



CHECKLIST FOR ISSUANCE OF CERTIFICATE OF OCCUPANCY “COMMERCIAL AND MULTI-FAMILY”

Permit #: _____

Date: _____

*Note: *All Certificate of Occupancy's will need 48-72 working hours from the final inspection to the issuance of the document to allow for administration processes.*

Item:	Site Mgr.	Date	Inspector	Date
1. Inspection list with all inspections signed off	_____	_____	_____	_____
2. All required letters from inspector	_____	_____	_____	_____
3. Written final approval from fire department (Knox Box)	_____	_____	_____	_____
4. Engineering letter on infrastructure (if applicable)	_____	_____	_____	_____
5. County Engineer (Drainage approval) (if applicable)	_____	_____	_____	_____
6. Dept. of Transportation (DOT) letter (if applicable)	_____	_____	_____	_____
7. Planning Approval (Building Design & Landscape)	_____	_____	_____	_____
8. Landscape Maintenance Bond	_____	_____	_____	_____
9. Termite letter	_____	_____	_____	_____
10. Soil compaction letter	_____	_____	_____	_____
11. Elevation Certificate = 3 INSPECTIONS REQUIRED in “A” zones (if applicable)	_____	_____	_____	_____
12. DHEC/OCRM (if applicable)	_____	_____	_____	_____
13. BJWSA - Water and Sewer Tap	_____	_____	_____	_____
14. Sprinkler Test	_____	_____	_____	_____
15. Certificate for Blown-in Insulation in the attic.	_____	_____	_____	_____
16. CD of the plans (commercial) (As built)	_____	_____	_____	_____
17. Elevator Certificate (LLR)	_____	_____	_____	_____
18. Test and Balance Report (HVAC)	_____	_____	_____	_____
19. Special Inspections (if applicable)	_____	_____	_____	_____
20. Business License Approval of Subcontractors	_____	_____	_____	_____

One set of Commercial plans must remain at the Building Official’s Office for one year after C.O. date

Building Official: _____

Date: _____

Roni Jo Abdella

C.B.O.