

May 3, 2012

**LAND DEVELOPMENT  
COMMERCIAL OCCUPANCY CHECKLIST**

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
OWNER ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_

NOTE: THIS CHECKLIST IS BEING PRESENTED TO THE OWNER AND CONTRACTOR TO INFORM THEM OF SITE-RELATED ITEMS WHICH NEED TO BE ADDRESSED PRIOR TO OBTAINING A CERTIFICATE OF OCCUPANCY. THIS CHECKLIST ATTEMPTS TO IDENTIFY THE MOST COMMON REQUIREMENTS AND MAY NOT BE ALL INCLUSIVE.

PLEASE NOTE THE OCCUPANCY PERMIT IS REQUIRED BEFORE STOCKING RETAIL AND INSTALLING FURNITURE/EQUIPMENT. IF YOU HAVE ANY QUESTIONS ABOUT REQUIRED ITEMS, PLEASE CONTACT THE APPROPRIATE AGENCY.

**DOCUMENT AND FINANCIAL REQUIREMENTS**

	AGENCY	COMPLETED		
		YES	NO	N/A
<b>1. FINAL LANDSCAPE PLAN</b>	TOWN			
<b>2. LIGHTING PLAN</b>	TOWN			
<b>3. FINAL PLAT</b> including easements, right-of-way dedication, and tree save areas	TOWN / LAND DEV./ CMUD			
<b>4. MONETARY PAYMENTS</b> for APFO, future roadway improvements, water quality maintenance, etc.	TOWN			
<b>5. SPECIAL PROVISIONS AND CONDITIONS</b> including 'as noted' approvals and Design Review Board requirements	TOWN			
<b>6. SIGNS</b> approved in accordance with ordinance or Design Review Board approval	TOWN			
<b>7. PEDESTRIAN AND MULTI-MODAL FEATURES</b> Design Review Board approval of bike racks, benches, bus shelter, mail kiosk, outdoor seating, etc.	DAVIDSON			
<b>8. POST CONSTRUCTION ORDINANCE</b>	COUNTY WATER QUALITY & LAND DEV.			
APPROVED AS-BUILTS for BMPS (water quality facilities)				
RECORDED MAINTENANCE COVENANT AND PLAN				
PROOF OF FINANCE OR ESCROW ACCOUNT FOR CONTINUED MAINTENANCE OF BMPS				
TWO-YEAR MAINTENANCE BOND, or if BMPs are not complete in time for occupancy, a performance bond				
<b>9. STORM WATER ELEVATION CERTIFICATE</b>	COUNTY FLOOD MITIGATION			
<b>10. IMPERVIOUS AREA SURVEY</b> for Watershed Protection regulations	COUNTY LAND DEV			

	AGENCY	COMPLETED		
		YES	NO	N/A
<b>11. WELL SAMPLE RESULTS</b>	COUNTY GROUND WATER			
<b>12. FLOODPLAIN DEVELOPMENT</b>	COUNTY FLOOD MITIGATION			
ELEVATION CERTIFICATE				
CERTIFICATION OF DEVELOPMENT OUTSIDE THE COMMUNITY ENCROACHMENT AREA				
AS-BUILT TOPOGRAPHIC MAP				
SURVEYED FIELD LOCATED FLOODLINES				
LETTER OF MAP REVISION APPLICATION				
<b>13. BACKFLOW QUESTIONNAIRE</b>	CMUD			
<b>14. WATER AND SANITARY SEWER FEES</b> associated fees for the meters providing service to the building(s)	CMUD			
<b>15. N.C DEPT. OF ENVIRONMENT AND NATURAL RESOURCES CERTIFICATION</b> complete and in good standing	CMUD			

## ITEMS TO BE COMPLETED IN THE FIELD

	AGENCY	COMPLETED		
		YES	NO	N/A
<b>16. INTERNAL LANDSCAPING</b>	LAND DEV.			
CORRECT CALIPER, HEIGHT, ROOT BALL SIZE				
CORRECT VARIETY AND NUMBER OF PLANTS				
HEALTHY PLANTS				
PROPERLY PLANTED				
<b>17. STREET TREES</b>	LAND DEV.			
CORRECT CALIPER, HEIGHT, ROOT BALL SIZE				
CORRECT SPECIES AND NUMBER OF PLANTS				
HEALTHY PLANTS				
PROPERLY PLANTED				
<b>18. BUFFER REQUIREMENTS</b>	LAND DEV.			
LAND USE BUFFER				
SWIM BUFFER				
<b>19. LIGHTING</b> in accordance with ordinance and approved plan	TOWN / LAND DEV.			

	AGENCY	COMPLETED		
		YES	NO	N/A
<b>20. PARKING</b>	LAND DEV.			
PAVED AND STRIPED				
ADEQUATE NUMBER OF SPACES				
<b>21. PEDESTRIAN AND MULTI-MODAL FEATURES</b> bike racks, benches, bus shelter, mail kiosk, outdoor seating, etc.	DAVIDSON			
<b>22. PUBLIC SIDEWALKS</b>	LAND DEV.			
CORRECT LOCATION				
CORRECT WIDTH AND CROSS SLOPE				
ADA COMPLIANT including accessible ramps				
PROPER STRENGTH, DEPTH, JOINTS, FREE OF CRACKS				
<b>23. SCREENING</b> including dumpsters	LAND DEV.			
<b>24. ELECTRICAL AND MECHANICAL EQUIPMENT</b> not visible from public streets	LAND DEV.			
<b>25. IRRIGATION</b> , if applicable	TOWN/LD			
<b>26. SPECIAL PROVISIONS AND CONDITIONS</b> including 'as noted' approvals and Design Review Board requirements	TOWN			
ARCHITECTURAL REQUIREMENTS	TOWN			
<b>27. SIGNS</b> in accordance with ordinance or Design Review Board approval	COUNTY LAND DEV.			
<b>28. POST CONSTRUCTION ORDINANCE</b>	WATER QUALITY & LAND DEV.			
COMPLETION OF ALL BMPs. These include but are not limited to: Bioretention, Dry Ponds, Wet Ponds, and Extended Dry Detention Ponds. (or performance bond is required if BMPs are not completed prior to occupancy)				
<b>29. STABILIZED GROUND COVER</b>	WATER QUALITY & LAND DEV.			
<b>30. DRIVEWAY ACCESS AND ROADWAY IMPROVEMENTS</b> All roadway improvements within state rights of way and associated improvements off rights of way. (Inspections of access to state roads are performed by NCDOT. Access to town maintained streets is inspected by Land Dev.)	NCDOT			
<b>31. SEPTIC SYSTEM FINAL INSPECTION</b>	COUNTY GROUND WATER			
<b>32. BACKFLOW PREVENTION</b>	CMUD BACKFLOW			
<b>33. PUBLIC WATER AND SEWER MAINS</b> must be active and accepted for maintenance	CMUD			
<b>34. FIRE KNOX BOX</b> (fire alarm/sprinkler system)with 3 contacts, 3 sets of (master keys/fire alarm/elevator control/keycard)	FIRE MARSHAL			
<b>35. MARKING</b> of fire alarm control panel, sprinkler room	FIRE MARSHAL			

	AGENCY	COMPLETED		
		YES	NO	N/A
<b>36. MARKING</b> of fire lanes and fire department connections	FIRE MARSHAL			
<b>Other fire code requirements not listed on this sheet are still applicable</b>	FIRE MARSHAL			

\* For all conditions, requirements, and items required for the above development, please reference the approved commercial site plan/construction document stamped by the applicable agency.

I, as the undersigned General Contractor for the above mentioned project, do acknowledge that prior to receiving a Certificate of Occupancy for the building and before furniture or stock can be moved into the building, **ALL** of the items above need to be completed if applicable. I received this checklist at the preconstruction meeting on the date listed below.

\_\_\_\_\_  
General Contractor/Project Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name Here

\_\_\_\_\_  
Company

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date