



**KAYENTA TOWNSHIP
BUILDING & SAFETY DEPARTMENT
P.O. BOX 1490
Kayenta, Arizona 86033
Phone: (928) 697-8451
Fax: (928) 697-8461**

FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY

Requirement Guideline for Commercial Projects

The owner is responsible for satisfying the requirements for a final inspection and the issuance of a Certification of Occupancy. These guidelines have been developed to assist the owner/contractor in knowing when the final inspection can be requested and scheduling a Certificate of Occupancy walk-thru with other inspection agencies. The successful approval of a final inspection will be based on the completion of all project scope of work items, details and specifications included in the construction documents. The use of these guidelines will help to achieve the objective of providing quality assurance from this department while assuring a completed project constructed in accordance with Kayenta Township codes and development objectives.

BUILDING & SAFETY DEPARTMENT

1. A pre-construction meeting with the Building Official is recommended prior to commencing work to discuss required inspections, tests, and any questions the contractor might have.
2. At least 24-hours notice is required for all inspection requests unless the Building Official has determined that an emergency situation warrants the need for an immediate inspection. Inspections may be called to the Building & Safety Department at the phone number listed above or ptso@kayentatownship.net
3. Any work which has been covered up without an inspection may be ordered to be removed or exposed at the expense of the contractor.
4. The inspection card copy of the building permit shall be posted on the job-site along with the approved plans for all scheduled inspections.

FIRE PREVENTION

1. All fire protection systems (fire sprinklers, fire alarms, etc.) shall be installed and in operating order in accordance with the approved plans.
2. All required signage for fire lanes, building premise identification and graphic directories shall be installed as required on the approved plans.

ON-SITE ENGINEERING

1. All on-site improvements and site grading shall be in accordance with the approved plans (grading, paving, water and sewer). Any proposed changes shall be brought to the attention of the professional registrant of record.
2. Drywell covers for site-retention shall be removed prior to final inspection.
3. As-built drawings shall be provided by the consulting engineer for site grading and other on-site improvements and delivered to the Building Official prior to requesting a final inspection.
4. On-site ADA ramps and parking signage shall be installed for final Certificate of Occupancy.

OFF-SITE CONSTRUCTION ENGINEERING

1. A pre-construction meeting shall be requested with the off-site inspector prior to commencing the project to discuss required inspections, tests, easements, traffic control and other issues.
2. Inspection requests shall be scheduled in accordance with the off-site inspector's departmental procedures with a minimum time period of 24 hours notice.
3. Requests for inspections outside normal working hours may be granted with additional charges paid for by the requesting party.
4. Any work which has been covered up without an inspection may be ordered to be removed or exposed at the expense of the contractor.
5. All traffic control measures shall be in accordance with the authority having jurisdiction and the Right-of-Way permit.
6. Acceptance of completed off-site improvements (asphalt, concrete, paving, water mains, sewer lines, etc.) will not be awarded until accurate, reproducible certified mylar "as-builts" have been prepared by the consulting engineer and submitted to the authority having jurisdiction.
7. Off-site ADA ramps and signage shall be in place for the Final Certificate of Occupancy.

UTILITIES

1. All water and sewer connections and installations shall be completely tested and approved by the appropriate utility company; including the installation of required cross-connection devices (double-check valves, RPP valves, etc.).

SANITATION

1. All refuse enclosures shall be installed in accordance with the approved plan to include location, size, materials, gates, landscaping, etc.

PLANNING

1. All building construction shall be completed using approved materials and color schemes. The approved materials and color palette shall be on site included with a copy of the approved construction plans.
2. All parking lot improvements shall be completed, including pavement, on-site lighting, curbing and striping in accordance with the approved plans.
3. All screen walls and trash enclosures shall be installed and complete.
4. All approved signage shall be installed at correct locations both on and off-site with approved materials and colors. All temporary signage shall be completely removed.
5. All interior walkways, pedestrian furniture, on-site lighting and other features shall be installed and completed.

LANDSCAPE ARCHITECTURE

1. All landscape materials (trees, shrubs, groundcover, etc.) shall be installed per the approved landscape plans and in healthy condition. Deviation from the approved plans will not be permitted without prior approval from Kayenta Township Planning Department.
2. All plumbing and electrical components of the irrigation system shall be installed in accordance with the approved landscaping plans.
3. All site grading (berms and retention areas) shall be completed in accordance with the approved Grading and Drainage plans.
4. All screen walls shall be installed and constructed to the height and specifications noted on the approved plans.

All of the above requirements must be inspected by the appropriate agency and accepted before a Certificate of Occupancy can be issued. The Building Official shall have the authority to issue a Temporary Certificate of Occupancy before the completion of the entire work covered in the approved plans and shall be responsible for establishing the time period.