

2007 Minnesota State Building Code
Project Final Inspection Checklist Worksheet
For Building Certificate of Occupancy

Synopsis of Required “Final” Inspections

1. The final fire alarm system testing and inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the entire alarm system in accordance with NFPA 72 and the State Building Code. A final alarm system installation certification form must then be completed, signed and submitted to the City Building Inspector for final approval.
2. The final fire sprinkler system testing and inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the State Fire Marshal and/or the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the entire fire sprinkler system in accordance with NFPA 13 and the State Building Code. At the final inspection, the fire sprinkler system flow alarm will be tested to verify that it is tied into an automatic phone-dialer system that will send a flow-alarm signal to an approved monitoring firm. The installing contractor must also complete and submit a final fire sprinkler system installation certification form to the City Building Inspector for final approval.
3. The final fire sprinkler system fire-pump start-up/operational test and final inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the State Fire Marshal and/or the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the entire fire-pump system in accordance with NFPA 13, NFPA 20, and the State Building and Fire Code. The installing contractor must complete and submit a final fire-pump operation certification form to the City Building Inspector for final approval.
4. The final emergency generator system start-up/operational test and final inspection must be scheduled with the installing contractor and the City Building Inspector. In some instances, the State Electrical Inspector, the State Fire Marshal and/or the local Fire Marshal may also want to be present. The system installation however, is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the generator system in accordance with the State Electrical Code, NFPA 110, NFPA 111, and the State Building Code.
5. Class I kitchen hoods must be operationally tested by the installing contractor/building mechanical contractor and witnessed by the City Building Inspector. Operational tests may include, but are not limited to: building power system shutdown to verify hood operation under fire suppression alarm conditions, smoke ventilation tests, grease duct pressure tests, power interconnection tests with required MAU, etc. The kitchen hood fire suppression inspection/installation is under the jurisdiction of the City Building Inspector. The installing contractor is responsible for installing and subsequently testing the kitchen hood fire suppression system in accordance with MN Rule 1346, NFPA 96, and the State Building and Mechanical Codes. The fire suppression system installing contractor must also complete and submit a final system installation certification form to the City Building Inspector for final approval.
6. A final MDH health inspection must be completed on any public kitchen and/or food preparation area. This inspection must be scheduled with, and subsequently approved by, a Minnesota Department of Health Sanitarian, or the local health department sanitarian. This inspection must be completed and approved prior to occupancy and/or use of the kitchen and any food preparation area. A copy of the final health inspection approval must be provided to the City Building Inspector prior to the final occupancy inspection of the building.

7. Every elevator, elevator equipment/control room, LULA lift, escalator, moving sidewalk, or chair lift must be inspected and approved by a CCLD State Elevator Inspector prior to being placed into operation and prior to the final building occupancy inspection. The installing contractor is responsible for scheduling all required elevator inspections with the CCLD Elevator Inspector(s).
8. All high-pressure-piping [HPP] piping over 15 PSIG, all ammonia piping systems, all HPP/high-temp piping systems over 250 Degrees/30PSI, and all high-pressure boiler system installations must be inspected by the CCLD State High-Pressure-Piping Inspectors and/or a State Boiler Inspector - or their approved designate. The installing contractor is responsible for scheduling all required inspections for this equipment. Written verification of required final inspection(s) approval must be made available to the City Building Inspector before final occupancy inspection of the building. Copies of all boiler equipment start-up reports must be submitted to the City Building Inspector prior to the final building inspection.
9. A final electrical inspection is required on all interior and exterior electrical system installation for the project. The installing contractor is responsible for scheduling all required electrical inspections. The final electrical inspection must be completed and approved by the assigned State or local Electrical Inspector. Written verification of required final inspection(s) approval must be made available to the City Building Inspector before final occupancy inspection of the building.
10. A final plumbing inspection is required on all interior and exterior plumbing system installations. The installing contractor is responsible for scheduling all required plumbing inspections with the Plumbing Inspector/City Building Inspector. The final plumbing inspection must be completed and approved by the Plumbing Inspector/City Building Inspector. Written verification of required final inspection(s) approval must be made available to the City Building Inspector prior to final inspection of the building. Final plumbing inspection(s) may include requirements for: hydrostatic testing of water services, air tests on exterior sanitary and/or storm sewer piping, chlorination and subsequent flushing and bacterial testing of exterior water distribution systems, interior monometer testing, RPZ testing, potable water distribution system testing and subsequent chlorination and bacterial testing. (Also see items 18, 19, 20, and 21 for further requirements.) The installing contractor is responsible for scheduling all required inspections with the Plumbing Inspector/City Building Inspector. Written verification of required final inspection(s) and required test result(s) must be made available to the City Building Inspector before final inspection of the building.
11. A final HVAC/mechanical system inspection is required on all interior and/or exterior building mechanical systems. The installing contractor is responsible for scheduling this inspection with the City Building Inspector. Final HVAC/mechanical system inspection(s) may include requirements for: hydrostatic testing of building service piping, gas line air tests, smoke and/or fire damper actuation testing and inspection, smoke control system operational testing and inspection, fuel burning equipment start-up or air handling equipment operational testing and inspection, etc. (See items 12, 13, 14, and 18 for further requirements.) Written verification of required final inspection(s) (and required equipment test results) must be made available to the City Building Inspector before a final inspection of the building.
12. Final fuel-burning equipment start-up inspection, testing, and certifications must be completed for each piece of fuel-fired equipment in the building. The installing contractor is responsible for completing and submitting final equipment start-up certificates/results (which may include requirements for ORSAT testing and/or equipment balancing) for each piece of equipment. Written verification of required final inspection(s) (and required test results) must be made available to the City Building Inspector before final inspection of the building.
13. A final HVAC equipment balancing report must be submitted for the buildings' HVAC air handling system and all hydronic equipment. The installing contractor is responsible for scheduling and completing this testing. Final balancing reports and/or test results must be submitted to the City Building Inspector prior to final HVAC/Mechanical system inspection and prior to the final occupancy inspection of the building.
14. Final mechanical/HVAC and electrical systems "Acceptance Testing" must be completed by either a third party testing agency or by the project Mechanical and Electrical Engineer(s). All new mechanical/electrical equipment for this project is to be tested and adjusted for verification of proper functionality and performance and to ensure that all control elements are calibrated and in proper working condition, and that all components, equipment, systems, and interfaces between systems, conform to the construction documents and the Minnesota Energy Code. A letter of final verification evidencing such conditions must be submitted to the City Building Inspector prior to final inspection of the building.
15. *PUBLIC SCHOOL DISTRICT PROJECTS ONLY* – When contract work exceeds \$500,000.00 in construction valuation, a mechanical system "COMMISSIONING REPORT" must be completed by the installing contractor, the mechanical engineer, and/or a third party testing agency. A copy of the final commissioning report must be submitted to the City Building Inspector within one-year of the issuance of the Certificate of Occupancy for the project.
16. A final fire code and life safety inspection must be scheduled with the local Fire Marshal (if one exists). The general contractor/construction manager is responsible for scheduling required life-safety inspections for this project. This inspection must be scheduled when the building and grounds are substantially complete, but before the final occupancy inspection by the City Building Inspector.

17. A final Special Inspection & Testing Summary report must be completed and submitted to the City Building Inspector once all required special inspections are done for the project. The final summary report must essentially state that all required special inspections/testing have been completed, tested, and/or inspected as required by the code and by the structural engineer and/or architect of record. It must also contain language to verify that said inspections and test results meet the building code and the project specification requirements. This report must be submitted to the City Building Inspector as soon as possible, but at a minimum, before the final occupancy inspection of the building.
18. All miscellaneous gas piping, medical gas piping, process piping, hydronic piping, plumbing piping, and other mechanical equipment piping must be pressure tested (and witnessed/verified by the appropriate state inspector) prior to the final occupancy inspection of the building. Written verification of required piping pressure tests must be made available to the City Building Inspector before final occupancy inspection of the building. A copy of the third party medical gas test/inspection must also be made available to the City Building Inspector prior to final inspection of the building.
19. All exterior utilities must be final tested/inspected by the Plumbing Inspector or the City Building Inspector. Some of these tests/inspections include: Hydrostatic pressure testing, chlorination, flushing, bacterial water testing, air pressure tests on sanitary and storm sewer pipes, etc. The installing contractor is responsible for scheduling of all required inspections and/or tests for these items. All systems/equipment must be inspected and approved by the Plumbing Inspector or City Building Inspector prior to final inspection of the building. A copy of the domestic water line bug test results must be submitted to the City Building Inspector prior to final building inspection.
20. Every septic system must be inspected and approved by the local authority prior to the final occupancy inspection of the building. It is the responsibility of the installing contractor to schedule and obtain all required septic system inspections with the local authority prior to the final occupancy inspection of the building. A copy of the final septic system inspection report and as-built drawing must be submitted to the City Building Inspector once complete.
21. Every water-well must be inspected during its installation by the local authority and/or a State Well Inspector. The well installer is responsible for scheduling all required well inspections. A final water sample test must be completed prior to final occupancy inspection to verify water quality. A copy of the final water test report must be submitted to the City Building Inspector prior to final occupancy inspection of the building.
22. If the building project is a state licensed facility (e.g., hospital, nursing home, SLF, correctional facility, hospice, group home, etc.) the project must be final inspected and approved by the appropriate licensing agency of Minnesota. This final licensing inspection must be completed after the final occupancy inspection approval by the City Building Inspector. It is the responsibility of the general contractor and/or construction manager to schedule all required state agency final inspections for necessary licensing.
23. A final “zoning inspection” is required. It is the responsibility of the general contractor and/or construction manager to schedule all required local/jurisdictional final zoning inspections once complete. These inspections must be completed and approved - prior to the final occupancy inspection by the City Building Inspector.
24. OTHER REQUIRED INSPECTIONS – As noted by the City Building Inspector, other required final inspections may be necessary. Verify potential “other” inspections with the City Building Inspector ASAP.
25. The final occupancy inspection must be completed prior to moving any furnishings into the building. It must also be completed and approved prior to occupancy of the building. All aforementioned final inspections must be completed and approved as outlined herein - prior to scheduling the final occupancy inspection. It is the responsibility of the general contractor and/or the construction manager to schedule the final building occupancy inspection. This inspection is under the jurisdiction of the City Building Inspector. Upon successful completion of this inspection, a Certificate of Occupancy will be issued. Building occupancy and use may then occur. Note that no change in use or occupancy of the building or facility may occur without the issuance of a new Certificate of Occupancy by the City Building Department.

Questions or comments regarding required final inspections, test reporting, or final submittals should be directed to the appropriate City Inspector or the City Building Official. Call **651-280-6833 with questions.**

Required Inspection	Date completed	Final Inspection Checklist Worksheet Type of final inspection/verification required	
		1	Final fire alarm system inspection by City Building Inspector. (Final NFPA 72 installation certification form submittal required from installing contractor.)
		2	Final fire sprinkler system testing and inspection by City Building Inspector. Auto-phone-dialer/monitoring system fully established. (Final NFPA 13 installation certification form submittal required from installing contractor.)
		3	Final fire sprinkler system fire-pump start-up inspection by City Building Inspector. (Final NFPA 13 and NFPA 20 installation and start-up certification form submittal required from installing contractor.)
		4	Final emergency generator start-up and operational inspection by state electrical and/or City Building Inspector. (A final start-up and installation certification letter must be submitted by the installing contractor.)
		5	Final class I kitchen hood operational inspection by City Building Inspector. (Final NFPA 96 installation and testing certification letter must be submitted to the City Building Inspector - by hood fire protection contractor.)
		6	Final kitchen and/or food prep area sanitary health inspection. (A copy of the final sanitarian/health inspection report must be submitted to the City Building Inspector.)
		7	Final elevator, LULA lift, escalator, or moving walk inspection by CCLD Elevator Inspectors.
		8	Final high-pressure-piping, ammonia system piping and/or boiler inspection completed by the appropriate CCLD State or Insurance Inspector. (A copy of the final boiler start-up reports must be submitted to the City Building Inspector for final inspection.)
		9	Final electrical inspection by State Electrical Inspector.
		10	Final plumbing inspection by CCLD State Plumbing Inspector or City Inspector.
		11	Final Mechanical/HVAC inspection by City Building Inspector.
		12	Final fuel-burning-equipment start-up inspection, testing, and certification completed by the installing contractor(s). (Final inspection/start-up forms are required for each piece of fuel burning equipment – to be submitted by the installing contractors – at final mechanical/HVAC inspection.)
		13	Final balancing report is required for each piece of mechanical equipment and/or the entire new HVAC system. (A final balancing report must be submitted prior to – or at – the final project mechanical inspection.)
		14	Final mechanical/HVAC and electrical systems “Acceptance Testing” letter from either a third party testing agency - or from the project Mechanical and Electrical Engineer(s) is required to be submitted for final inspection (per the energy code). (All new mechanical/electrical equipment for this project must be tested and adjusted for verification of proper functionality and performance to ensure that all control elements are calibrated and in proper working condition, and that all components, equipment, systems, and interfaces between systems, conform to the construction documents and the energy code. A letter of verification evidencing such conditions is required for final inspection.)
		15	Final HVAC System “Commissioning” for Public School District Buildings. (A final mechanical system commissioning inspection must be completed within 1-year of the final building inspection for all public school building projects - in accordance with State Statute. A copy of this report must be submitted to the City Building Inspector upon completion.)
		16	Final Fire Code and Life Safety Inspection completed by the appropriate State and/or local Fire Marshal – prior to occupancy of the building.
		17	Final Special Inspection & Testing Summary report completed and submitted to City Building Inspector. (From each respective project special inspection and testing agency.)
		18	All gas piping, process piping, medical gas piping, mechanical equipment piping, plumbing piping, etc. - pressure tested and approved by the appropriate third party and/or the City Inspector. (A final medical gas piping inspection/approval report must be submitted by the respective third party inspection agency.)
		19	Exterior site utilities final tested, inspected, sanitized, flushed, and approved - by the State Plumbing Inspector or City Building Inspector. (An H ₂ O bug test result/report must be submitted to the City Building Inspector for final inspection.)
		20	Final septic system inspection is required by the local building/zoning/engineering department.
		21	Final well inspection by local zoning and/or State MDH Well Inspector required.
		22	Final MDH or DOC inspection for special state licensed facilities (i.e., hospitals, nursing homes, SLF’s, correctional facilities, etc.) must be completed by the appropriate state agency inspector.
		23	Final local zoning inspection approval – by the local zoning administrator.
		24	OTHER REQUIRED INSP: _____
		25	Final building Inspection for the Certificate of Occupancy - by the City Building Inspector. (All previously listed inspections and/or required paperwork must be completed and submitted to the City Building Inspector prior to scheduling this inspection. The C of O will not be issued until all necessary paperwork has been submitted.)

All above must be checked/completed prior to issuance of the Certificate of Occupancy. No furnishings may be placed within the building and no person shall occupy the building until a Certificate of Occupancy has been issued by the City Building Official in accordance with MSBC 1300.0220.