



# FINAL INSPECTION CHECKLIST

**Town of Atherton**  
**Building Department**  
**91 Ashfield Road**  
**Atherton, California 94027**  
**Phone: (650) 752-0560**  
**Inspection requests:**  
**(650) 752-0542**

**Project Address:** \_\_\_\_\_

**All Permit Number(s) for the site:** \_\_\_\_\_

**DOCUMENTS:**

<u>Required</u>		<u>Submitted / Date</u>	
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ General and Sub-Contractor Business License Verification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Setback and Height Survey Letters
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Final Letters from Project Geotech, Civil and Structural engineers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Final Special Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Final Letters for Project Grading and Drainage engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Energy Compliance forms and Hers Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Insulation Certification Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ WELO Audit Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Approved landscape screening plan BP# _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Code Enforcement Citations Paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Return Town's yellow sign "Notice" on construction activity

**FINAL INSPECTIONS:**

<u>Required</u>		<u>Completed / Date</u>	
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Arborist to final Landscape Screening Permit & Tree replacement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Tree Removal Permit(s) are finalized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Public Works Encroachment Permit(s) are Finalized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Planning Final Inspection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Menlo Fire Protection District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Grading and Drainage Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Sewer District Connection/Reconnect Final
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Building Inspector

**OTHER:**

<u>Required</u>		<u>Completed / Date</u>	
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Certificate of Occupancy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Turn in Recycling documents within 60 days of final

**NOTES / ADDITIONAL REQUIREMENTS:**

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