



# FINAL PROJECT CLOSEOUT CHECKLIST (COMMERCIAL PROJECTS)

Revised 4/2/24

Community Development Department

1911 Boundary Street, Beaufort, South Carolina, 29902

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ITEMS REQUIRED FOR A CERTIFICATE OF OCCUPANCY	INSPECTOR	DATE
<input type="checkbox"/> A registered engineer's sealed certification of completed infrastructure		
<input type="checkbox"/> Planning approval – Building, site & landscaping		
<input type="checkbox"/> A digital file of the as-built drawings, indicating accurate site conditions of pavements, parking spaces, utilities, structures, & drainage – This may be submitted after the COC and CO are issued (Section 9.7)		
<input type="checkbox"/> SCDOT or letter (if applicable)		
<input type="checkbox"/> City of Beaufort Engineer's drainage approval		
<input type="checkbox"/> Other applicable agencies' final certification		
<input type="checkbox"/> BJWSA (water & sewer tap approval)		
<input type="checkbox"/> DHEC/OCRM (if applicable)		
<input type="checkbox"/> SC DHEC permits to operate water & sewer system		
<input type="checkbox"/> Business License approval of final subcontractors		
<input type="checkbox"/> Special Inspections (if applicable)		
<input type="checkbox"/> Termite Inspection (letter/receipt) (if applicable)		
<input type="checkbox"/> Soil compaction letter (if applicable)		
<input type="checkbox"/> Truss Drawings (ensure cover letter has address & Engineer Stamp)		
<input type="checkbox"/> Fire Marshal Final Approval and Knox Box (if applicable)		
<input type="checkbox"/> Sprinkler Test (if applicable)		
<input type="checkbox"/> Hood/Fire Suppression Inspection (if applicable)		
<input type="checkbox"/> Blown-in Insulation Certificate (if applicable)		
<input type="checkbox"/> Test and Balance Report (HVAC)		
<input type="checkbox"/> Elevator Certificate & LLR (if applicable)		
<input type="checkbox"/> Flood elevation certificates (final) for property in a SFHA (if applicable)		
<p><b>* All Certificate of Occupancy's may require 48-72 working hours from the final inspection to the issuance of the document to allow for administration.</b></p>		

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Bruce Skipper, Building Official

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Date