



# Caroline County

## MARYLAND

DEPARTMENT OF PLANNING & CODES

HEALTH & PUBLIC SERVICES BUILDING  
 403 S. 7<sup>TH</sup> STREET, SUITE 210  
 DENTON, MD 21629-1335  
 Tel: 410.479.8100  
 www.carolinemd.org

### OCCUPANCY PERMIT CHECKLIST

A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until a certificate of occupancy is issued by the Department of Planning & Codes. The U&O process verifies conformance with the applicable County and State codes necessary to ensure public safety and welfare. Once the items listed below are completed, contact the Department of Planning & Codes to schedule a final walk-through inspection in order to receive the U&O.

ITEM	YES	NO	N/A
<b>CONTACT YOUR INSPECTION AGENCY FOR:</b>			
FINAL BUILDING INSPECTION			
FINAL ELECTRICAL INSPECTION			
FINAL PLUMBING INSPECTION			
<b>CONTACT THE ENVIRONMENTAL HEALTH DEPT. FOR:</b>			
CERTIFICATE OF POTABILITY FOR WELL			
SANITARY CONSTRUCTION COMPLETION REPORT			
<b>CONTACT A PRIVATE AGENCY FOR:</b>			
AIR LEAKAGE (BLOWER DOOR) TEST			
DUCT BLAST TEST (not required if ducts and air handlers are located <u>entirely</u> within conditioned space)			
ENERGY EFFICIENCY CERTIFICATE COMPLETED AND POSTED IN PANEL BOX (available at the Department of Planning & Codes)			
<b>CONTACT THE OFFICE OF THE FIRE MARSHAL FOR:</b>			
FIRE SPRINKLER SYSTEM INSPECTION REPORT			
<b>CONTACT THE STATE HWY ADMIN. OR DEPT. OF PUBLIC WORKS FOR:</b>			
FINAL ENTRANCE INSPECTION			
<b>ADDITIONAL ITEMS TO BE COMPLETED:</b>			
911 PREMISE ADDRESS POSTED ON HOUSE OR MAILBOX (must be visible from the road)			
INTER-CONNECTED SMOKE ALARMS			
CARBON MONOXIDE ALARMS (only if you have a fuel-fired appliance or attached garage)			
PROGRAMMABLE THERMOSTAT			
SEEDING & GRADING (in accordance with your approved stormwater management plan)			