



## Commercial Building Project Closeout Checklist

*Before a Certificate of Occupancy (CO) can be issued, the following items must be completed:*

- **Fire Final Inspection:** If there is a fire suppression system or fire alarm/detection system, a Fire Final Inspection is required. Contact the Fire Marshal's office at 912.644.5960 for additional information.
- **Backflow Preventer Inspection & Certification:** A Backflow Preventer Inspection & Certification is required for cross connection control by the Water Distribution Department. Contact Frank Banks at 912.651.6584. This should be completed before the Plumbing Final inspection.
- **Building & Trades Final Inspections:** All applicable Final Inspections must be completed and closed (Mechanical, Electrical, Plumbing and Building). All Trades and Fire permit final inspections must be passed before the Building final inspection may be scheduled. Call 651-6540 for trade inspections or Denise Wilson at 651-6530 for building inspections.
- **Exterior Grease Trap Inspection:** If there is an exterior grease trap, a separate inspection is required by the Water Reclamation Department. Contact Brian Shaw or Curtis Cooper at 912.651.6620. [Note: Interior grease traps are included in the plumbing inspection.]
- **Water & Sewer Fees:** If applicable, Water and Sewer fees must be paid. Contact Annette Williams in Water and Sewer Planning and Engineering at 912.651.6573. Fees must be paid at 702 Stiles Avenue.
- **Site Acceptance:** If there is a Site Development permit associated with your project, Site Acceptance is required. This includes site final inspection, completion of all punch list items, and any necessary bonds and other documents. Contact Robert Brannen in Development Services at 912.651.6510 for additional information.
- **Handicap Accessible Parking:** If there is no separate site permit, all accessible parking requirements for the project, if applicable, must be approved and inspected. Contact Cindy Coddington in Traffic Engineering at 651-6600.
- **Special Inspections:** If Special Inspections are required as part of the building permit, the final report must be submitted and approved. Contact Cade Booth, Senior Plans Examiner, at 651-6530.
- **Elevation Certificate (EC):** A "Finished Construction" EC is required for projects located in a Special Flood Hazard Area (SFHA) or in an area required by the City's Flood Ordinance. Contact Tom McDonald, Certified Floodplain Manager, at 912.651.6510 for additional information.
- **Certificate of Appropriateness (COA):** For projects located in certain historic districts where a COA is required, a Historic Preservation Inspection is required prior to the end of the project to verify compliance. Contact the Historic Preservation office at 912.651.1453 for additional information.
- **Additional permits:** Other permits associated with the project but separate from the building permit, such as low voltage, sign, swimming pool, or shelving, must be closed.

**The City will process the CO within two business days following submittal of all required documents, receipt of all approvals, and completion of all required inspections.**

*Contact Denise Wilson at Development Services at 912.651.6530 with any questions about CO requirements or for any additional close-out information.*

To review status of permits and inspections, visit <http://eTRAC.savannahga.gov>