



City of Santa Monica
Building and Safety Division

Insulation Checklist

This is to be used as a general checklist; it is not inclusive of all code requirements and inspection criteria.

- Review plans for the California Energy Code requirements for the minimum “R” value in walls, ceilings and floors and type of insulation to be used.
- Seal all floor sill plates and gaps around exterior openings. Make sure all surfaces are clean prior to sealing.
- Verify all gaps and voids around pipes, wires, ducts and conduit penetrations in walls, floors and top plates have been filled with insulation and effectively sealed.
- Insulation must be secured in place to prevent material from coming in contact with flues and vents and to prevent insulation from blocking attic, under-floor or combustion air vent openings.
- Typical methods to secure insulation for a horizontal application include solid wires (friction fit), plastic netting or securing paper or foil faced insulation with staples. Note: In an under-floor application, any paper or foil facing shall be placed against the sub-floor sheathing (conditioned space). In vertical applications with no backing or paper/foil facing, line wire shall be installed to secure insulation in place.
- When paper or foil faced insulation is used, the paper or foil shall face the conditioned space in contact with the finish material.
- Lighting fixtures installed in ceilings of conditioned spaces must be designated ‘air tight’ or ‘AT’ and listed ‘IC’ for insulation contact.
- Recessed lighting fixtures not listed and labeled “IC” requires minimum 3 inches clearance on all sides and NO insulation on the top. Note: Only “IC” fixtures are permissible where insulation is required for California Energy Code compliance.
- All draft stopping and fire blocking in concealed combustible construction complete.
- Installer should provide installation certification for compliance with T-24 energy standards.
- Smoke alarms per California Building Code 907. In sleeping units and hallways serving sleeping units, on each level, top and bottom of all stairs.
- Carbon monoxide detectors per California Building Code 420 in hallway(s) serving sleeping units and on each level of buildings with fuel burning appliances and/or attached garage.