

Signage final inspection checklist

Signage final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The GC's superintendent with the sign installer, walking installed locations before the owner's walk. When: After signs are installed and connected, before turnover and before any accessibility review of the finished space.

Installation and alignment

- ☐ **Signs level, aligned and consistently placed**
Each sign level and plumb, a row of like signs holding a common line and height, monument and site signs square to the base and grade. **2 photos required**
- ☐ **Attachment secure and weather-sealed**
Fasteners into the intended backing and tight, exterior and monument signs sealed at penetrations and bases so water doesn't track in, no rocking or gap at the wall. **1 photo required**

Illumination

- ☐ **Illumination and connections proven under power**
Sign energized and observed, all lamps or LED segments lit evenly, no dark faces or flicker, disconnect and any transformer accessible and labeled. **2 photos required**

Accessible signage

- ☐ **Tactile and braille signs meet mounting-height and location rules**
Room and exit signs with raised characters and braille where required, mounted at the accessible height and on the latch side of the door rather than the swing side. **2 photos required**