**Inspector’s Responsibilities**

1. When the application for the Certificate of Occupancy is submitted to the Building Department, the inspection staff verifies the documentation attached to BD form 100. Notification of the application for the staff is initiated by the CBO via CAB.
2. Building inspector initiates Occupancy Verification form (form 105), which all trades inspectors review as an internal Department document.
3. All inspectors complete a list of deficiencies by trade known as a Trade Deficiency List (form 200 B,M,E,P,F), which will be attached to the Final Inspection Completion Form (form 200).
4. All inspectors are notified and review deficiencies 90 days after occupancy is issued on outstanding items, if any. Inspectors use the same Trade Deficiency Lists (form 200 B,M,E,P,F) to sign off and date completed items.