

**SC HTF Supportive Housing New Construction and Multi Family Rehabilitation
HTF-2AAA Inspection Request Form**

Date of Request: _____

SC HTF Award #: _____

Sponsor Name: _____ Contact: _____

E-mail: _____ Cell#: _____

Alternate Contact

Contact #2: _____ Cell#: _____

Contact #3: _____ Cell#: _____

Project Information *List ONLY one (1) address per inspection request.

Project Name: _____ Address: _____

City, State, Zip: _____ County: _____

Inspection Type:

- Re-Inspection for Inspection Denied on: _____ Quality Control Change Order Review # _____
- Final Plans and Specifications Review
- Site Inspection - Request when erosion/sediment controls in place **and** clearing, grubbing, & rough grading is complete.
- Footing Inspection - Email pictures to Construction Manager and PC of dug footings with rebar in place ready for placement of concrete. Pictures must be clear and provide location characteristics.
- Foundation Completion Inspection - Request when foundation is complete **before** slab is poured or floor framing is finished.
- Dried-In Inspection - Request when framing is complete to include windows and doorways with exterior wrapped.
- Rough-In Inspection - Request when electrical, plumbing, HVAC, and insulation are complete.
- 75% Complete Inspection - Request when interior doors, trim, kitchen cabinets, etc. are installed, **or** when building is 75% complete, **Whichever occurs first.**
- Pre-100% completion Inspection – To be completed when punch list work is underway.
- 100 % Complete Inspection - **Must include all items as noted on the Checklist provided on page 2.*
- Interim Draw Inspection # _____ Percentage Complete % _____ Amount Requested \$: _____

Attachments:

- HTF-2C Change Order Request AIA Application for Payment HTF-4A Draw Request for Payment
- HTF-4B Draw Summary Form HTF-4B Draw Summary Form HTF-4C Certification of Payment
- HTF-4D Draw Schedule Request HTF-2D Certification of Work Completed Invoices
- Scopes of Work/ Quotes Contractor License and Insurance Environmental Inspections
- Photographs Locality Building Inspectors Report Environmental Test Results
- Plans and Specifications Other _____

Authority Use Only

Program Coordinator: _____ Inspector: _____

Date Processed for Inspection: _____ Date of Inspection: _____

Inspection has been: Approved Denied

Inspectors Signature: _____

Checklist of Documents Required for Submission of 100% (Final) Inspection:

- Certificates of Occupancy
- Final AIA Application for Payment
- SRDP Appendix DD- Final Accessibility Inspection Checklist
- SRDP Appendix EE- SC Housing Consultant Accessibility Certification Form
- SRDP Appendix FF- Owner Accessibility Certification
- Energy Star Certification
- Playground Floor Certification **If applicable, see SC HTF SH Appendix D, Section II, C, 2, vii*
- Certified as Built Finished Floor Elevations **If applicable, see SC HTF SH Appendix D, Section II, E, 2*
- 30 Year Warranty of Exterior Finishes, see S HTF SH Appendix D Section II, F
- 30 Year Warranty of Roof, see SS HTF SH Appendix D, Section II, G
- 10 Year Warranty of Windows & Doors (1 Year for Fire Related Doors), see SS HTF SH Appendix D, Section II, I
- Flooring Warranty - see SS HTF SH Appendix D, Section II, N
- AHRI Certificates for all HVAC Equipment Installed