

The following is a check list for obtaining a Certificate of Occupancy

This inspection is a visual inspection mainly looking for safety hazards and unsanitary conditions along with any Code Violations.

1. House numbers 4”in height.
2. Electric, gas, and water must be turned on at time of inspection.
3. Smoke detectors are required on all levels.
4. Carbon monoxide detector required outside sleeping areas. Exception: All electric and detached garages.
5. All appliances must be installed properly and be in proper working order. (stoves, exhaust fans, garbage disposals, etc.).
6. All stairs of three (3) or more steps must have a handrail installed. (must meet current code).
7. All landings or porches 30” inches in height or higher must have a rail around entire area.
8. Mobile homes and/or trailers are required to have a section of skirting removed to check for tie downs every 10ft.
9. **A satisfactory lab report, including mercury, shall be required for ALL private wells. A satisfactory septic certification shall be required for ALL private septic systems.**

Because this is a visual inspection the following is a guide for the homeowner to check to avoid some code violations. This inspection is not designed to check every outlet, open and close windows, run appliances through their cycles, and turn on heat during summer months.

- A. All supporting members must be structurally sound (floors, walls, ceilings, roof members, etc.).
- B. Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware (sash cords etc.).
- C. Excessive peeling paint, cracked or loose plaster, decayed wood shall be repaired and or replaced and properly painted.
- D. Basements and crawl spaces shall be reasonably free from water and /or dampness. Sump pumps are acceptable.
- E. Wood stoves, fireplaces, fireplace inserts, etc. must be installed in accordance with the building code.
- F. House must be free of insect infestation.

- G. No extension cord type wiring is permitted.
- H. All lighting fixtures, outlets and switches must be properly secured.
- I. All grass and weeds shall be properly cut and maintained.
- J. No miscellaneous debris is permitted to be left on site.
- K. Sidewalks and driveways must be free of trip hazards.
- L. No broken, cracked or missing glass.
- M. Roof must be in sound condition and waterproof, with no excessive deterioration.
- N. All trim work around doors, windows, etc. must be properly caulked to eliminate moisture penetration.
- O. Electrical service wire to building must be in sound condition and properly secured to the building.
- P. All swimming pools must be structurally sound, containing no stagnate water and an approved cover. No body of water that will create a place for mosquitoes to breed is permitted.
- Q. All pools shall be protected by a ground fault circuit interrupter.
- R. Bathroom and kitchen floors shall be impervious to water and be in a clean and sanitary condition.
- S. All bathtubs and showers must be properly caulked and maintained in good repair.
- T. Heater must be in proper working order, free from defects and wired properly with an emergency shut off switch.
- U. Hot water heater must be in proper working order. And all pressure relief valves must have an extension pipe installed and terminating within six (6) inches of the floor or an approved drain.
- V. All plumbing fixtures must be properly installed and properly working as designed with no drips and/or leaks.

**IT IS THE HOME OWNERS RESPONSIBILITY TO TAKE OUT
ALL NECESSARY PERMITS REQUIRED BY LAW.**

This list is subject to change without notice. It is the homeowner and/or agents responsibility to obtain a current copy.