



CFPUA CERTIFICATE of OCCUPANCY CHECKLIST

DATE: _____

Permit number: _____

Ownership of Utilities

Inspection address: _____

Contact Person: _____

WATER: _____

Contact person phone number: _____

Contact person e-mail: _____

SEWER: _____

Inspector: _____

	√ - COMPLETED	X -INCOMPLETE	N/A - NOT APPLICABLE
CFPUA infrastructure			
1			Shrubs, bushes, trees and similar vegetation shall be planted in a manner that will provide a minimum of three feet unrestricted access from the meter box and clean-out to the road. No shrubs, bushes, or trees shall be planted within three feet around the meter box or clean-out that may hinder Authority's ability to maintain infrastructure. Small (less than 18" diameter and height), shallow rooted or seasonal planting may be approved within three feet of the meter box or cleanout, provided that these plantings do not hinder the Authority's ability to access and maintain the infrastructure at the planting's mature growth.
CFPUA clean out (at right of way/ easement)			
2			Landscaping complete, i.e. lot final graded, sod (10' X 10') in area of clean out
3			Cast iron box set to grade and lid in place
4			Air gap (6" - 11" in soil area, 3" - 11" in concrete from top of box to top of PVC adapter)
5			No sand, dirt or debris inside combination (builder to have service jetted clean)
6			No standing water, back-ups, cracks or broken pipes (builder to have service jetted & camera inspected)
7			Replace screw cap & tighten to check that all joints are glued (loosen cap when complete)
Private clean out(s) in a cast iron box			
8			Cast iron box set to grade and lid in place
9			Air gap (6" - 11" in soil area, 3" - 11" in concrete from top of box to top of PVC adapter)
10			Tighten screw cap to check that all joints are glued (loosen cap when complete)
Private clean out(s) in a concrete collar			
11			The collar flush with the ground if outside a planted area
12			The collar set on top of the ground if inside a planted area
13			Recessed slotted cap
14			Top of adapter is flush with or lower than top of concrete collar
15			Tighten screw cap to check that all joints are glued (loosen cap when complete)
Water meter box			
16			Landscaping complete, i.e. lot final graded, sod (10' X 10') in area of the meter box
17			If in the driveway box must be a traffic rated box (SIP 4242 box with 4243 lid)
18			Box is set to grade
19			Box and lid aren't broken and lid will close properly
20			All plumbing run under the box (not cut into the side of the box)
21			Meter setter is centered in box (centered side to side, 3" from road side of box and 3" below the lid)
22			Meter and shutoff are not covered with dirt and inside the box
23			Tracer wire is in the box
24			Meter and cover aren't broken
Grease interceptor (if applicable)			
25			Verify Authorization to construct from EMD
26			Check manhole covers are set to grade
27			Verify proper insert is installed
28			Chimney is grouted
29			Check for infiltration
30			Inspector to notify EMD by e-mail that inspection has been done (include address and business name)
Manholes (if applicable)			
31			Check manhole covers are set to grade
32			Verify proper insert is installed
33			Chimney is intact
Valve box, blow offs & fire hydrants (if applicable)			
34			Check valve box, concrete collar and fire hydrant is set to grade
35			Tracer wire is intact
Jet and camera inspection (if applicable, to be done in the presence of CFPUA Inspector)			
36			Service jetted clean, water dropped and camera inspection with CFPUA Inspector
IF passed			
37			Inspector will send email to CFPUA Inspection group and notify contact person
IF failed			
38			Inspector will send email to ENG Inspection group and notify contact person (reinspection fee due)