



## **Community Development and Public Works**

### **Permitting Division**

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4800 • 520-742-1022 (Fax)

### **Checklist for closing out Building Shell permits**

To close out a permit and receive a Certificate of Substantial Completion provide the following:

1. Completed Green Inspection Card
2. Special Inspection Agreement form stamped by the approving engineer, with all final inspection reports
3. Water chlorination report per 2012 IPC Section 610, if any water supply plumbing was installed
4. CD- ROM of approved as-built drawings in PDF format

### **Check list for closing out Landlord improvements**

To closeout a permit for a non-C of O permit provide a copy of the following:

1. Completed Green Inspection Card
2. Water chlorination report per 2012 IPC Section 610 if any water supply plumbing was installed.
3. Special Inspection Agreement form stamped by the approving engineer, with all final inspection reports as applicable
4. CD-ROM of approved As-Built drawings in PDF format

**YOUR COMPLETED GREEN INSPECTION CARD IS YOUR RECORD OF SUBSTANTIAL COMPLETION OF LANDLORD IMPROVEMENTS**

### **Check list for Closing out a Tenant improvement**

To close out a permit and to receive a Certificate of Occupancy provide the following:

1. Completed Green Inspection Card
2. Special Inspection Agreement form stamped by the approving engineer with all final inspection reports
3. Water chlorination report per 2012 IPC Section 610, if any water supply plumbing was installed.
4. Air balance report – IF TENANT HAS MORE THAN 2 AIR HANDLING SYSTEMS, A SEALED LETTER FROM MECHANICAL ENGINEER OF RECORD SHALL BE INCLUDED TO VERIFY “INTENT OF DESIGN IS MET”
5. CD-ROM of approved As-Built drawings in PDF format.