

Certificate of Occupancy Checklist

Verify all applicable items are complete before requesting an inspection from the NHC Co COAST DEVELOPMENT PORTAL.

The CFPUA Inspector has two business days to complete the inspection (does not include weekends or holidays) from the time of the request (CFPUA does not schedule inspections). Any incomplete applicable checklist items will cause the inspection to fail.

- Any failed inspection will be charged a reinspection fee.
- The reinspection fee is to be paid after all corrections are made.
- Reinspection fees are to be paid at CFPUA Customer Service (910)332-6550
- The reinspection request is to be made after all corrections are completed.

	V - 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 (see the CFPUA Material Specification Manual for approved box and lid)		
18	Box is set to grade		
19	Box and lid aren't broken and lid will close properly		
20	All plumbing to be installed under the meter box or through the provided outlet holes (cutting the meter box is not permitted)		
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 note in the NHC Coastal Development Portal		
IF failed			
38	Inspector will send email to ENG Inspection group and note in the NHC Coastal Development Portal (reinspection fee due)		