



Certificate of Occupancy/Final Inspection Checklist

Our Community Development Department has created this checklist to make the Certificate of Occupancy/Final Inspection process as seamless as possible for you. Kyndal Sagers, our Zoning Administrator is your main point of contact, and she will ultimately issue you with your Certificate of Occupancy/Final Inspection. Other department members will carry out inspections before you get your certificate. This is what they are looking for:

1. **Zac Martin, Building Inspector – (435) 680-8559 zmartin@springdale.utah.gov**
 - Building inspection to ensure compliance with the Building Code: Please schedule a day and time with our Building Inspector to do his inspection.
 - Address: Our Building Inspector will check that you have an identifiable address marker.
2. **Jeff McKee, Code Enforcement Officer – (435) 522-4124 jam@springdale.utah.gov**
 - Outdoor lighting must be code-compliant: Please schedule a time for our Code Enforcement Officer to come onto the property at night to check that your outdoor lighting is compliant. You will need to leave all outdoor lights on overnight for this inspection.
3. **Niall Connolly, Principle Planner – (435) 522-4117 nconnolly@springdale.utah.gov**
 - Overall zoning compliance check. We recommend that the contractor is present for this inspection, but it is not mandatory.
 - Construction matches the approved plans
 - Colors and building materials match the approved plans
 - Approved access is complete
 - Approved landscape is in place, including any replacement planting that is required
 - If any disturbance of areas outside the no-disturbance fence has happened during construction, it will be checked if it has been adequately restored
 - Dumpsters, mechanical equipment, propane tanks, hoods, vents, etc. are appropriately screened
 - Construction dumpsters, porta-potties, and other construction debris have been removed
 - The color of concrete flatwork is the Town's approved color, or if not, an equivalent that has been pre-approved

4. **Kyndal Sagers, Zoning Administrator – (435) 522-4130 ksagers@springdale.utah.gov**

Please email the following certifications:

- Geotech Letter
- Insulation Certification
- Stucco Certification (only if the exterior is stucco)