

OCCUPANCY RELEASE CHECKLIST

No.	Items to be completed/provided to the City prior to requesting occupancy release	Completed	Comment (City to complete)
1	Sequence sheet or schedule of production/SOP, including addresses, lots, elevation details, and plan check numbers, has been provided to the Planning Inspector and is legible.	<input type="checkbox"/>	
2	All roofing is complete, including treatment of all crickets, gutters, z-bars, flashing, and downspouts.	<input type="checkbox"/>	
3	All veneer has been installed. "Veneer" includes, but is not limited to, brick, stone, shutters, tile, pot shelves, wrought iron, finials, and/or any other decorative elements as required by the design of the unit.	<input type="checkbox"/>	
4	All windows have the correct grids/mullion patterns and are intact.	<input type="checkbox"/>	
5	Garage doors have been installed.	<input type="checkbox"/>	
6	Porch light(s) has/have been installed.	<input type="checkbox"/>	
7	All holes/damages to stucco have been patched and repaired, including any holes for securing scaffolding.	<input type="checkbox"/>	
8	Unit bases (below weep screeds) are treated with stucco or veneer and exposed footings have been adequately screened with back-filled soil. Back-filling with only mulch is unacceptable.	<input type="checkbox"/>	
9	Smooth trowel is provided where required.	<input type="checkbox"/>	
10	Painting is complete, including treatment of all fogging and touch-ups on trim details.	<input type="checkbox"/>	
11	Walls and fences are constructed to plan, with decorative cap treatment. All interior walls and fences shall be obscured from public view.	<input type="checkbox"/>	
12	Tile is installed flush-mounted with the stucco, unless otherwise detailed on plans.	<input type="checkbox"/>	
13	The applicant shall demonstrate compliance with the approved plan or have a revised as-built plan filed with the City for approval.	<input type="checkbox"/>	

Additional Notes:

I understand the occupancy release request with missing or incomplete items will be deemed incomplete and will not be processed. In addition, a hold of up to 7 days may be placed on this request from being resubmitted.

Submitted by: _____

Title: _____

Company: _____

Signature: _____ Date: _____

ARCHITECT CERTIFICATE OF COMPLIANCE

The undersigned Architect certifies that construction of each building site and the exterior elevations of each structure has been completed in compliance with the approved plans. Any deviation to approved plans shall require a resubmittal to the Planning Department for review and approval prior to construction.

After the receipt of this Certification, the Planning Department will conduct a final site and exterior elevations inspection. The Owner's Representative and Contractor shall be present.

Architect: _____ License No.: _____

Company: _____

Address: _____

Signature: _____ Date: _____