Customer Guide to the Quality Assurance Inspection

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 Simpli 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.