

This checklist has observations CHECKED that pertain to your job site or project. The observations must be arranged either by telephone or in person **at least twenty-four (24)** hours in advance. Observations may be scheduled by calling Pennoni Associates Inc. at 975-6481 weekdays between 7:30 AM and 4:30 PM, or in person at the Pennoni Associates Inc. office, 1215 Manor Drive Mechanicsburg, Pa. 17055. **We will not place observations on our schedule unless a street address and permit number are given.** We will not schedule observations on weekends, holidays, before or after normal working hours. The Municipal building permit card(s) **must be displayed at the site** until the final inspection is completed.

ELECTRICAL OBSERVATION: The final electrical observation, if applicable, is required prior to issuance of a Certificate of Occupancy. The electrical observations are completed by a Pennoni Associates Inc. representative and are an observation the applicant or owner is responsible to schedule.

Other Applicable Requirements: Permit, Observation checklist, and stamped “Approved” drawings must be on site and available during observation. Construction must be in accordance with the “Approved” drawings. Deviation from the approved drawings must be submitted to the plan examiner for review and approval **PRIOR** to proceeding in accordance with PA UCC regulations. It is the responsibility of the owner and / or applicant to notify other agencies if / when necessary, (i.e. PA Department of Health, Department of Environmental Protection, PA One Call, PA Department of Transportation, special inspection agencies, etc.). Certificate(s) of Occupancy will not be issued prior to all required observations being completed, approved and all required Municipal fees are paid. The owner and / or applicant may be required to contact the PA Department of Environmental Protection **prior** to demolition of a building. PA DEP Harrisburg Office (717) 705-4702.

Permit Expiration: The issue permit expires one year from the date of issuance. If construction activities will extend beyond the expiration date, it is the responsibility of the applicant to apply for a permit extension.

Use or Occupancy of a structure prior to performance and completion of **all** observations and the issuance of a Certificate of Occupancy is a violation of the PA Uniform Construction Code Act.

I _____ hereby acknowledge receipt of the permit as owner / or agent
(print name here)
for the owner.

SIGNED: _____ PHONE: () _____

PA UCC REQUIRED OBSERVATION CHECKLIST

Demolition Prior to demolition the utility connections shall be discontinued and capped and inspected, pedestrian protection must be in place if necessary, and substitute required means of egress shall be in place.

Footing Footings shall be dug, and forms should be set. If required, rebar should be set in place and adequately suspended. All lot corners and setback stakes must be visible, the building permit must be posted, but **NO CONCRETE POURED**. Fill or questionable sub grade must be tested for load bearing capacity and certified by a soil engineer. (see below)

Soil Test The footing sub grade must be tested and certified by a soil engineer prior to the footing inspection. A copy of the soil test report must be submitted to the municipality. The report must state bearing capacity in pounds per square foot and the location of the test.

Foundation No backfill shall be placed against any part of foundation. Foundation damp proofing or water proofing must be complete. If **CLEAR COATING (DECO)** is used, a certificate of installation from the installer **must be provided at the time of inspection**. The certificate must include the date of installation, weather conditions, temperature, and the amount of clear coating applied. Do not backfill until the first floor is set.

Under/Above Ground Plumbing All under ground or under concrete and above ground drain, waste, and vent piping shall be inspected and either air (5 psi) or water (10 ft. head) tested for a minimum of fifteen (15) minutes prior to covering or backfilling. All water service from curb stop to meter and / or water distribution piping must be air (50 psi) or operating pressure tested for fifteen (15) minutes.

Building Sewer If applicable, all private manholes, and sewer laterals (from building sewer right of way to structure) must be inspected prior to covering, and tested and approved prior to use. Additional inspections by the Municipal Authority may be required.

Rough Electrical Rough wiring to all panels and boxes, grounding connections complete, wiring and conduit fastened and no receptacles or switches connected. Underground wiring and / or conduit inspected prior to covering, and the service panel inspection must be complete.

Framing & Mechanical All framing must be completed. All electrical wiring, plumbing, HVAC ducts & equipment and other items that will be concealed by floors, walls, or ceiling should be installed and **FIRESTOPPED**. The rough electrical inspection must be completed and approved. **NO INSULATION OR OTHER COVERING INSTALLED**. Fire dampers must be accessible and must be labeled. When required copies of special inspection reports must be submitted and approved prior to covering.

Energy Conservation All windows, doors, HVAC equipment shall be installed and wall, ceiling, and floor assemblies shall be insulated. All items must be labeled with “**K-values**”, “**R-values**” or “**U-values**”. Vapor barriers must be intact and no drywall or coverings installed.

Drywall All sheeting must be installed but **NOT TAPED OR SPACKLED**. All fastener locations must be visible. The use of rock splicers will not be permitted.

PA UCC REQUIRED OBSERVATION CHECKLIST

<input type="checkbox"/>	Fire Service	Written confirmation shall be submitted for the flushing and testing (test certificate) of the fire service piping or witnessed by a municipal representative.
<input type="checkbox"/>	Sprinklers	The following tests must be completed per NFPA-13: Hydrostatic Pressure Test (minimum of 200 PSI), Main Drain Test , and Water Flow Alarm Test(s) . A copy of the "Contractors Material and Test Certificate and a copy of the contract with " Approved " supervising service must be submitted at or before the Final Observation.
<input type="checkbox"/>	Fire Protection/ Detection	Prior to final approval and prior to use or occupancy all fire protection systems, smoke detectors, duct detectors, smoke dampers, alarms, devised, etc. must be tested and approved. Installation certificate(s) should be submitted for municipal record, if required. When required copy of contract with " Approved " supervising service must be submitted for record.
<input type="checkbox"/>	Fuel Gas Piping	All piping must be installed and properly supported. A pressure test of " 1.5 " times the maximum proposed working pressure or a minimum of " 3 " PSIG for a minimum of " 1/2 " hour for each 500 cubic feet of pipe volume. For a system having a volume of less than 10 cubic feet or a single family dwelling, the test duration shall not be less than 10 minutes. Mechanical gauges may not have a range greater than " 5 " times the test pressure.
<input type="checkbox"/>	Accessibility	All furnishings, plumbing fixtures, building elements, parking lines and signs must be installed and completed.
<input type="checkbox"/>	Final Electrical	All wiring complete, breakers connected and labeled, receptacles placed and covered.
<input type="checkbox"/>	Elevation Certificate	For construction within an identified flood zone, a copy of an "Elevation Certificate" must be forwarded to the municipality prior to occupancy.
<input type="checkbox"/>	Final Framing, Plumbing, Mechanical & Energy	Insulation, windows, doors, weather stripping, and any other weatherization must be installed and completed. The building or structure should be completed and ready for use or occupancy. The electrical work must be approved by a representative designated by the municipality, all smoke detectors and alarms must be operational and tested. The final site grading must be completed. The address shall be posted in a location visible from the street.
<input type="checkbox"/>	On-Lot Sewage Private Wells	Approval documentation for on-lot septic disposal systems by the Sewage Enforcement Officer and an approved bacteria test for a private well must be submitted prior to the issuance of a Certificate of Occupancy.
<input type="checkbox"/>	Other	_____ _____ _____