



**City of Tualatin**  
 18880 SW Martinazzi Avenue  
 Tualatin, OR 97062  
 (503) 691 3044 FAX: (503) 692-0147  
[www.tualatinoregon.gov](http://www.tualatinoregon.gov)

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

## Pre-Final and Certificate of Occupancy Checklist

**Project Information:** Project: \_\_\_\_\_ Permit No. \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Information: \_\_\_\_\_

**Req'd Done N/A**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>1. Final insp. and approval by the following City, State &amp; County Dept.</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Planning Division _____ Ph# 503-691-3026  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Engineering Division _____ Ph# 503-691-3031                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Operations Dept. _____ Ph# 503-691-3091   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Washington County Electrical - - Ph# 503-846-3470                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Washington County Health Dept. - - Ph# 503-846-4402                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Clean Water Services - - - Ph# 503-681-3600                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. State Dept. of Human Resources - - Ph# 503-945-5944                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. Dept. of Environmental Quality  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. State Elevator Acceptance Report  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>2. Final Plumbing Inspection &amp; Approval</b>                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Provide Backflow Test Reports   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Submit Video for Sanitary and Storm Lines                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>3. Final Mechanical Inspection &amp; Approval</b>                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Submit Area/Room Air Balance Reports  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>4. NFPA Fire &amp; Life Safety Certificate Forms</b>                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Underground Fire Line   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Above Ground Fire Sprinkler Piping  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Fire Alarm Test - Record of Completion  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Commercial Hood Suppression Test  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>5. Submit Fire Hydrant Flow Test for Acceptance of Hydrants</b>                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>6. Provide Copy of Emergency Egress Lighting Test</b>                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>7. Submit Test certificate for all Automatic Closing Doors incl. Drop Tests</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>8. Submit Certificate of Operations for Emergency Generator Run Test</b>        |

- 9. Fire Dept. Installs Keys in 'Knox Box' & Door Decals Installed
- 10. Submit 2-Sets of As-Built Plans for Fire Sprinklers and Fire Alarms
- 11. All Fire lines, including mains, hydrants and sprinklers shall be active
- 12. Fire Dept. Access Shall be Complete and Approved by TVF&R.
- 13. Submit a Closure Letter from the Special Inspection Agency
- 14. Submit a Copy of the City of Tualatin, Business License Approval
- 15. Submit Payment of Transportation Development Tax (if deferred)
- 16. Final Accessibility Inspection and Approval
- 17. Final Building Inspection and Approval
- 18. Other \_\_\_\_\_
- 19. Other \_\_\_\_\_
- 20. Other \_\_\_\_\_
- 21. Other \_\_\_\_\_
- 22. Other \_\_\_\_\_
- 23. Other \_\_\_\_\_
- 24. Other \_\_\_\_\_
- 25. Other \_\_\_\_\_
- 26. Other \_\_\_\_\_
- 27. Other \_\_\_\_\_
- 28. Special Conditions \_\_\_\_\_  
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- 31. General Comments \_\_\_\_\_  
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- 32. Temporary Certificate of Occupancy
- 33. Certificate of Completion
- 34. Certificate of Occupancy