

# CODE ENFORCEMENT

## CERTIFICATE OF OCCUPANCY CHECKLIST

*The following list of items will be checked on all Certificate of Occupancy inspections. Failure to have these items completed will result in a failed inspection and additional fees for any future re-inspections.*

### Exterior:

- Grading and drainage – no standing water
- Driveways defined/maintained
- Sidewalks free of tripping hazards
- No infestation of rodents or insects
- Siding & Roofing – not damaged or missing
- No paint peeling or bare wood/metal
- Windows operable and not broken
- Window screens - no holes or tears
- House numbers are a 4" high and viewable from the street
- Handrails for 4 or more risers
- Guardrail gaps no more than 5"
- Foundation - no structural damage
- No overgrown grass and weeds
- Sanitary sewer caps on clean outs
- Gas meters along driveway are protected
- Exterior property maintained
- Decks and porches structurally sound
- Trash and recycling cans clearly labeled

### Interior:

- Smoke and Carbon Monoxide detectors on each floor including basement
- Kitchen stoves must be tip proof
- GFI outlets in kitchens and bathrooms
- Fire extinguisher mounted within 10' of kitchen. 10lbs, 2A:10b:C with hose
- Sinks, cabinets and vanities free of cracks
- All plumbing fixtures work - no leaks/dripping
- No water stains on walls or ceilings
- Doors and doorknobs are operable and free of cracks
- No broken furniture
- Floors are clean - not broken, rotted, or stained
- Mattresses must be clean and not torn
- Interior walls are clean and painted
- Water heater relief valve aimed towards ground to within 6"
- Dryers vented to exterior
- Electrical wiring in working condition/ no hazards
- Lighting fixtures operable
- Electrical box is secure
- Sump pumps don't drain into sanitary sewer/ Do not drain onto or over sidewalks or neighbors yard
- All utilities are operable
- Windowless bathrooms have exhaust fans
- All bedrooms require a minimum of two outlets
- No debris in basements and attics
- Flue pipes for heater and water must be properly vented to exterior

## Bedrooms/Occupancy

- 70 square feet – 1 occupant
- 100 square feet – 2 occupants
- 130 square feet – 3 occupants
- Sleeping rooms shall not constitute the only means of access to other sleeping rooms or habitable spaces
- Beds are not permitted in kitchens and living rooms
- Bedroom doors must be minimum 28" w 6'-6" h
- Bedroom egress windows sill height max 44"
- Bedroom egress window minimum opening height 24" and width 20" or greater
- Living space above a garage must have minimum 5/8" fire code sheetrock on ceiling of garage
- Bedroom egress not blocked

*In the event a re-inspection is required the following fees must be paid before an inspection is scheduled.*

1. Any second inspection or re-inspection required after the first initial inspection pursuant to Section 26-2 shall be \$250.00
2. Any re-inspection required after a first and second inspection has taken place, pursuant to Section 26-2, shall be \$500.00
3. If an inspection is taking place prior to Memorial Day weekend the Code Enforcement office shall perform a second inspection or re-inspection if necessary before Memorial Day.
4. If a third inspection is required there shall be no guarantee that the inspection will occur before Memorial Day weekend.