

State of Kansas - Inspection Checklist for Certificate of Occupancy

Department of Administration- OFPM-DCC

Project No. : _____ **Project Name:** _____

Agency: _____ **Project A/E:** _____ **By:** _____, **Inspector**

- Acceptance of these items is by Design, Construction and Compliance (for Secretary of Administration).
- It is the responsibility of the Agency to assure document submission /notification of inspections are per DCC Building Design Construction Manual.
- Acceptance shall not be construed to be a permit for, or an approval of, any violations of the provisions of adopted codes (by DCC).

General Items – to be complete prior to Final Inspection for Occupancy

Code Footprint accepted. If revisions have occurred during construction, revised CF to be submitted and accepted by DCC prior to final inspections.

Construction Documents (CD) accepted and permit to build. Issuance of Form 125 - Project Acceptance Record.

Sprinkler and Fire Alarm shop drawings accepted (when shop drawings required). Issuance of Form 125 - Project Acceptance Record. The accepted shop drawings are to remain on site and be available to DCC inspectors. Inspections cannot be scheduled if Form 125 - Project Acceptance has not been issued.

Form 120a Request for Occupancy (Partial occupancy) submitted to DCC by Owner. Coordination of OSFM per Form 120a.

Partial Occupancy - If occupying a portion of the project area, the project architect/engineer shall provide the following:

- Floor plan indicating areas to be occupied.
- Exiting (permanent or temporary) from occupied areas.
- Separation of occupied areas from construction areas.

Required Inspections (completed by DCC Inspector) (N/A designates not applicable for project)

Date
Accepted

_____ **Covered Inspections.** Previously inspected covered items such as ftg/fnd, MEP underground/underslab, framing, in-wall, fire resistive assemblies, above ceiling, pressure testing or piping. Initials indicate previously inspected and inspection record on file.

_____ **Fire Alarm.** Inspection cannot be scheduled if Project Acceptance for Fire Alarm has not been issued by DCC. Fire Alarm checklist is to be completed during contractor pretesting of system. This checklist is to be forwarded to DCC inspector prior to scheduling inspection. DCC inspection to be per NFPA 72. (includes smoke control system verification when applicable and locking system verification when applicable).

_____ **Sprinkler / Standpipe.** Inspection cannot be scheduled if Project Acceptance for Sprinkler has not been issued by DCC. Required tests – hydrostatic or air tests as per NFPA 13, operational tests of waterflow devices, dry pipe, deluge, main drain, operating test of hydrant, pressure reducing valves, backflow prevention assemblies and visual inspection of sprinkler coverage. Standpipe inspected per NFPA 14.

_____ **Emergency lighting.** This inspection is to be done in conjunction with emergency power inspections.

_____ **Back-up (Emergency) power sources.** Testing of storage batteries, unit equipment or generator. Testing is to be done when emergency circuits and fixtures are complete. The testing shall initiate normal power failure and then retransfer back to normal power at conclusion of testing time.

_____ **Fire Pump.** Inspected per NFPA 20.

_____ **Elevator.** Testing to be done when elevator installation is complete. (load testing and accessibility verification)

_____ **Accessibility.** Inspected per 2010 ADA Standards.

_____ **Final Inspection.** Shall be made when all active and passive life safety features are complete. Will include verification of active and passive life safety features including interior and exterior exit paths and verification of completion of all other required tests.

OSFM representative at inspection: _____ Occupancy acceptable to OSFM.

OSFM representative NOT present at inspection. Occupancy will be delayed until OSFM inspection/acceptance.