



CERTIFICATE OF OCCUPANCY POLICY – EFFECTIVE MAY 1, 2018

This policy is to outline the procedures and expectations of Q-Dot Engineering, LLC (Q-Dot), the municipal code official for the City of York (COY), while conducting Use and Occupancy and Certificate of Use and Occupancy (C of O) inspections.

Inspections will be scheduled only after all work, if any, is completed. This inspection is to ensure that the property meets the minimum requirements of all applicable codes. Under no circumstances may the premises be occupied prior to the issuance of a Certificate of Use and Occupancy. Plans, if any, must be reviewed and approved, all required permits obtained and all inspections completed prior to applying for the Certificate of Use and Occupancy.

In the event that any violations are found during the inspection a copy of the inspection report will be provided. No C of O of any kind will be issued if a life safety violation is identified. A “temporary C of O” may be issued for a maximum of 30 days at the discretion of the inspector, as long as no life safety violations are identified. At the end of the 30-day Temporary C of O, the premises must be re-inspected and either pass and have a Final C of O be issued, have a new Temporary C of O issued, or the premises be closed to the public. A Certificate of Use and Occupancy will be issued only after any and all violations have been corrected and verified by re-inspection.

A Certificate of Use and Occupancy is evidence of compliance with all applicable codes and ordinances of the City of York, Pennsylvania at the time of inspection and shall not be relied upon as a guarantee of the present condition of the property.

Q-Dot agrees to adhere to the following procedures while conducting Certificate of Use and Occupancy Inspections:

All approved plans, comment sheets and permits must be on-site for an inspection to be conducted. The final inspection of all disciplines notated on approved permits/plans will serve as the prerequisites for C of O inspection, at which time occupancy approval will be determined. Final inspection reports along with the C of O inspection report and approval will be documented and distributed to the COY. Q-Dot agrees to share all documentation obtained, including photographs, in a timely manner with the COY.

If all requirements are met at the time of inspection customer will receive a temporary Certificate of Occupancy, signed and dated by the Q-Dot Building Code Official and Inspector. Documentation will be shared with the COY so that the final C of O may be issued by City of York Building Code Official, Steve Buffington, and Zoning Officer, Cheryl Rascoe.



Q-Dot will notify the Fire Department of all scheduled C of O inspections. Q-Dot will obtain, document and distribute to the COY and FD all alarm system and fire alarm certificates. FD will remain responsible for the Gamewell connection, building keys being in Knoxbox, checking all threads on fire protection appurtenances and installation of all knox caps on FDCs, and emergency contact information being provided.

QDOT will verify that all construction-based elements of NFPA 241 and IBC Chapter 33 are accomplished prior to issuing a C of O.

Q-Dot will review exterior to ensure address is clearly posted on the building. Q-Dot will review interior to ensure building is move-in ready, including but not limited to, all trim, painting and clean-up completed.

For assembly occupancies, Q-Dot will review to ensure all tables, chairs, booths, fixtures are in place. Q-Dot will also review that the occupant load is posted in a conspicuous area, a note which will also be shared on the plan review comment sheet.

For mercantile occupancies, Q-Dot will review to ensure all store fixtures are in place.

Q-Dot will obtain, document and distribute to the COY inspection certifications from Labor and Industry for elevators and boilers.

Q-Dot will obtain, document and distribute to the COY any special inspection reports required by UCC Chapter 17.



Certificate of Use & Occupancy Checklist

- All required permits are on-site:
 - Building
 - Electrical
 - Plumbing
 - Mechanical
 - Accessibility
 - Energy

- Final inspections of all disciplines have been conducted:
 - Building
 - Electrical
 - Plumbing
 - Mechanical
 - Accessibility
 - Energy

- Copy of approved, stamped, and signed plans are on-site
- Copy of plan review comment sheets are on-site
- Electrical utilities are connected and operating
- Gas service is connected and operating
- Hot and cold running water are connected and operating
- Fire Protection Systems:
 - Underground test certificate
 - Above ground test certificate – Sprinkler
 - Above ground test certificate – Standpipe
 - Fire alarm certificate of completion
 - Acceptance test report for commercial cooking suppression system
 - Acceptance test report for any special fire extinguishing system

- Address clearly posted on exterior of building
- Building is “move-in” ready (all construction debris and materials removed, all painting and trim complete, etc.)
- For assembly occupancies and all establishments serving food/beverages, all tables, booths, and fixtures are in-place.
- For assembly occupancies, occupant load(s) are posted
- For mercantile occupancies, all store fixtures are in place
- For storage occupancies, any storage racks are in place
- All means of egress are clearly marked



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- All means of egress are fully functional and accessible
- Building meets accessibility requirements
- All temporary construction trailers and fencing have been removed.
- Elevators and Boilers
 - Elevator certificate from Department of Labor & Industry
 - Boiler certificate from Department of Labor & Industry
- Fire Department requirements:
 - Gamewell box is provided and functional
 - Knox box is provided, alarmed and required keys inside
 - Emergency contact information has been provided.
 - Knox caps are provided on fire department connection
 - All threaded connections are verified as York thread
- All **applicable** structural tests and special inspections, required by UCC Section 1704, have been conducted and copies of written reports shall be prepared by the registered design professional are provided.
 - UCC Section 1704.3 and Table 1704.3 - Steel
 - UCC Section 1704.4 and Table 1704.4 – Concrete
 - UCC Section 1704.5 - Masonry
 - UCC Section 1704.6 - Wood
 - Section UCC Section 1706.7 - Soils
 - UCC Section 1704.8 – Driven Deep Foundations
 - UCC Section 1704.9 – Cast in Place Deep Foundations
 - UCC Section 1704.10 - Helical pile foundations
 - UCC Section 1704.11 - Vertical masonry foundation elements
 - UCC Section 1704.12 - Sprayed fire-resistant materials
 - UCC Section 1704.13 - Mastic and intumescent fire-resistant coatings
 - UCC Section 1704.14 - Exterior insulation and finish systems (EIFS)
 - UCC Section 1704.16 - Special inspection for smoke control
 - UCC Section 1704.15 - Special cases: *Special inspections* required for proposed work that is, in the opinion of the *building official*, is unusual in its nature.



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ATTENTION

To schedule an inspection, you must have ALL required utilities connected and operating at the time of inspection. If the utilities are not connected and operating at the time of inspection the inspection will be halted and you will be required to re-schedule your inspection. Also, for Certificate of Use and Occupancy inspections all required final inspections must have been completed.

Required utilities are:

- **Electric**
- **Gas**
- **Hot and cold running water**

I acknowledge receipt of this notification and fully understand that if the required utilities are not connected and operational at the time of inspection occupancy will not be approve and the inspection will be halted.

Signature of Applicant

DATE