

## Sign off and Close out of a Type 2 application

In order to close out the application(s) at the Building Department, the following items are required:

### Plumbing

The following must be done by a licensed plumber if plumbing work was approved in the application:

- The plumber must obtain a permit, submit a OP-98 form for rough and final inspections.
- The license plumber must have obtained a signoff from the Building Dept.
- Plumbing Division. This is confirmed by presenting our office with a print out of the job showing an “” for the plumbing permit.

### Mechanical Equipment Use Cards

If Mechanical equipment was approved and installed, they require *a Equipment Use Cards* for each unit.

- All controlled inspections must be signed/sealed/initialed and returned to our office for filing.
- All use cards to be signed/sealed and dated by applicant.
- MZA to the required equipment use cards from the Dept. and forward to owner or tenant for display on the equipment. The Fire Dept. should do a yearly inspection of all mechanical equipment.

### Controlled inspections

- All controlled inspections (TR-1) must be signed/sealed/initialed and returned to our office for filing.
- MZA to file and perforate at the Building Dept.

### Letter of completion

- A request for a letter of completion must be submitted to the Building Dept. by the applicant hired to perform the final inspection. (Submit for PW-7)
- MZA to obtain letter of completion form Building Dept. and forward to the owner or tenant.