



Certificate of Occupancy Requirements Single Family Dwelling Only (Final Inspection)

NOTE: Structures are required to be built to meet the current edition of the Virginia Uniform Statewide Building Code.

General Final Inspection Requirements:

1. All re-inspection fees and other fees must be paid
2. All deficiencies noted during previous inspections have been corrected.
3. Address shall be posted on structure and visible from the street- numbers must be a minimum 4" high.
4. Yard graded- (drains away from house) and seeded.
5. All gutters shall drain water away from structure.
6. **Crawl space:**
Access hole is correct size, check for proper ventilation, all debris is removed from area, ground surface shall be covered with a moisture barrier and insulation is installed under habitable floor area. All piping shall be insulated.
7. Cross connection protection shall be installed.
8. **Attics:**
Insulation installed to proper depth, opening constructed to correct size, if equipment installed: flooring shall be installed, as required, light and receptacle installed and working, all plumbing piping and mechanical vents terminate outside of building.
9. Receptacles, switches, lights, fans etc. shall be operational.
10. Smoke detectors checked for proper location.
11. All handrails inside and outside shall be secure and at proper height.
12. Windows to open and close easily. Bedroom windows are correct size for egress.
13. Kitchen and Bathroom plumbing checked to drain properly and to ensure there is no leakage
14. HVAC system installed and operational
15. Electric panel labeled
16. **Basement:**
Any future piping shall be capped with listed material, holes to outside shall be sealed, stairs shall be fire blocked, and basement shall be insulated.
17. Outside electrical GFCI outlets installed and working.
18. **Garage:**
If Water heater is installed in garage it must be protected from physical damage, electric garage door openers have safety stop installed and working, outlets are GFCI and operational.
19. If a gas fireplace has been installed, will check for gas shut-off and to see that key is inserted
20. Protect interior and exterior gas lines from physical damage
21. All gas appliances must be working including fireplaces
22. Decks and landings must be installed
23. Paint exterior gas lines. There is no color requirement.
24. Bedrooms: all circuits are protected by an arc fault breaker including bedroom closets

25. All smoke detectors/carbon monoxide detectors working properly including batteries.
26. Hot water must be working and available at time of final inspection
27. Screens must be installed unless outside air is provided through ventilation system
28. Fire Extinguisher installed (permanently installed in kitchen)
29. Insulation Certificates permanently installed in attics
30. All Third Party/Special Inspections/Above Code Inspection Results Submitted to Building Official
31. Duct Tests and Blower Door Test Results Submitted to Building Official
32. Other items may be required as directed by the Building Official

All items listed above shall be completed to obtain a "Permanent Certificate of Occupancy". Failure to complete any of these items will result in a failed inspection and re-inspection fee charged.

A temporary Certificate of Occupancy **may** be issued if the deficiencies are minor and not related to the safety and welfare of the tenants occupying the residence as determined by the Building Official. (Fee applies)

Please note: Every structure and building plan is different. Additional inspections may be required before a final Certificate of Occupancy can be issued. This is determined based on the complexity of the building plans and the contractor's ability to complete any modifications granted by the Building Official in a timely and efficient manner. In addition to all items completed as required by the approved site plan.

We thank you for your cooperation.

If you should have any questions concerning the requirements for either a temporary or a permanent certificate of occupancy, please contact the Building Department – 540-994-8606.