



Current Building Inspection Reporting Guidelines as of June 4, 2014 - For School Districts:

1. If Using Independent Building Inspector(s):

- Copy of **ALL INSPECTION CERTIFICATES and TESTING**, along with summaries (SP-8 forms, even when no activity occurs at the site) **to USOE and the applicable city or county having jurisdiction, monthly** throughout the construction project;
- **Seek Certificate of Occupancy** from the State Superintendent of Public Education:
 - Submit a completed copy of the **Request for Certificate of Occupancy** form (SP-10) to USOE;
 - Submit a completed copy of **Final Inspection Verification Form** (SP-9) and all supporting documentation, including, any outstanding submittals to USOE;
 - Submit a completed copy of **School Construction Building Certificate of Verification and Performance Evaluation Form** (SP-11) to USOE;
 - May temporarily occupy for up to 90 days, if no fire/life safety problems exist, and only upon receipt of the **Temporary Certificate of Occupancy** from USOE;
 - Superintendent has 30 days to act;
- Provide a copy of the **Certificate of Occupancy** issued by USOE, **to the applicable city/county.**

2. If Using School District Building Inspector(s):

- Copy of **ALL INSPECTION CERTIFICATES and TESTING**, along with summaries (SP-8 forms, even when no activity occurs at the site) **to USOE and the applicable city or county having jurisdiction, monthly** throughout the construction project;
- **Obtain Certificate of Occupancy** from the School District inspections were performed:
 - Submit a completed copy of the **Request for Certificate of Occupancy** form (SP-10) to USOE;
 - Submit a completed copy of **Final Inspection Verification Form** (SP-9) and all supporting documentation, including, any outstanding submittals to USOE;
 - Submit a completed copy of **School Construction Building Certificate of Verification and Performance Evaluation Form** (SP-11) to USOE;
 - May temporarily occupy for up to 90 days, if no fire/life safety problems exist, and only upon receipt of the **Temporary Certificate of Occupancy** issued by the School District inspections were performed;
- **Provide a copy of the Certificate of Occupancy** issued by the School District, **to USOE and the city or county having jurisdiction.**

3. If Using Local Jurisdiction (City/County) Inspector(s):

- Copy of **ALL INSPECTION CERTIFICATES and TESTING**, along with summaries (SP-8 forms, even when no activity occurs at the site) **to USOE, monthly** throughout the construction project;
- **Certificate of Occupancy** is issued by the School District inspections were performed:
 - Submit a completed copy of the **Request for Certificate of Occupancy** form (SP-10) to USOE;
 - Submit a completed copy of **Final Inspection Verification Form** (SP-9) and all supporting documentation, including, any outstanding submittals to USOE;
 - Submit a completed copy of **School Construction Building Certificate of Verification and Performance Evaluation Form** (SP-11) to USOE;
 - May temporarily occupy for up to 90 days, if no fire/life safety problems exist, and only upon receipt of the **Temporary Certificate of Occupancy** issued by the city or county inspections were performed;
- **Provide a copy of the Certificate of Occupancy** issued by the city or county inspections were performed **to USOE.**

Note: The State Superintendent of Public Education may contract with the appropriate entities and charge the LEA the actual cost of inspections and reviews if concerns are raised about the construction process.