

The DC Department of Buildings is offering this checklist to help ensure a smooth process for your certificate of occupancy (COO) inspection.

### Access Required

Safe and sufficient to all property areas is required for the COO inspection or it will be subject to termination (2017 12A DC Municipal Regulations [DCMR] 109.1.2).

### Tenant Consent Required

Valid tenant inspection consent release forms are required and must be presented to DOB inspectors before inspections within an occupied leased dwelling/sleeping unit (2017 12A DCMR Section 104.6.1). Download the DOB tenant inspection consent form at [tinyurl.com/DOBtenantinspectionconsentform](https://tinyurl.com/DOBtenantinspectionconsentform).

### Zoning

Zoning-related items may include, but are not limited to, bicycle parking (long and short term), striped parking spaces, loading docks, rooftop screening, conditions of a Board of Zoning Adjustment or Zoning Commission Order, and any items identified by DOB's Office of Zoning Administration.

### What Must Be Kept Onsite

**Property address number must be visibly displayed** over or near the main entrance location (2017 12A DCMR Section 118).

**Copies of all issued permits. Final inspection approvals for all associated permits are a prerequisite for COO issuance** (2017 12A DCMR Section 110.4.1, Item 2).

**Onsite inspection records** (i.e., DOB job card) for the issued permits (2017 12A DCMR Section 109.2.1). Inspection records must include all related documents for inspections conducted by DOB authorized third-party and special inspections agencies, as applicable.

**Legible copies of the approved permit drawings** (e.g., with the DOB review stamp) printed on paper that is a minimum of 11" x 17" for residential projects and 21" x 30" for commercial projects (2017 12A DCMR Section 105.6.1). Electronic copies of approved permit drawings will not be accepted for conducting COO inspections.

**Copies of the approved lockdown plan or hazardous materials management plan** (applicable based on proposed use and occupancy classification) (2017 DC Fire Code, Sections 404.2.3 and 407.6).

**Copies of the approved fire safety plan and evacuation plan** (applicable based on proposed use and occupancy classification) (2017 DC Fire Code, Section 403).

**Copies of the installation, acceptance, and testing documents** for:

- Fire protection and life safety systems installed and/or altered under the issued permits (e.g., National Fire Protection Association [NFPA] 13 and 24 Contractor's Material & Test Certificate for Above Ground and Underground Piping, NFPA 72 Fire Alarm System Completion Form, etc.) (2017 DC Fire Code, Section 901.5).
- Fire detection and alarm system installed and/or altered under the issued permits (e.g., NFPA 17A wet chemical extinguishing (Ansul) Testing Form, NFPA 204 Smoke and Heat Vents Testing Form, etc.) (2017 DC Fire Code, Table 901.6.1).
- DC Water Backflow Prevention Assembly Report (if applicable) [District of Columbia Water And Sewer Authority](#).

### What Must Be Verified

#### Fire Protection and Life Safety Systems

- Continuous monitoring of the fire protection and life safety systems by an approved supervisory service (2017 DC Building Code, Section 901.6).
- Continuity of all required fire-resistance rated assemblies to include their respective exit passageways (2017 DC Building Code, Section 109.3.1.9).
- Portable fire extinguishers have been installed and properly maintained and tagged (2017 DC Fire Code, Section 906).
- Various life safety provisions (you also must inspect) including, but not limited to, the following (applicable based on proposed use and occupancy classification): exit signs, GFCI outlet protection, emergency escape and rescue openings, proper installation and interconnection of single/multiple station smoke and carbon monoxide detection/alarm devices, exit discharge exterior illumination, room designation labels, raised character and braille accessibility signage, window opening control devices, and battery backup emergency lighting.

#### Mechanical, Electrical, and Plumbing

- All required safeguards for new or existing mechanical, electrical, and plumbing equipment, appliances and systems have been provided and properly maintained in good working order (2017 DC International Property Maintenance Code [IPMC], Section 102.2).

#### Occupancy Loads

- Posting of occupancy load placards for all rooms or spaces designated for Group A – Assembly occupancy and/or other occupancy classifications having accessory assembly use (i.e., conference rooms within Group B – Office occupancy) (2017 DC Building Code, Section 1004.3).

#### Egress, Evacuation

- Continuity of the required means of egress paths based on the proposed use and occupancy loads (2017 DC Building Code, Section 1003.6).
- Posting of evacuation diagrams or maps (applicable based on proposed use and occupancy classification) (2017 DC Fire Code, Section 403).
- The emergency power for means of egress illumination is functional and the connected emergency lighting is operational (2017 DC Building Code, Section 1008).

#### Accessibility Features, Building Elements

- In-service approvals (e.g., green DOB final acceptance sticker) for elevators and conveying systems installed and/or altered under the issued permits (2017 DC Building Code, Section 3009.1).

#### Elevators and Conveying Systems

- All required accessibility features and/or building elements have been provided (2017 12A DCMR Section 109.3.1.10).

### Questions?

Send an email to [DOB@dc.gov](mailto:DOB@dc.gov) to the attention of the iCA Construction Team.