

## Sprinkler Project Checklist: Project Completion & Close-out

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As the Owner of the building/property, you are ultimately responsible for the project, and your signature/consent is required for submission of the project application by your Registered Design Professional, and Department approval.

**Special Inspections**

If the scope of work requires, the hired Special Inspection Agency **must** complete and submit results online to the Department.

**Department Inspections**

Make sure the Contractor has completed all Department of Buildings inspections and obtained a sign-off for the completed work.

**Permit Sign-off**

Confirm that the Contractor has requested and passed a final sign-off inspection required by the Department.