

OCCUPANCY CHECKLIST

This applies to Commercial, Industrial, Institutional & Multi-Family New, Alterations & Additions

To provide better service and to attempt to minimize delays, please submit a copy of the items listed below (**where applicable**) to Inspection Services or applicable department five business days prior to scheduling an Occupancy inspection. Contact Inspection Services if you have questions about submittals. 414-425-0084

- Contact the **Fire Department or FSCI** FFD – 414-425-1420; FSCI – 847-697-1300 at least 7 days in advance to schedule fire suppression & alarm inspections.
- Contact the Inspection Services Department for **Final Electrical, Plumbing & Mechanical**, 414-425-0084 – 24 hr. notice required. There must be one final inspection of each trade completed prior to scheduling the final building inspection.
- Contact the Inspection Services Department for **Final Building Inspection** including **Emergency Egress Lighting System**, 414-425-0084, where relevant. 24 hr. notice required.
- Contact the **Planning Department**, 414-425-4024, to verify all applicable documents have been received.
- Contact the **Engineering Department**, 414-425-7510 to verify all applicable documents have been received.
- Contact the **Health Department**, 414-425-9101 for inspections related to businesses with prep & serve food and/or beverages, swimming pools and hotels/motels.
- Architect/Engineer's Compliance Statement** – Submitted by the supervising professional. (SBD 9720). The supervising professional's onsite inspection shall be understood to include design compliance with ADA.
- Mechanical Engineer/Designer's Compliance Statement** – Submitted by the supervising professional for HVAC. (SBD 9720 Form.)
- HVAC Test and Balance Certification Report** – Submitted by the supervising professional or the Mechanical Designer to verify that the balance reports have been reviewed and found to be acceptable.
- Floor, Wall and Ceiling Smoke and Flame Spread Certification** – Installing contractor shall provide a listing of the flame spread and smoke developed ratings for all interior finish materials.
- Medical Gas Delivery System Report** – Contractor shall test the medical gas delivery system and submit reports (where required).
- Elevator Inspection Certification** - Submit copy of State of Wisconsin elevator inspector's report for each elevator in the project. American Testing & Inspection Services (ATIS) 262-923-2233
- Emergency Generator Test and Inspection Report** – submit a copy of the initial start-up and transfer switch test.
- Energy Certification (Lighting)** – Submitted by the Supervising Professional. (IECC as modified by SPS 363)
- As built Building Plans** – Submit plans in PDF format for the site grading, underground utilities, building, HVAC, plumbing, electrical, sprinkler, and fire alarm plans.
- Other Inspection Reports** – Submit copies of inspection and licensing reports from other State agencies or engineering companies. These would include Department of Health and Family Services for hospital, medical and/or daycare facilities and Department of Safety and Professional Services reports for in ground and above ground storage tanks and structural and geotechnical engineering services reports for such items as soils inspections, concrete cylinders, and spray on fire resistant materials.