



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.