

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 | All Permanent Certificates of Occupancy on all buildings/structures to be inspected must be submitted with Inspection request. | |
| 2 | Architectural Certificate of Substantial Completion - for all buildings/structures on the project to be inspected must be submitted with Inspection request. | |
| 3 | A Letter from Contractor certifying that all punch list items on the Architectural Certificate of Substantial Completion have been completed. | |
| 4 | FINAL Contractor Payment Application showing a zero balance or only retainage to complete. | |
| 5 | FINAL Change Order Log for the Project with all Change Orders listed. | |
| 6 | PDF Copy of the FINAL "WAIVER LOG" showing all Approved Waivers issued on the Project. | |
| 7 | Final Exhibit "G" submitted form signed by Architect | |
| 8 | Letter from ADA Accessibility Consultant Certifying Project meets all ADA requirements. | |
| 9 | Letter from ADA Accessibility Consultant certifying Project meets all ADA requirements. | |
| 10 | Certificate of Radon Testing Certification from radon consultant. (if applicable) | |
| 11 | PDF Copy of the FINAL Survey of the Site Plan | |
| Items 12-21 must be completed and/or installed prior to 100% Inspection: | | Initial Here |
| 12 | Computer Center computers & printers installed and connected to the Internet. (if applicable) Test email to be sent. | |
| 13 | All Camera/Security systems to be installed and operational to central monitor. (if applicable) | |
| 14 | Central laundry washers and dryers installed and operational. (if applicable) | |
| 15 | Exercise equipment installed and operational. (if applicable) | |
| 16 | Playground equipment installed and operational complete with bench seating. (if applicable) | |
| 17 | Picnic Pavilions/Gazebo installed and operational with table and seating. (if applicable) | |
| 18 | All Landscaping and irrigation systems must be installed , complete and functional. | |
| 19 | All building HVAC systems must be energized and operating 48hrs. before inspection. | |
| 20 | All building electrical and lighting systems must be energized and operating 48hrs. before inspection. | |
| 21 | All building plumbing and water heating systems must be energized and operating 48hrs. before inspection. | |

Authorized Representative's Name: _____

Authorized Representative's Signature: _____

Date: _____