

APPLICATION FOR OCCUPANCY INSPECTION (CHAPTER 505 HOUSING CODE)

PLEASE CHECK ONE: OCCUPANCY INSP. RESIDENTIAL COMMERCIAL NEW CONSTRUCTION
(NOTE: New Construction Occupancy Inspection Fee Waived) PERMIT NO. _____

- APPLICANT ACKNOWLEDGES READING *RESIDENTIAL OCCUPANCY CHECKLIST* AND AGREES RESIDENCE IS READY FOR OCCUPANCY INSPECTION.

- UPON READING *RESIDENTIAL OCCUPANCY CHECKLIST* APPLICANT WANTS TO OBTAIN A TEMPORARY WATER PERMIT TO BRING RESIDENCE INTO COMPLIANCE (NO OCCUPANCY PERMITTED WHEN TEMPORARY WATER PERMIT IS IN EFFECT.)

Property OWNER information:

NAME _____ Phone _____

ADDRESS _____

OCCUPANT/TENANT information:

NAME _____ Phone _____

ADDRESS OF UNIT INSPECTED _____

Number of Occupants _____ Inspection Scheduled for _____

OCCUPANCY INSPECTION FEE SCHEDULE

Initial Inspection and ONE Follow up re-inspection - \$30

Second re-inspection fee - \$40

Additional re-inspections fee - \$50

1. I understand that by applying for and signing the application for occupancy inspection, that failure to make all noted repairs properly within the allotted time, can and will result in the termination of water and sewer services and additional re-inspect fees.
2. Key only inspections will not be made if any personal belongings of the tenant or others are located within the dwelling unit to be inspected.
3. This inspection does not assure the safety or security of the dwelling unit noted above.
4. It is understood that the City of Park Hills and its inspectors cannot be held liable for damage caused by any undetected hazards or violations not found or noted during this inspection.

Signature

Date

\$30 fee paid on _____

No Charge-Last Paid _____

RESIDENTIAL OCCUPANCY CHECKLIST

The following checklist is a **guide only**, to the minimum requirements to occupy a building. **This list is not all inclusive and additional items may be required by the inspector depending on the conditions of each individual site.**

- * The residence is prepared for an inspection. **This list has been used prior to ordering the inspection.**
- * The residence has been properly cleaned and is maintained in a sanitary condition. (includes carpets).
- * The residence has working smoke detectors, (1) each in every bedroom, (1) each outside, adjacent to groups of bedrooms and on every floor.
- * The residence has a carbon monoxide detector in the immediate vicinity of all sleeping rooms, when gas equipment is present and/or the residence has an attached garage.
- * The property is free from infestations by insects, pests and vermin.
- * The residence has a toilet, tub or shower, water heater, lavatory, kitchen sink and heating system.
- * The interior and exterior of all buildings, are free from junk, trash, debris and trip hazards.
- * Floors are structurally sound, subfloor and joists are in good condition.
- * All Entry /Exit doors have only single keyed type locksets installed.
- * All wiring and equipment is safe. No life threatening or endangering conditions exist on the property.
- * Structural members are free from deterioration.
- Foundation, exterior walls and roof are maintained in good condition and are weather tight.
- Floor coverings are properly installed, in good condition and do not present trip hazards.
- Siding, soffit, fascia, windows and trim are present, have no decay / damage and are properly painted.
- Address is posted on the residence using **4" inch numbers ½" wide, installed in a contrasting color.**
- Exterior Air Conditioning equipment has a proper disconnect installed within reach of the unit.
- Swimming pools are maintained in safe and good condition.
- Decks, porches and accessory building are maintained in good repair.
- Decks, porches and any surface 30" inches or more above grade have adequate guardrails.
- All stairs** with four (4) or more steps have a graspable handrail installed.
- All exterior doors and windows are weather tight. Glass is properly glazed and not broken.
- * Windows operate as designed, open and do not fall. Windows have a sash locks installed.
- Water heater has a ¾" pressure relief valve and a ¾ " drip line extended to 6" inches of floor.
- Wiring to electric water heater is installed in conduit and has proper conduit fittings installed.
- All electrical fixtures are installed in good working order and are free from defects.
- All closets with a light fixture have a U.L. listed fully enclosed type light fixture installed.
- The entire residence and accessory structures are free from exposed wiring and open wire junctions.
- The property has no missing switch, outlet or junction box covers.
- The circuit panel is properly and fully labeled and has no open spaces without a breaker or blank.
- All plumbing fixtures are properly installed and free from defects and leaks.
- Bathrooms have an operable window or a mechanical vent, vented to the outside of residence.
- Storm water from sump pumps, gutters, etc. must be piped to daylight. **(Not into Sanitary waste)**
- Interior walls and doors are in good condition and are undamaged.
- * Every 110 volt outlet in bathroom(s) are G.F.C.I. protected.
- * All 110 volt outlets within 6' feet of water are G.F.C.I. protected.
- * All 110 volt outlets in wet areas are G.F.C.I. protected. Unfinished basements, garages and sheds.
- * All 110 volt outdoor outlets are G.F.C.I. protected and have a weather tight cover installed.

(*) Items indicate an automatic failure of the residence. Many other conditions may exist that result in violations or failure of the residence based on the Building Inspector's evaluation of the individual site.