

# Residential Occupancy Permit Checklist

## General Appearance:

- \_\_\_\_\_ Driveway and sidewalk areas: no severe cracking, unevenness or displacement of material.
- \_\_\_\_\_ Siding material, soffit and fascia secure
- \_\_\_\_\_ Proper drainage: gutters and downspouts in place and secure. No daylighting directing onto adjoining property.
- \_\_\_\_\_ Roofing material secure and in serviceable condition.
- \_\_\_\_\_ Property free from junk and rubbish. Grass and weeds maintained. No obvious signs of rodent infestation.
- \_\_\_\_\_ Retaining walls and fencing secure and in safe conditions.
- \_\_\_\_\_ House number visible as per Ordinance Standards. Minimum 3 inch on structure or 1 inch on mailbox.

## Structural:

- \_\_\_\_\_ Chimney in good external condition. Proper vent at top. Venting for high efficiency HVAC properly terminated.
- \_\_\_\_\_ Foundation free from severe structural cracking or displacement. No holes, all mechanical intrusions properly sealed.
- \_\_\_\_\_ Porches and decks: support structures sound, no rotting of wood or insect infestation. Steps, handrails and railings sound and secure and located as required. Decking sound, no missing or excessively warped or lifted boards. Check visible hardware and fasteners for excessive corrosion and / or damage.
- \_\_\_\_\_ Windows and doors should be operational (when applicable) with no broken glass panes
- \_\_\_\_\_ Exterior electrical service: drop properly secured and in serviceable conditions. Intrusion into structure properly sealed.
- \_\_\_\_\_ Exterior electrical: no exposed wires or open boxes (work, switch, etc...). All lamp sockets contain bulbs.
- \_\_\_\_\_ Gas meter: line intrusion into structure properly sealed. No smell of gas at meter area.

## Accessory Structures:

- \_\_\_\_\_ All accessory structures are in safe and sound condition. In compliance with local zoning when applicable.
- \_\_\_\_\_ Swimming pools: should be maintained, in ground pools must be fenced with a self-closing lockable gate, above ground either fenced or equipped with a removable or foldable ladder that is stored in an upright position when not in use.
- \_\_\_\_\_ Electrical appurtenances located in the pool area must be ground fault protected.

## Interior Structure:

- \_\_\_\_\_ Smoke detectors shall be located in all sleeping areas and one per floor level.
- \_\_\_\_\_ Any electrical receptacle located within 6 feet of water shall be GFI protected.
- \_\_\_\_\_ Minimum of one operational bathroom with functioning toilet, lavatory and bath facilities with hot and cold running water.
- \_\_\_\_\_ Functioning kitchen area with hot and cold running water.
- \_\_\_\_\_ Operational furnace.
- \_\_\_\_\_ House electrical must be in serviceable condition. All switch plates, covers and fixtures in place. Breaker box cover panel in place with no open breaker slots.
- \_\_\_\_\_ Interior must be structurally sound. Wall and ceiling finishes intact. All sleeping areas must have an operational window.
- \_\_\_\_\_ If structure has an integral garage proper fire separation must be maintained.
- \_\_\_\_\_ Must have a fully functional sanitary sewage system.

## Please Note:

The above list is for reference only and may not be fully inclusive of all items considered and viewed during a residential occupancy inspection.