Suggested Process for Final Inspections

Developer emails TC Allocation Dept. with request for Final Inspection.

TC Allocation Dept. emails CCO that development Final Inspection is ready to be scheduled.

CCO contacts GC/Developer by email to determine date and time to be at development.

Final Inspection is completed with all items completed and provided.

Final inspections will only be scheduled when all Certificates of Substantial Completion have been received by TC Allocation Dept.

Developer completes outstanding items and emails TC Allocation Dept. to reschedule Final Inspection.

Inspection is completed with all punch items satisfied.

CCO will email all participants and copy TC Allocation Dept. documentation stating which items are outstanding.

Yes

Final Inspection Completed

No

Final Inspection Completed

New items found need to be completed.

Yes

Final Inspection Completed

However

No

CCO writes up report and emails TC Allocation Dept. and Developer. Developer experience points reduced on future applications if multiple inspections

Developer contacts TC Allocation Dept. to reschedule inspection when all items are complete.

TC Allocation Dept. charges Developer inspection fee.

Developer pays fee.
Final Inspection Process

- Developer emails assigned VHDA allocation officer when they are ready for their final inspection.
  - Allocation Officer will contact Construction Control Officer (CCO) to schedule inspection
- Construction Control Officer will contact General Contractor and/or Owner to determine final inspection time and day
- If all items are completed satisfactorily then final inspection is complete.
- If items are remaining to be completed CCO will email all participants including TC department stating which items are outstanding
- Developer completes all outstanding items and emails Allocation Officer for 2\textsuperscript{nd} Final inspection
  - Allocation Officer will notify CCO
  - CCO schedules 2\textsuperscript{nd} Final inspection
  - If all items are completed satisfactorily then final inspection is complete.

If additional items are found needed to be completed but were not included in the initial report from the CCO the next inspection will be treated as a first inspection. \textbf{NOTE:} Final inspection will only be scheduled after all Certificates of Substantial completion have been received (this includes New Construction).