



## **Customer Guide to the Quality Assurance Inspection**

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### **Understanding the Quality Assurance Step in the CCC Process**

When you apply for a Code Compliance Certificate (CCC), there is an important step called the Quality Assurance (QA) check.

#### **What is the QA check?**

- The QA check is not a site inspection.
- It is an administrative/documentation check to make sure all required paperwork has been provided before your CCC can be issued.
- This includes things like producer statements, as-built plans, and other compliance documents as per Form 5.

#### **Why is it important?**

The QA step:

- Ensures all documents are complete and correct.
- Reduces the chance of delays later in the process.
- Helps us issue your CCC quicker.
- Keeps you informed through notices generated in the GoGet system.

#### **How it fits in the CCC process**

1. Work and inspections: Building work is finished, and all physical inspections are completed.
2. QA check: We confirm all supporting documents are provided.
3. CCC decision: With everything in place, we can make a final decision and issue the CCC.

#### **What this means for you**

- You may receive a GoGet notice asking for missing documents.
- This is not a site inspection request – it is simply a way to keep you updated.
- Providing the requested documents promptly means your CCC will be processed faster.

**In short:** The QA step is about paperwork, not site visits. It helps us keep the CCC process clear, consistent, and quicker for you.