

# SC State Housing Finance & Development Authority

## Tax Credit Development FORM 6 - Final 100% Inspection Request

**NOTE: Documents 1 - 11 are to be submitted before inspection will be scheduled.**

**Project Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Item no.	Description	Received
1	<b>SCSHFDA FORM 5- 25%, 50%, and 75% Inspections Completed</b>	
2	<b>All Permanent Certificates of Occupancy</b> on all buildings/structures to be inspected must be submitted with Inspection request.	
3	Architectural <b>Certificate of Substantial Completion</b> - for all buildings/structures on the project to be inspected must be submitted with Inspection request.	
4	A <b>Letter from Contractor</b> certifying that all punch list items on the Architectural Certificate of Substantial Completion have been completed.	
5	FINAL Contractor <b>Payment Application</b> showing a <b>zero balance</b> or only retainage to complete.	
6	FINAL <b>Change Order Log</b> for the Project with all Change Orders listed.	
7	PDF Copy of the <b>FINAL "WAIVER LOG"</b> showing all Approved Waivers issued on the Project.	
8	Final <b>Exhibit "G"</b> submitted form signed by Architect	
9	Letter from <b>ADA Accessibility Consultant</b> Certifying Project meets all ADA requirements.	
10	Certificate of <b>Radon Testing Certification</b> from radon consultant. ( if applicable)	
11	PDF Copy of the <b>FINAL Survey of the Site Plan</b>	
<b>Please initial items 12-21 that they are completed and or installed for 100% Inspection:</b>		
12	<b>Computer Center computers &amp; printers installed</b> and connected to the Internet. (if applicable) Test email to be sent.	
13	All <b>Camera/Security systems</b> to be installed and operational to central monitor. (if applicable)	
14	<b>Central laundry washers and dryers installed</b> and operational. (if applicable)	
15	<b>Exercise equipment installed</b> and operational. (if applicable)	
16	<b>Playground equipment installed and operational</b> complete with bench seating. (if applicable)	
17	<b>Picnic Pavilions/Gazebo installed</b> and operational with table and seating. (if applicable)	
18	<b>All Landscaping and irrigation systems must be installed</b> , complete and functional.	
19	All building <b>HVAC systems must be energized and operating 48hrs.</b> before inspection.	
20	All building <b>electrical and lighting systems must be energized and operating 48hrs.</b> before inspection.	
21	All building <b>plumbing and water heating systems must be energized and operating 48hrs.</b> before inspection.	
<b>***Upload all documentation to the Secure File Exchange for Review***</b>		

**Authorized Representative's Name:** \_\_\_\_\_  
**Authorized Representative's Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_