

**2018 NEW CASTLE COUNTY 45 DAY CHECKLIST**  
 (2018 IBC)(2015 IPC)(2015 IMC)(2015 IFGC)(2012 IECC)(Chapter 6)(UDC)

Rev 1/16/19

- | <b>Comp</b>                  | <b>N/A</b>               |   |
|------------------------------|--------------------------|---|
| 1. <input type="checkbox"/>  | <input type="checkbox"/> | <b><u>DETERMINE PLANNER AND ENGINEER ASSIGNED TO PROJECT (PLACE P-NOTE IN SYSTEM FOR REFERENCE)</u></b><br>Planner name: _____ Phone: _____<br>Engineer name: _____ Phone: _____  |
| 2. <input type="checkbox"/>  | <input type="checkbox"/> | <b><u>APPLICANT INFORMATION</u></b><br>Applicant Name _____ Name of person contacted _____<br>Telephone _____   |
| 3. <input type="checkbox"/>  | <input type="checkbox"/> | <b><u>VERIFY IF WORK STARTED ON SITE (SITE VISIT REQUIRED)</u></b> <ul style="list-style-type: none"> <li>• Verify E&amp;S controls are installed and functioning</li> <li>• Verify permit displayed</li> </ul>   |
| 4. <input type="checkbox"/>  | <input type="checkbox"/> | <b><u>IF APPLICABLE, REVIEW ALL REQUIRED PERMITS WITH APPLICANT</u></b> <ul style="list-style-type: none"> <li>• HVAC</li> <li>• Decorative Appliance</li> <li>• Sewer &amp; Water</li> <li>• Plumbing</li> <li>• Hood (Type I or II)</li> <li>• Refrigeration (over 1 hp motor or over 10 lb refrigerant)</li> </ul>   |
| 5. <input type="checkbox"/>  | <input type="checkbox"/> | <b><u>IF APPLICABLE, REVIEW ALL REQUIRED INSPECTIONS AND CONDITIONS WITH APPLICANT</u></b> <ul style="list-style-type: none"> <li>• Footing</li> <li>• Foundation</li> <li>• Lines &amp; Grades</li> <li>• Pre-Slab</li> <li>• COMCheck on site</li> <li>• Hood light test</li> <li>• Underground</li> <li>• Final Electric</li> <li>• Final for C/O</li> <li>• Insulation</li> <li>• Gas Test</li> <li>• DWV Test</li> <li>• Monument cert</li> <li>• As-built foundation survey</li> <li>• Record Plan (Engineering)</li> <li>• Record Plan (Planning)</li> <li>• Sewer &amp; Water Lateral</li> <li>• Close-In (Rough Plumb &amp; HVAC)</li> <li>• Decorative Appliance</li> <li>• Balance report at the final</li> </ul>  |
| 6. <input type="checkbox"/>  | <input type="checkbox"/> | <b><u>REVIEW REQUIREMENTS FOR APPROVALS FROM OTHER AGENCIES</u></b> <ul style="list-style-type: none"> <li>• Board of Health</li> <li>• DelDOT</li> <li>• Fire Marshal</li> <li>• State boiler inspection</li> <li>• NCC Special Services</li> <li>• Grid Acceptance Test</li> </ul>  |
| 7. <input type="checkbox"/>  | <input type="checkbox"/> | <b><u>REVIEW ALL REQUIRED SPECIAL INSPECTIONS AND THEIR REQUIREMENTS WITH THE APPLICANT</u></b> <ul style="list-style-type: none"> <li>• Soil (1705.6)</li> <li>• Driven Deep Foundations (1705.7)</li> <li>• Cast-in-Place Deep Foundations (1705.8)</li> <li>• Helical Pile Foundations (1705.9)</li> <li>• Concrete Construction (1705.3)</li> <li>• Masonry Construction (1705.4)</li> <li>• Wood Construction (1705.5)</li> <li>• Steel Construction (1705.2)</li> <li>• Fabricated Items (1705.10) (1704.2.5)</li> <li>• Sprayed Fire-resistant materials (1705.14)</li> <li>• Special Inspections for Wind Resistance (1705.11)</li> <li>• Mastix and Intumescent Fire-Resistant Coatings (1705.15)</li> <li>• Fire-Resistant Penetrations and Joints (1705.17)</li> <li>• Smoke Control (1705.18)</li> <li>• Exterior Insulation and Finish System (1705.16)</li> <li>• Special Cases (1705.1.1)</li> </ul> |
| 8. <input type="checkbox"/>  | <input type="checkbox"/> | Requirements for content and timely receipt of 3 <sup>rd</sup> Party reports (Must be received within 3 days)   |
| 9. <input type="checkbox"/>  | <input type="checkbox"/> | Review the elements of the contractor license verification form, license requirements and permit holder's responsibility for all contractors working on site  |
| 10. <input type="checkbox"/> | <input type="checkbox"/> | All debris and construction infrastructure (trailers, portable toilets, dumpsters, etc.) must be removed within 5 business days of the issuance of a certificate of occupancy   |
| 11. <input type="checkbox"/> | <input type="checkbox"/> | <b><u>REVIEW THE GENERAL GUIDELINES FOR ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY</u></b> <ul style="list-style-type: none"> <li>• Building must be free from any Life, Safety, or Health issues (NCC Building Inspector must verify)</li> <li>• Assigned Planner and Engineer must conduct site visit and approve a TCO</li> <li>• Fire Marshal's Office must approve a TCO</li> <li>• Final Electric Underwriter must approve a TCO</li> <li>• Board of Health, if required, must approve a TCO</li> <li>• Special Services, if applicable, must approve a TCO</li> <li>• Fees: \$500 per month for month 1, 2, &amp; 3; \$2000 per month for month 4, 5, &amp; 6; \$3500 each for month 7 &amp; 8 and \$5000 each month thereafter. TCO is subject to renewal every 30 days</li> </ul>  |

Chapter 6 B3302.6

Permit Holder Representative Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Inspector \_\_\_\_\_

Permit Number \_\_\_\_\_

Date \_\_\_\_\_

Inspection Results:  Complete  Incomplete