



CITY OF DANA POINT

**COMMUNITY DEVELOPMENT,
BUILDING AND SAFETY**
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B016 -FINAL

2019 CALIFORNIA CODES
CODE CYCLE

01/02/2020
EFFECTIVE DATE

RESIDENTIAL BUILDING FINAL CHECKLIST

REQUIRED CITY CERTIFICATIONS AND INSPECTIONS

DATE

- LINE AND GRADE CERTIFICATION (*PRIOR TO FOUNDATION SIGNOFF- MUST BE ON PLANNING'S FORM*) _____
- RIDGE HEIGHT CERTIFICATION (*PRIOR TO ROOF SHEATHING INSPECTION - MUST BE ON PLANNING'S FORM*) _____
- STREET REPAIR FINAL/RELEASE (*IF STREET IS CUT - PUBLIC WORKS – CALL 248-3575*) _____
- DIGITAL COPY OF FINAL APPROVED PLANS STAMP BY ALL PARTIES (INCLUDING CITY STAMP) (DISK OR THUMB DRIVE) _____
- ENGINEERING GRADING FINAL (*GRADING PERMIT - ENGINEERING-CALL 248-3575*) Grading Permit # _____
- PLANNING FINAL (*IF REQUIRED BY PLANNING - CALL 248-3564*) Planner's name _____
- LANDSCAPE CERTIFICATION (*Self-certification Water Quality form*) Permit Number _____
- OCFA FIRESPRINKLER FINAL (*PERFORMED BY THE ORANGE COUNTY FIRE AUTHORITY*) Fire Permit # _____
- CODE ENFORCEMENT RELEASE (*APPLIES ONLY WHEN CODE ENFORCEMENT HOLD IS PLACED*) _____
- WATER DISTRICT RELEASE LETTER FROM SCWD IS REQUIRED – (*CONTACT LANA REMINGTON 499-4555*) _____

REQUIRED REPORTS

- STRUCTURAL OBSERVATION & FINAL REPORT (*BY THE ENGINEER OF RECORD*) _____
- SOILS MEMO (*BY THE SOILS ENGINEER OF RECORD*) _____
- SPECIAL INSPECTOR (DEPUTY) FINAL REPORT (*DEPUTY INSPECTORS MUST BE REGISTERED WITH THE CITY*) _____

REQUIRED PERMITS

- SPIRAL STAIR DRAWINGS / PERMIT Permit Number _____
- REVISIONS Permit Number _____
- SCOPE OF WORK CHANGES Permit Number _____
- DEFERRED MEPS PERMITTED (*REQUIRED PRIOR TO FRAMING INSPECTION*) Permit Number _____
- FIRE SPRINKLE PERMIT (*REQUIRED PRIOR TO FRAMING INSPECTION*) Permit Number _____
- ELEVATOR PERMIT Permit Number _____
- TEMP TO FINAL UTILITY PERMIT / RELEASE (*TSPB*) Permit Number _____
- TRUSS ENGINEERING DEFERRED SUBMITTAL Permit Number _____

- OPTIONS PERMITS Permit Number _____
- LANDSCAPE PERMITS *(IF REQUIRED BY PLANNING - PLANNING FINAL)* Permit Number _____
- POOL / SPA PERMITS *(SEPARATE PERMIT)* Permit Number _____
- RETAINING WALLS AND BLOCK FENCES PERMIT *(SEPARATE PERMIT)* Permit Number _____
- PATIO COVER / BAR-B-QUE / FIRE PIT *(SEPARATE PERMIT)* Permit Number _____