

CHECKLIST FOR RESIDENTIAL C.O

- ✓ **3” House Numbers** – Shall be in Arabic numerals and mounted in a secure fashion to the front of the building and clearly visible from the street. Can also be placed upon a post, rod or mailbox near the road frontage and visible from the street.
- ✓ **Railings** – Handrails shall be provided on at least one side of stairways of three or more steps. They must be firmly fastened and capable of supporting normal loads and shall be maintained in good condition.
- ✓ **Windows** – All must have screens, no broken or cracked glazing. They shall be capable of being easily opened, held in position by window hardware and able to be locked.
- ✓ **Doors** – All interior doors must be operational with hardware. All exterior doors must have a thumb latch lock from the interior, keyed cylinders from the interior are not permitted.
- ✓ **Stairs** – All staircases including basement staircases must be enclosed so young children can not fall.
- ✓ **Plumbing** – Fixtures shall be properly installed, connected and maintained in proper working order. Seals shall be intact in all tubs, showers and toilets. No water leakage shall be permitted on any plumbing system. Bathroom fan required where there is no window.
- ✓ **Electrical** – All receptacles (outlets), switches and junction boxes must be properly covered. Extension cords are not permitted. GFI outlets shall be used around sink area of kitchen and bathroom. A clear and unobstructed path to panel box and open slots in box must be properly blocked.
- ✓ **Washer/Dryer** – Must discharge into a drainage system not on the ground or into a sump pump. Dryer must be vented to the exterior with a metal pipe or foil flex from the machine.
- ✓ **FirePlaces** – Proof of chimney maintenance and inspection.
- ✓ **Heating Unit** – Certification required by licensed plumber or H.V.A.C. specialist. Must be operational and connected to a thermostat. Area around furnace or boiler must be free and clear of storage and/or debris. Emergency furnace/boiler switch must be in an accessible location in case of emergency.

Checklist for CO (continued)

- ✓ **Water Heater** – Must have emergency drop leg from pressure relief valve. It usually runs down the outside of the tank and stops about 6 inches from the ground.
- ✓ **Garage** – No extension cords on door opener. Overhead door must be operable. Door from house to the garage must be maintained in operative condition and fire rated.
- ✓ **Floors** – Smooth and free of tripping hazards. No holes or any loose or missing sections.
- ✓ **Roof/Gutters** – No leaks, no missing shingles or excessive curling. Gutters and leaders should be in tack without any loose areas. Gutters should be clean and free of debris.
- ✓ **Stove/Range** – Must be operational with knobs and hardware.
- ✓ **Yard & Property** – Clean and free of debris. Perimeter property maintenance shall include but not limited to lawns, landscaping and trees.
- ✓ **General Conditions** – Walls, ceiling, trim, paint, siding, and/or fences must be in good and sound condition.

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**** ANY OPEN PERMITS MUST BE FINALIZED PRIOR TO C.O. INSPECTION****

This list is provided to assist you in the inspection process. The inspector may require additional deficiencies corrected. Please have all the above completed for the inspection to avoid delays in the issuance of a certificate of occupancy.