

# SC State Housing Finance & Development Authority

## Tax Credit Development FORM 6 - Final 100% Inspection Request

**NOTE: Documents 1 - 11 are to be submitted before inspection will be scheduled.**

**Project Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

| Item no.  | Description   | Received |
|---|---|----------|
| 1   | <b>SCSHFDA FORM 5- 25%, 50%, and 75% Inspections Completed</b>  |          |
| 2   | <b>All Permanent Certificates of Occupancy</b> on all buildings/structures to be inspected must be submitted with Inspection request.                               |          |
| 3   | Architectural <b>Certificate of Substantial Completion</b> - for all buildings/structures on the project to be inspected must be submitted with Inspection request. |          |
| 4   | A <b>Letter from Contractor</b> certifying that all punch list items on the Architectural Certificate of Substantial Completion have been completed.                |          |
| 5   | FINAL Contractor <b>Payment Application</b> showing a <b>zero balance</b> or only retainage to complete.  |          |
| 6   | FINAL <b>Change Order Log</b> for the Project with all Change Orders listed.  |          |
| 7   | PDF Copy of the <b>FINAL "WAIVER LOG"</b> showing all Approved Waivers issued on the Project.   |          |
| 8   | Final <b>Exhibit "G"</b> submitted form signed by Architect   |          |
| 9   | Letter from <b>ADA Accessibility Consultant</b> Certifying Project meets all ADA requirements.  |          |
| 10  | Certificate of <b>Radon Testing Certification</b> from radon consultant. ( if applicable)   |          |
| 11  | PDF Copy of the <b>FINAL Survey of the Site Plan</b>  |          |
| <b>Please initial items 12-21 that they are completed and or installed for 100% Inspection:</b> |   |          |
| 12  | <b>Computer Center computers &amp; printers installed</b> and connected to the Internet. (if applicable) Test email to be sent.                                     |          |
| 13  | All <b>Camera/Security systems</b> to be installed and operational to central monitor. (if applicable)  |          |
| 14  | <b>Central laundry washers and dryers installed</b> and operational. (if applicable)  |          |
| 15  | <b>Exercise equipment installed</b> and operational. (if applicable)  |          |
| 16  | <b>Playground equipment installed and operational</b> complete with bench seating. (if applicable)  |          |
| 17  | <b>Picnic Pavilions/Gazebo installed</b> and operational with table and seating. (if applicable)  |          |
| 18  | <b>All Landscaping and irrigation systems must be installed</b> , complete and functional.  |          |
| 19  | All building <b>HVAC systems must be energized and operating 48hrs.</b> before inspection.  |          |
| 20  | All building <b>electrical and lighting systems must be energized and operating 48hrs.</b> before inspection.   |          |
| 21  | All building <b>plumbing and water heating systems must be energized and operating 48hrs.</b> before inspection.  |          |

**Authorized Representative's Name:** \_\_\_\_\_

**Authorized Representative's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_