

CITY COUNCIL:

BARBARA G. VOLK
Mayor
LYNDESEY SIMPSON
Mayor Pro Tem
DR. JENNIFER HENSLEY
DEBBIE O'NEAL-ROUNDTREE
JERRY A. SMITH JR., J.D.

**CITY OF HENDERSONVILLE***The City of Four Seasons***OFFICERS:**

JOHN F. CONNET
City Manager
ANGELA S. BEEKER
City Attorney
JILL MURRAY
City Clerk

Certificate of Occupancy Inspection Checklist

The City has **5 business days** to conduct its inspections from the date of request.

All inspections may not be applicable to your project. It is the applicant's responsibility to contact City staff to determine inspection applicability.

Community Development Department:

Staff Contact: Tyler Morrow, Planner
tmorrow@hvlnc.gov 828-233-3202

- Ensure compliance with the approved final site plan including but not limited to:
- Landscaping, parking, open space, drive aisles, structure setbacks, building design standards (if applicable), etc.

Construction Inspections Division:

Staff Contact: Christopher Conard, Construction & Inspection Division Manager
cconard@hvlnc.gov (828) 243-6300

Concrete: (All items must have been inspected before and during concrete placement)

- Sidewalk constructed per ADA requirements and the final site plan.
- All slopes meet ADA requirements.
 - All cold joints are installed with expansion joint material.
 - All expansion joints sealed properly.
 - All wheelchair ramps meet ADA requirements.
- Driveway aprons installed and constructed per City details and/or the final site plan.
- Curb and gutter installed per the final site plan and City details.

Streets:

- Proper traffic control signage has been installed per MUTCD standards and the final site plan.
- Street name signs have been installed per the final site plan.
- Asphalt paving has been placed, tested, and approved per the final site plan.
- All striping has been completed per plan and MUTCD standards.

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Utilities:

- Final Water and Sewer Approval Letter has been issued.
- Water meter boxes have been set to grade and all items ready for meter set
- Sanitary sewer cleanout at property line has 107 box and concrete collar installed.

Stormwater Division:

Staff Contact: Michael Huffman, Stormwater Division Manager

mhuffman@hvlnc.gov (828) 458-5693

- Stormwater As-Built Approval
- Stormwater Maintenance Agreement has been recorded
- Final Inspection of installed stormwater infrastructure and stormwater control measures

All Forms/Documents can be found here: <https://www.hendersonvillenc.gov/stormwater/forms-documents>

Environmental Compliance Division:

Staff Contact- Gracie Erwin, Environmental Compliance Coordinator

erwin@hvlnc.gov (828) 697-3057

Non-Residential Backflow Assembly Inspection.

- Must submit backflow assembly application and receive assembly approval before scheduling inspection.
- Approved assembly must be installed and inspected prior to placement of water meter

Residential Irrigation- Backflow Assembly Inspection

- Must submit backflow assembly application and receive assembly approval before scheduling inspection.
- Approved assembly must be installed and inspected prior to placement of water meter.

Sewer Service

- Food Service Establishments must comply with the City's sewer use ordinance and chapter 52 of the City Ordinances.
- Grease trap inspection when applicable (must complete Food Service Establishment Application first)

Fire Department:

Staff contact: Nathan Young, Assistant Fire Marshal

nyoung@hvlnc.gov 828-697-3024

- Received all required inspections outlined in the Plan Review Letter.