**BUILDING/SYSTEM FINAL INSPECTON CHECKLIST**

**AND**

**CERTIFICATE OF OCCUPANCY TEMPLATES**

Purpose: Enable LANL’s Building Code Program’s jurisdiction to document the completion of all life safety systems, weather-tight envelope, adequate protection of building occupants and equipment is ensured from hazards posed by additional or possible construction activities or other potential harmful conditions that may exist or become evident during the final work effort to complete the work per the construction documents.

**Instructions to LANL Responsible Engineer (e.g., Project Eng)**

1. Abbreviations and definitions are contained in [GLOS-COE-1](https://engstandards.lanl.gov/_assets/GLOS-COE-1.pdf).
2. CoO is required prior to building or system use per IBC-GEN graded approach, e.g., all “Highest Risk” projects and others as noted therein such as prefabs using App. B.
3. Mark checklist entries that are not applicable as NA and initial.
4. Attach supporting documentation, associated completion forms, and/or auxiliary checklists for individual entries. Use summarizing documents if the hardcopy records would make the package too cumbersome (e.g., a final, signed-off inspection form rather than attaching numerous daily reports).
   1. Number all pages (Page 1 of 12, 2 of 12, etc.) and refer to attachments.
5. Coordinate with LBO’s Admin (e.g., ES-DO Admin) for CoO number and formal issuance.
6. Maintain as Project QA record in project files and provide to project DCRM for EDRMS retention.
7. Signatures should be obtained in sequence shown below.

The person requesting final inspection and occupancy is responsible for identifying any substandard construction, safety concerns, or any other safety-impacting information that is not clearly indicated in the records package. Before any sort of occupancy or use, the LBO will require:

* + - Correction or mitigation of life-safety related items, and
    - Remaining code/standard-related punchlist items have been entered into commitment tracking (e.g., an IM).

*Guidance: Other items outside of LBO purview could be added to an IM, but that should be the decision of whoever is accepting turnover.*

**Signatures**:Add additional signature lines and date lines for the following as appropriate (and delete from checklist others that do not apply):

* FDARs and FODs for project phase, if different than receiving (Ops) phase
* STR or Contracts Administration (for Change Order clearance)
* Security/Safeguards Representative
* Constructor (attesting to completion per Contract Documents)
* Construction Manager
* Other Inspector (e.g., elevator, crane, fume hood — specify)
* Other (Specify)

**Placard**: When desired or required, populate placard (last page) with information from CoO template, copy to a clean sheet (no header/footer), gain LBO approval, and post conspicuously (e.g., inside main door, and near fire panel if located there).

**BUILDING/SYSTEM FINAL INSPECTON CHECKLIST**

DATE:

**[FACILITY/SYSTEM NAME]**

[PROJECT NAME]  
[PROJECT NUMBER]

LBO Permitting No.[[1]](#footnote-1)

[PHASE OR SUBPROJECT]

[CONSTRUCTOR NAME]

The above installation was inspected and accepted as of the above date. No outstanding work remains to be performed. All required submittals have been received. All training has been performed pursuant to the subcontract agreement, and items may be outstanding but result is safe to use/occupy.

1. Electrical Chief Inspector: All necessary electrical safety inspections have been completed and found to be code compliant. The project Final Authorization to Energize has been completed.

Name: Signature/Date:

1. Fire Marshal or designee approval signifying all fire protection and life safety related features and systems (including egress, fire protection, alarms, etc.) have been properly constructed and tested.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

1. LANL Commissioning Authority signifying commissioning activities are completed in accordance with the applicable commissioning process (for final use or occupancy; ref ESM/TSM Ch 15):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

1. Chief Building Inspector or designee: Inspection Final Report form signifying that inspection and structural observation required by national codes and standards, the Statement of Special inspections (as applicable) and any project Test and Inspection plan has been completed for safety-related items.

Name: Signature/Date:

1. Project Manager or Project Engineer signature attesting to no outstanding NCRs or Punchlist items that could affect occupant safety including IBC, or NCRs affecting 10CFR851 worker safety codes; project to resolve these prior to submission. For final use or occupancy, attesting to completion of the applicable project acceptance and closeout process (and for capital projects, any forms required by ALDICP turnover [AP-341-40X](https://int.lanl.gov/org/ddops/aldcp/PMRC/PMPTD/procedures/index.shtml)) and note exceptions. Note: The PM or PE should not sign until confirming that all design changes have been fully and properly installed into the work.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

For small projects, an alternate to the above would be a FOD close-out procedure with a similar acceptance and close-out process.

1. Receiving Facility Design Authority Representative (FDAR) signifying that no Punchlist/NCR item could affect occupant safety (including those affecting 10CFR851 regarding worker safety). For final use or occupancy, completed construction is in accordance with the final approved Construction Documents including approved Change Requests and completion of the Punchlist/Exceptions List by the Constructor (note exceptions).

Name: \_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe exceptions associated with a partial or beneficial use or occupancy request (or attach punch list):

CERTIFICATE OF OCCUPANCY

LOS ALAMOS NATIONAL LABORATORY

\_\_ **Temporary \_\_ Partial Occupancy \_\_ Beneficial \_\_ Full and Final Occupancy**

**Requestor: ­­­­­­­­­­­­­­ Date:**

**Date of Requested Occupancy:**

**Structure Identification: Project ID Number:**

**Project Name:**

**Project Description:**

**IBC Occupancy Classification(s)/Group(s):** *(EX: Moderate-hazard storage, Group S-1)*

**NFPA 101 Classification of Occupancy(cies)[[2]](#footnote-2):** *(EX: Storage)*

**Calculated Occupancy Load(s) for building and/or portions[[3]](#footnote-3):** *(EX: 250 in cat. A-3 auditorium, 600 max. per floor, 1800 total)*

**Use(s) of Building or Portions:** *(EX: Storage is books, paper and cardboard; remainder is offices, lunchroom, small conference rooms under 50 ppl)*

**Note: Future new activities or uses — or increases in occupants or hazardous material — necessitate engineering require review per Building Code Department and Fire Protection Programs (ref. ESM Ch. 16, PD1220, and successors).**

**For Temporary Occupancy:**

**Areas requested for occupancy or identify work not complete: \_\_\_\_\_\_\_\_**

**Expiration Date (if Temporary or Temporary-Partial) \***

**\* IM tracking number for removal/correction date (FOD or Bldg Mgr gets action, Requirement Manager is LBO Lead for Construction): \_\_\_\_\_\_\_**

**APPROVALS**

**Project Manager Name: Signature/Date:**

**FOD or Facility Manager Name: Signature/Date:**

**LANL Building Official Name: Signature/Date:**

**The last approval signature indicates the date that occupancy is granted, unless otherwise stated.**

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Author note regarding Temporary Certificates of Occupancy (TCO): The program allows for issuance of TCO for temporary buildings (e.g., transportables) or to use a portion or portions of a structure or system prior to the completion of the entire scope if the LBO finds that no substantial hazard will result, and the portion or portions comply with the provisions of the technical codes and other applicable status and standards. **Delete the following paragraph if seeking final or non-expiring partial certificate.**

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Note regarding Temporary Certificates of Occupancy (TCO): The LBO may suspend or revoke the TCO if it is determined that the building is in violation of any LANL requirement. Prior to the expiration of the TCO, it is the responsibility of the Project or Manager to request required inspections for completion of permissible work. Acceptable final inspections are required by all applicable stakeholders prior to issuance of a final Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the TCO, reapplication for a TCO is required. The TCO shall not be valid until acceptable inspections are completed, and Certificate is signed by the LBO.

Certificate of Occupancy



TA/Building Number:

IBC Occupancy Classification(s)/Group(s):

NFPA 101 Classification of Occupancy(cies):

Calculated Occupancy Load(s) for building and/or portions:

Use(s) of Building or Portions:

Notes:

This certifies that, on the date of issuance, this structure or portion thereof was deemed by the LANL Building Code Program to be safe and able to be occupied. This certificate is valid only for the occupancy and uses stated; any planned changes in activities or uses, or increases in occupants or hazardous material, shall be screened by Facility Engineering and, as necessary, submitted to the LANL Building Official office for approval.

LBO Signature/Date:

***POST*** ***THIS*** ***CERTIFICATE*** ***IN*** ***A*** ***CONSPICUOUS*** ***PLACE***

Ref. ESM Ch. 16, § IBC-GEN, FM5 r9

1. [LBO Permit Database](https://coe.lanl.gov/standards/LBO/Lists/LBODPR%20Project%20Approvals/AllItems.aspx) (click to access) [↑](#footnote-ref-1)
2. Ref. <https://www.nfpa.org/news-blogs-and-articles/blogs/2021/05/07/occupancy-classifications-and-model-codes> [↑](#footnote-ref-2)
3. Enter data for new or change of occupancy (e.g., in FPDA and/or A- or G-sheet code analysis), also alterations where known. Assembly (Group A) spaces shall be posted with max. occ. (IBC-2021, 1004.9). Ensures sufficient egress and restrooms. [↑](#footnote-ref-3)