

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. (Minimum 1 per floor)
- * The residence has (1) working carbon monoxide detector per floor, when gas equipment is present.
- * 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.
- Foundation / Crawl space vents and access doors are installed and in good condition.
- 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.
- All windows operate as designed and have a sash lock 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) 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.