC 1108.2.9
9. Dressing Rooms – A117.1 Sec 803, 903
10. Non-Restroom Door Approaches & Clearances –A117.1 Sec 404

**International Mechanical Code**

1. Outside Air Requirements – IBC Sec 1203.4 WAC
2. Guardrails & Handrails – IBC Sec 1012 & 1013
3. Stairs Rise & Run – IBC Sec 1009.7
4. Structural Observation Report on file – IBC Sec 1709
5. Rack Storage Permit (8' or higher) – IBC Sec 1705.11.7
6. Occupant Load posted (A Occupancies) – IBC Sec 1004.3
7. Fire Alarm System - IBC Sec 907
8. Fire Sprinkler System – IBC Sec 903
9. Exterior Door Landings – IBC Sec 1008.1.6 & 1008.1.7
10. Door Hardware / Locking Mechanisms – IBC Sec 1008.1.9
11. Door Fire Rating Labels – IBC Sec 716.5
12. Fire Rated Walls Marked and Identified – IBC Sec 703.7
13. Fire And Smoke Damper Access and Identification – IBC Sec 717.4
14. Safety Glazing Labels – IBC 2406
15. Exit Illumination – IBC Sec 1006.1
16. Emergency Power – IBC Sec 1006.3
17. Attic Access – IBC Sec 1209
18. Roof Ventilation – IBC Sec 1203.2
19. Restrooms Floor & Wall Finishes – IBC 1210.1 & 2
20. Restroom Exhaust Fans – IBC 1203.4.2.1
1. Range Hood & Make up Air – IBC Sec 507 & 508
2. Combustion Air for Solid, Oil & Gas Appliances – IBC Sec 701
3. Roof & Mechanical Equipment Access – IBC Sec 306.5 WAC
4. Condensate Drainage - IBC Sec 307
5. Mechanical Equipment Protection from Impact – IBC Sec 303.4
6. Exhaust Outlet Clearances From Openings – IBC Sec 501.3.1 WAC
7. Exhaust Fans Vented to Exterior of Building – IBC Sec 501.3

Uniform Plumbing Code

1. Water Heater Secured – UPC Sec 507.2
2. T & P Discharge Piping – UPC Sec 608.5
3. Check Faucets for Hot & Cold Connections – UPC Sec 601

International Fire Code

1. Fire Hydrant Obstructions:– IFC Sec 507.5.4
2. Fire Extinguisher Location & Mounting – IFC Sec 906
3. Exit Signage – IFC Sec 1011
4. Exit Pathways/Aisles Clear – IFC Sec 1017
5. Knox Box Located by Fire Department – IFC Sec 506
6. Building Addressing – IFC 505.1 & CC Fire Protection Ord.
7. Fire Alarm Permit Final
8. Fire Sprinkler Permit Final
9. Kitchen Equipment Fire Suppression System – IFC Sec 904.11
10. Fire Department Fire Inspection Final Walkthrough

Washington State Energy Code

1. Attic and Floor Insulation Installed – WSECC Sec C104.2.1
2. Air Leakage Testing Results – WSECC Sec C402.4
3. Mechanical Equipment Efficiency Requirements Per Approved Forms WSECC C403
4. Service Water Heating Equipment Performance – WSECC Sec C404.2
5. Lighting Systems/Fixtures Installed – WSECC Sec C405
6. Commissioning Plan From Designer/Letter From Owner – WSECC C408.1.1 & .2

Clallam County Zoning Code

1. Landscaping per Plan – CCC 33.53
2. Parking per Plan – CCC 33.55
3. Exterior Lighting – SEPA or CUP
4. Signage per Plan – CCC 33.57

Public Works

1. Drywells per Approved Drainage Plan -
2. Installed as Designed Letter per Engineered Drainage Plan
3. Road Approach Approved by Public Works

Environmental Health

1. Septic System Installed/As-built submitted for Final
2. Food Establishment Permit Approved