



APPLICATION FOR OCCUPANCY INSPECTION

OCCUPANCY RELATED TO PERMITTED CONSTRUCTION DOES NOT REQUIRE AN ADDITIONAL OCCUPANCY INSPECTION

PLEASE CHECK ONE: RESIDENTIAL COMMERCIAL

- APPLICANT ACKNOWLEDGES READING *RESIDENTIAL OCCUPANCY CHECKLIST* AND AGREES RESIDENCE IS READY FOR OCCUPANCY INSPECTION. (LIST FOR RESIDENTIAL ONLY)
- 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 _____ E-MAIL _____

PLEASE CHECK ONE: OWNER MANAGER AGENT TENANT

DWELLING TYPE: Single Family Condominium Duplex Apartment

Total number of rooms in unit ___ Number of Bedrooms ___ Number of Bathrooms ___

OCCUPANT/TENANT information:

NAME _____ Phone _____

ADDRESS OF UNIT INSPECTED _____ E-MAIL _____

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 for occupancy. This list is not all inclusive and additional items may be required by the inspector depending on the site specific conditions.

- The residence has working smoke detectors, 1 in each bedroom, 1 outside, adjacent to groups of bedrooms and one on each 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 to 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 inch 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 buildings are maintained in good repair.
- 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 sash lock installed.
- Water heater has pressure relief valve and a drip line extended to 6 inches of floor.
- Wiring to electric water heater must be must be protected from physical damage.
- 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 property is free from open wire junctions and electrical wiring defects.
- The property has no missing switch, outlet or junction box covers.
- The circuit panel is properly and bully 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 not drain to sanitary waste.
- Interior walls and doors are in good condition and are undamaged.
- Every new outlet in bathroom(s) to be G.F.I. protected.
- All new outlets within 6 ft of open water source are G.F.I. protected.
- All outdoor electrical outlets shall have a weather tight cover installed.