



## Steps to Prepare for Final Inspection

The information provided in this document is intended to offer a general overview of the most common items that must be addressed before the Building Division can final a project. It should be considered as a guideline only, each project has unique characteristics and requirements, and as such, additional or different criteria may be required based on the specific details of the project.



<input type="checkbox"/> Obtain Downey Fire Department (DFD) Final.	<input type="checkbox"/> Business License must be obtained.
<input type="checkbox"/> Obtain Public Works/ Engineering approval.	<input type="checkbox"/> Obtain Health Dept. approval (for restaurants, public pools, etc.
<input type="checkbox"/> Provide final Structural Observation report stating all site visits have been completed and any deficiencies have been corrected, to the best of the structural observer's knowledge.	<input type="checkbox"/> Provide final Special Inspection report stating all special inspections have been performed and approved.
<input type="checkbox"/> Provide various 3rd party reports/certifications depending on project requirements uploaded to project files.	<input type="checkbox"/> Obtain Planning Final (Verification of any Planning Conditions of Approval.
<input type="checkbox"/> All revisions have been issued.	<input type="checkbox"/> Mechanical systems acceptance.
<input type="checkbox"/> Potable water system-Provide disinfection certificate from approved testing agency	<input type="checkbox"/> Functional performance testing completed
<input type="checkbox"/> Commissioning report; to be on site and given to owner.	<input type="checkbox"/> Operation and maintenance manual to be on site and given to owner.
<input type="checkbox"/> All pending corrections addressed and cleared.	<input type="checkbox"/> Testing, reports, compliance documents provided/submitted.
<input type="checkbox"/> All required inspections completed and entered on proper job card	

Please note that the aforementioned items may not pertain to every project. To ensure the most accurate and relevant information for your specific project, it is advised to discuss the final process with your inspector and other city departments involved with your project well in advance of the building final. This proactive communication will allow a more tailored approach that meets the specific needs of the project.