

Project Title: _____

Project Address: _____

PR ____ - _____

2 weeks prior to requesting a Certificate of Occupancy permit, the contractor must schedule the inspections identified below. Contact Kim Eaton with Public Works at keaton@stjoemo.org or 271-4661.

- | | | |
|--|-----------|----------------------|
| <input type="checkbox"/> Public Street Inspection | by: _____ | Date approved: _____ |
| <input type="checkbox"/> Sidewalk inspection | by: _____ | Date approved: _____ |
| <input type="checkbox"/> Landscaping/parking Inspection | by: _____ | Date approved: _____ |
| <input type="checkbox"/> Final sediment control inspection | by: _____ | Date approved: _____ |
| <input type="checkbox"/> Stormwater facility inspection | by: _____ | Date approved: _____ |
| <input type="checkbox"/> Driveway inspection | by: _____ | Date approved: _____ |
| <input type="checkbox"/> Pre-treatment facility inspection | by: _____ | Date approved: _____ |

Additional documents/requirements that may be needed prior to requesting a Certificate of Occupancy

- | | |
|---|-----------------|
| <input type="checkbox"/> As-Built drawings, stamped by a Registered Professional Engineer | Submitted _____ |
| <input type="checkbox"/> Final Floodplain elevation certificate by Registered Land Surveyor | Submitted _____ |
| <input type="checkbox"/> Easements and recorded documents | Completed _____ |
| <input type="checkbox"/> Deeds and gifts, | Completed _____ |
| <input type="checkbox"/> Maintenance agreements | Completed _____ |
| <input type="checkbox"/> Pre-treatment issuance of Wastewater Contribution Permit | Completed _____ |
| <input type="checkbox"/> Sanitary Sewer Inspection and Testing Logs | Submitted _____ |
| <input type="checkbox"/> Street Construction Inspection/Testing Logs | Submitted _____ |

Notes:

Once these items are approved and this form is completed, the MEP contractor can contact the Permitting Office (1-816-271-4151) to request the **final trade inspections** in order to receive the Certificate of Occupancy. To schedule **final trade inspections**, including fire protection and health contact:

Commercial Development Review Coordinator
816.271.5341

POST CONSTRUCTION CHECKLIST PHASE V – POST CONSTRUCTION INFRASTRUCTURE INSPECTIONS

BUILDING DEVELOPMENT

REQUIRED FOR ALL COMMERCIAL AND SUBDIVISION PLANS

CITY OF ST. JOSEPH

FOR QUESTIONS:

Engineering

David Frazier 271-5320

Floodplain

Alan Dewey 271-4869

Stormwater and Land Disturbance

Georganne Bowman 271-4698

Pre-Treatment

Leah Swindler 271-8003

Ben Hartman 271-8008

Fire Protection

Steve Henrichson 271-4623

Environmental Health and Food Safety

Rick Messa 271-4634

Building Inspection

Randy Simpson 271-4636

Planning and Zoning

Nic Hutchison 271-4648