DEPARTMENT OF
COMMUNITY SERVICES

CHECKLIST FOR OCCUPANCY

A Temporary Certificate of Occupancy (TCO) will allow you to occupy premises, or portion thereof as allowed in TCO. TCO will be for a specific period of time until all additional requirements are met. A permanent Certificate of Occupancy (CO) should be obtained within this time period or an extension must be requested by you, the applicant if all open issues are not addressed. This list is only a guideline, and does not cover all items for any particular project. Any requests for information made during the project are your responsibility to submit and are not included in this checklist. Please refer to all inspection reports, correspondence and notes for other issues.

The typical list below notes all the items that must be addressed prior to issuing a Temporary Certificate of Occupancy.

1. Final approved inspection reports on all permits including building and mechanicals. (i.e. Electrical, Plumbing, HVAC, Sprinkler, etc.)
2. Written approvals from Fire Marshal approving Temporary Certificate of Occupancy.
3. Written approvals from Health District (if required for occupancy i.e.: restaurants, etc.)
4. Written zoning approval.
5. Affidavit of final construction cost and payment of applicable fees.
6. Final Statement of Special Inspections signed and sealed by engineer of record. (If required)
7. Statements of Professional Opinion in accordance with Section 110.1.4 of 2005 Connecticut State Building Code (or 118.1.2 in 1999 Connecticut State Building Code), "In accordance with the provisions of section 29-276c, C.G.S., no Certificate of Occupancy shall be issued for a proposed structure or addition to buildings classified as (1) assembly, educational, institutional, high hazard, transient residential, which includes hotels, motels, rooming or boarding houses, dormitories or similar buildings, other than residential buildings designed to be occupied by one of more families, without limitation as to size or number of stories; (2) business, factory and industrial, mercantile, moderate and low hazard storage, having three stories or more or exceeding 30,000 square feet total gross area; and (3) non-transient residential dwellings having more than 16 units or 24,000 square feet total gross area per building, until the building official has been provided with a statement signed by the architect and professional engineer and the general contractor stating that the completed structure or addition is in substantial compliance with the approved plans on file."
8. Certified air balance report where special ventilation requirements i.e.: restaurants.
9. Ventilation/Carbon monoxide detection for garage certified by a Professional Engineer for installation and operation of systems.
10. Confirmation of impact resistant glass in all hazardous locations.
11. Final certification of all spray fireproofing if installed. This includes any areas of repairs.

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12. Certification of outlet polarity, and/or other certifications as may be required by electrical inspector.

13. Flame spread and Smoke development ratings on all of the following:
    A. Wall coverings
    B. Suspended acoustical tile systems
    C. Floor coverings
    D. Window treatments
    E. Furniture
14. State approval on pressure vessels exceeding 125 gallons on hot water heaters and 450,000 BTU's on boilers, where applicable.
15. State approvals of elevator, if applicable.
16. All rough grading in place and all handicapped exits fully accessible with walkways.
17. Identification on building for street number.
18. State Traffic Commission approval.

In order to receive a permanent Certificate of Occupancy the following items are required:

1. Final written approval by Building Department based on complete reinspection of all common areas, including but not limited to:
    A: Rooftop
    B: Rooftop equipment
    C: Storage areas including any parking areas, inside or outside building.
    D: Reinspection of any noted deficiencies previously noted as conditions of occupancy (TCO).
    E: Inspection of all unoccupied areas including unsold or unleased spaces or units.
    F: Other requirements or reinspections that may be specific to your individual project.
2. If Fire Marshal approved previously only for a Temporary Certificate of Occupancy, full Certificate of Occupancy approval required in writing.
3. Final zoning approval in writing.
4. All written documentation must be received, reviewed and approved. For example, any previously accepted documents faxed with seals/signature must have original submitted.

This handout covers commercial, multi-tenant and multi use structures. Not applicable to 1 or 2 family dwellings.

doc:checklistforco
revised:1/13/09

Disclaimer: The Town of West Hartford Building Department is offering this handout as service to our customers. The town assumes no responsibility for any errors or omissions. The installer is required to follow all applicable codes.