



## ***Final Inspection and Occupancy Guidelines***

### **Documentation and Agency Approvals**

- Request for Occupancy Approvals: Mid/Star or Caldwell Fire Dept., P&Z, HWY Dist. 4, SW District Health, Middleton Public Works - Sewer/Water District, State Health and Welfare
- All trade Inspections (Electrical, Mechanical, Plumbing) PASSED. Check Citizenserve portal and ensure all permits have Final approvals.
- Special Inspections reports and summary letter required per Structural plan schedules - Signature copy required from Architect of Record and/or Engineer of Record(s). Upload into Citizenserve and email to [swiesner@middletoncity.com](mailto:swiesner@middletoncity.com).

### **Building Completed Elements**

- Address numbers: Contrasting. Size and location per Fire Dept.
- Signage: Max Occupant Load (Assembly) / restroom identification / Exit signs illuminated, installed.
- Exterior finishes and Roof, weather tight / sealed per manufacturers specs.
- Elevator: State certification / Insp. passed (if applicable)
- Accessible route from parking to building entrance. Interior maneuvering clearances, turn radius, ramps and railings. Cleared, level and complete.
- All major work completed. Debris, equipment and hazards off site. Light finish work and cleaning permitted.
- Restroom finishes, ANSI accessible elements/dimensions.
- ANSI accessible service counter heights / widths per plan.
- Drinking fountains / service sinks complete.
- Handrails / guardrails / stair treads and stair well completion.
- Tempered / Hazardous glazing locations and identification.

- Corridor widths / projections.
- Fire Wall assemblies / Protected penetrations. Marking of concealed Fire Walls.
- Rated doors / frames, self-closer, with factory ID placard.
- Door operations and hardware (Panic and exit Hardware, levers and latches. ANSI push/pull clearances)
- Roof / attic access, guards, and fall protection.
- Exit signs and Emergency backup illumination per Reflective Ceiling Plan.
- Exit discharge lighting and Exterior landings and thresholds.