



Certificate of Occupancy Checklist-(Residential)

Address: _____

Contact Person: _____

Phone Number: _____

Email: _____

General Inspection Checklist

☐ **Doors/Windows: Pass/ Fail**

Doors and windows must be in good repair and in working condition. Two means of egress will be provided.

☐ **Fall protection from windows: Pass/ Fail**

Windows and any exterior opening on a second floor and higher that creates a hazard and/or window sills that are less than 24 inches from the floor must have proper fall protection.

☐ **Interior Stairs/Rail: Pass/ Fail**

Stairs shall have "graspable" handrails if serving 4 or more risers

☐ **Ceilings/Floors: Pass/ Fail**

All interior surfaces shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered.

☐ **Sanitary Toilets/Sinks: Pass/Fail**

Plumbing fixtures and drains must be in working condition, no leaks. Bathrooms vented.

☐ **Smoke and Carbon Monoxide Detectors: Pass/Fail**

Hard wired interconnected combination smoke and carbon monoxide detectors shall be located on all levels of the building.

☐ **Carbon Monoxide Detector: Pass/Fail**

Carbon Monoxide detectors are required outside of sleeping room in common hallway.

☐ **Clothes Dryer Vented: Pass/ Fail**

Dryers shall have metal UL listed non-combustible exhaust ducts and be vented to exterior.

- ☐ **Kitchen Exhaust Fan: Pass/ Fail**
Has a kitchen exhaust fan been installed over the cook stove?
- ☐ **Locking Devices on Doors: Pass/ Fail**
Doors with deadbolts shall have the "thumb latch" style control.
- ☐ **GFI Receptacles: Pass/ Fail**
GFCI receptacles required if within 6ft of bathroom sink, along kitchen countertops, garages, basement, and outside
- ☐ **Sump Pump: Pass/ Fail**
Sump Pumps shall not discharge into the sanitary sewer.
- ☐ **Hammer arrestor devices: Pass/ Fail**
Hammer arrestor devices need to be installed for the dishwasher and washing machine.
- ☐ **House number: Pass/ Fail**
Numbers and letters shall be white reflective with black reflective background and a white reflective trim. Font shall not be cursive. Numbers for a single family shall be (4) inches tall on (6) inch background. Background width shall be no less than (8) inches.
- ☐ **Exterior Structure: Pass/ Fail**
The exterior of a structure shall be maintained in good repair, structurally sound and sanitary.
- ☐ **Exterior Stairs/Handrails: Pass/ Fail**
Stairs shall have "graspable" handrails if serving 4 or more risers.
- ☐ **Gutters & Downspouts: Pass/Fail**
Roof drains, gutters and downspouts shall be maintained in good repair. Roof water shall not be discharged directly on to a neighboring property.
- ☐ **Curbs, Sidewalks, & Driveway: Pass/ Fail**
Curbs, sidewalks, and driveways shall be in good repair, free from cracks and voids.
- ☐ **Weeds & Overgrowth: Pass/ Fail**
Property shall be maintained free of trash, weeds and overgrowth.
- ☐ **Garage/Outbuildings: Pass/ Fail**
All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
- ☐ **Trash/Debris/Combustibles: Pass/ Fail**
All exterior property and premises shall be free from any accumulation of trash or debris.

☐ **Plumbing: Pass/ Fail**

All plumbing fixtures shall be properly installed and maintained in working order; a back siphonage device or double check valve is required to be installed on the system.

☐ **Water System: Pass/ Fail**

Every plumbing fixture shall be properly connected to a water system and shall be supplied with hot and cold running water; for water heaters a pressure relief valve and relief valve discharge pipe shall be properly installed and maintained.

☐ **Electrical Facilities: Pass/ Fail**

All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

Panels will be labeled and not blocked, no exposed wiring, covers must be on outlet boxes.. No extension cords used as permanent wiring.

Lighting will be located at outside porches, hallways, baths, entrances, exits, and stairways.

☐ **Passed Inspection Yes / No**

☐ **Re-Inspection Required Yes / No**

☐ **CEO** _____

☐ **Date:** _____