



OFFICE OF OPERATIONS  
BUILDING DEPARTMENT

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MATTHEW QUINONES  
DIRECTOR OF OPERATIONS

SHAWN REED  
CHIEF BUILDING OFFICIAL

**Checklist for CO for homes** (2015 IRC Jobs: 1 and 2 family dwellings and townhomes < 3 stories high)

<b>Permit Number</b>	
<b>Street Address</b>	
<b>Total floor area</b>	
<b>Automatic Sprinklers</b>	

No	Status of items	Uploaded?	N/A
1	Certified Plot Plan for new foundation in PDF/A format	<input type="checkbox"/>	<input type="checkbox"/>
2	Close-out all related trade permits and associated building permits.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certifications and tests required by the trade inspector/s.	<input type="checkbox"/>	<input type="checkbox"/>
4	State approval for following items, where applicable.  1. Elevators 2. State modifications or accessibility exemptions, if any.	<input type="checkbox"/>	<input type="checkbox"/>
5	Photo showing building street number on the structure.	<input type="checkbox"/>	<input type="checkbox"/>
6	Provide written documentation of the name of the individual or entity that supplied the concrete and the name of the individual or entity that installed the concrete. (PA 16-45, CGS 29-265c)	<input type="checkbox"/>	<input type="checkbox"/>
7	Final cost affidavit and any balance due of permit fees (signed and notarized by owner)	<input type="checkbox"/>	<input type="checkbox"/>
8	Product Data showing U-Factors for all windows and doors	<input type="checkbox"/>	<input type="checkbox"/>
9	Manufacturer's Installation instructions and specifications for all HVAC equipment including factory built fire place.	<input type="checkbox"/>	<input type="checkbox"/>
10	A statement certifying that 75% of lamps in permanent lighting fixtures are high efficacy type.	<input type="checkbox"/>	<input type="checkbox"/>
11	ResCheck Compliance report confirming that as-built building complies with	<input type="checkbox"/>	<input type="checkbox"/>

	energy code requirements.		
12	Air leakage test report confirming that as-built structure complies with energy code requirements.	<input type="checkbox"/>	<input type="checkbox"/>
13	Building Department Final inspection must be completed and passed.	<input type="checkbox"/>	<input type="checkbox"/>
14	CO Sign-offs from other city departments: 1. EPB 2. Health 3. Engineering 4. WPCA 5. Zoning Enforcement	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

A description of that portion of the structure for which the certificate is requested.

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Signed by Applicant/Owner/Architect

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_