



TOWN OF ITHACA NEW YORK

DEPARTMENT OF CODE ENFORCEMENT
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Checklist for Issuance for Certificate of Occupancy/Temporary Certificate of Occupancy

A. IF APPLICABLE, REVIEW ALL REQUIRED INSPECTIONS AND CONDITIONS WITH APPLICANT

- Footing and Foundation
- Grades
- Pre-Slab
- Energy Code/ Ithaca Energy Code
- COMCheck/RESCheck on site
- Hood (type I or II) (Testing-Light and Smoke)
- Underground Utilities
- Handicap Accessibility
- HVAC Commissioning
- Sewer & Water Lateral (External Plumbing Permit)
- HVAC Duct Work & Air Handler (Sealing)
- Decorative Appliances
- Framing
- Roofing
- Survey by a licensed surveyor
- Flood Elevation Certificate
- Design Professional letter of Compliance
- Truss and Floor Signage
- SWPPP Sign Off from Engineering
 1. Certification ("A" Form and "U" Form) that the sprinkler system has been modified as necessary to conform to NFPA
 2. 13 (Statement of Compliance and operation and compliance).
 3. Tested per NFPA 72, and certified by the licensed installer on the Record of Completion and Inspection and Testing forms provided in NFPA 72.
 4. Spec and Test sheets to comply with smoke development and flame spread
- Final Electric
- Final for C/O
- Insulation and Air sealing
- Siding and Air Barrier
- Gas Piping Test
- Sprinkler Tests¹
- Fire Alarm Tests²
- Balance report at the final
- Fire wall, Fire partitions installation
- Elevator (QEI inspector)
- Grease Interceptor
- Oli Water Separator
- Emergency Lighting and Exit Lights
- Fire Extinguisher Placement
- Stairs, Handrails, and Landings
- Interior Floor Finishes³
- Planning or Zoning Conditions as applicable
- Outdoor Lighting and Landscaping
- As-built drawings (if changes were made)

B. REVIEW REQUIREMENTS FOR APPROVALS FROM OTHER AGENCIES

- Bolton Point
- NY State DOT
- Fire Department
- State boiler inspection
- T. County Highway
- T. County Health Dpt.

C. REVIEW ALL REQUIRED SPECIAL INSPECTIONS AND THEIR REQUIREMENTS WITH THE APPLICANT (All Special

Inspection Reports must be provided to the Town for review and approval with final deficiency report stating that all items on the deficiency log have been addressed and are acceptable)

- Prepared Fill/Soils (1705.6)
- Steel (1705.2)
- High Strength Bolts (1705.12.9)
- Masonry Construction (1705.4)
- Pile Foundations (1705.7)
- Cold Formed Steel (1705.11.2)
- EIFS (1705.16)
- Smoke Control (1705.18)
- Inspection of Fabricators (1705.10)
- Welding (1705.3.1)
- Concrete (1705.3)
- Wood Construction (1705.5)
- Wood trusses spanning over 60 feet (1705.5.2)
- Sprayed Fire-resistant materials (1705.14)
- Special Cases (1705.1.1)
- Pier Foundations (1705.8)

D. REVIEW THE GENERAL GUIDELINES FOR ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY

- TCO is requested in written format
- Building must be free from any Life, Safety, or Health issues (TOI Building Inspector must verify)
- Assigned Planner and Engineer must conduct site visit and approve a TCO
- Fees: the greater of \$100 or 50% of the building permit

Take note that there may be additional items or inspections that may be required in order to obtain either a Temporary Certificate of Occupancy or a Certificate of Occupancy, and issuance of either a Temporary Certificate of Occupancy or a Certificate of Occupancy shall be governed by chapter 125-8 of the Town of Ithaca Building Construction and Fire Prevention Code.