



## CONTRACTORS FINAL INSPECTION CHECK LIST

This list provides advanced notification of requirements prior the Building Final.

**Job Address:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**The following items are to be completed for every project:**

- Contractor/Sub-Contractor and Business License information \_\_\_\_\_
- Final Energy Reports (*CF2R/CF3R Duct Testing signed by HERS Rater*) \_\_\_\_\_
- Approval of Backflow Preventer at Fire Sprinkler (*Notify DWP*) \_\_\_\_\_
- Approval of Water Meter (*at Final*) (*Notify DWP*) \_\_\_\_\_
- Submittal of all solid waste disposal receipts/invoices (*at Final*) \_\_\_\_\_
- Fire sprinkler final (*must be approved prior to scheduling building final*) \_\_\_\_\_
- Current inspection job cards (*building and fire sprinklers*) \_\_\_\_\_

**See Engineering Counter for the following (Must obtain a signature for each item):**

- Driveway Approach Approved (*Call Public Works at (909) 866-7521 for inspection*) \_\_\_\_\_
- Submit All Documents Regarding: Recorded Easements, Recorded Road Dedications, Special Inspections, etc. \_\_\_\_\_
- Sewer Permit Paid & Connection Inspected (*Call Sanitation at (909) 866-7521*) \_\_\_\_\_

**The following are project specific:**

- Manufacturer Certifications (*i.e. glu-lam, paralam, versalam, steel etc.*) \_\_\_\_\_
- Final Grading Certification (*Civil Engineer*) \_\_\_\_\_
- Final Grading Compaction Report (*Including Utility Trenches*) \_\_\_\_\_
- Final Special Inspector Reports \_\_\_\_\_
- Trees Replaced Per Tree Removal Permit (*see Planning Dept.*) \_\_\_\_\_
- Elevation Certificate \_\_\_\_\_

**FOR COMMERCIAL PROJECTS PLEASE PROVIDE THE BUILDING AND SAFETY DIVISION WITH A TWO-WEEK ADVANCE NOTICE TO COORDINATE THE FINAL INSPECTION WITH ALL DIVISIONS.**

- Planning Division Final Inspection Approval (*Commercial*) \_\_\_\_\_
- Public Works Final Inspection Approval (*Commercial*) \_\_\_\_\_
- Department of Water & Power Approval (*Commercial*) **Mandatory** \_\_\_\_\_

# City of Big Bear Lake



## CONTRACTORS / SUB-CONTRACTORS BUSINESS LICENSE REQUIREMENTS

The City of Big Bear Lake Municipal Code, Section 5.02.290 A2 states the following:

“Each contractor, including owner-builders, shall furnish the Tax Collector with a list of each sub-contractor under his control or direction...under penalty of perjury.”

Pursuant to this requirement, the following information shall be provided to Building and Safety prior to construction-final inspection.

Job Address: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

### CITY BUSINESS LICENSE INFORMATION

CONTRACTOR/  
SUBCONTRACTOR

CITY  
BUS. LIC. #

VERIFIED  
(OFFICE USE ONLY)

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