



FINAL INSPECTION CHECKLIST

Town of Atherton
Building Department
80 Fair Oaks Ln.
Atherton, California 94027
Phone: (650) 752-0560
Inspection requests:
(650) 752-0542

Project Address: _____

All Permit Number(s) for the site: _____

DOCUMENTS:

<u>Required</u>		<u>Submitted / Date</u>	
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ General and Sub-Contractor Business License Verification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Setback and Height Survey Letters
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Final Letters from Project Geotech, Civil and Structural engineers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Final Special Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Final Letters for Project Grading and Drainage engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Energy Compliance forms and Hers Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Insulation Certification Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ WELO Audit Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Approved landscape screening plan BP# _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Code Enforcement Citations Paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Return Town's yellow sign "Notice" on construction activity

FINAL INSPECTIONS:

<u>Required</u>		<u>Completed / Date</u>	
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Arborist to final Landscape Screening Permit & Tree replacement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Tree Removal Permit(s) are finalized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Public Works Encroachment Permit(s) are Finalized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Grading and Drainage Permit / Storm Water Maintenance Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Public Works Road Inspection (Check for damage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Planning Final Inspection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Menlo Fire Protection District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Sewer District Connection/Reconnect Final
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Building Inspector

OTHER:

<u>Required</u>		<u>Completed / Date</u>	
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Certificate of Occupancy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Turn in Recycling documents within 60 days of final

NOTES / ADDITIONAL REQUIREMENTS:
