

# **RESALE - Certificate of Occupancy Inspection Checklist**

1. Smoke detectors are required on all levels, including attic spaces / storage area. Smoke detector shall be installed within 10 feet of sleeping areas.
2. Holes in walls, floors and ceilings shall be repaired. Bathroom floors and shower stalls shall be substantially watertight. Loose or missing tiles to be replaced and re-grouted.
3. Every window (other than fixed windows) shall operate properly, repair all broken windowpanes. Window screens shall be free from holes, rips and tears.
4. Hot & cold water in kitchens and bathrooms shall operate properly and have shut off valves for each. All sinks shall have approved drain traps.
5. Toilets shall be secured, operate properly and have a shut off valve on the water feed line.
6. Electrical outlets and switches shall be in good working order. Junction boxes shall have proper cover plates. All wire connections shall be boxed, wire nutted with cover plate installed.
7. Hot water heater & boilers shall be in good working order. If equipped with temperature and pressure valves (T&P Valves) the discharge shall be piped to within 4 inches from the finished floor. Adequate ventilation is required to assure proper combustion. Vent/flue pipes to be properly sealed at chimney connection. Screws and supports on vent pipe if needed.
8. Roof gutters and leaders must be properly installed and in good repair. Roof shall be in good repair with no evidence of leaks. Foundation walls shall be in good repair.
9. Main electrical service line (pipe or cable) shall be properly secured to the structure with approved cable straps or pipe straps.
10. Fire places / wood stoves shall be properly maintained and in good condition.
11. All doors shall have proper hardware. Double keyed deadbolt locks are not permitted on exit doors. All doors throughout shall fit and operate properly.
12. Sump pumps shall operate properly and shall discharge to the exterior of the structure. Sump pumps shall not be connected to the sanitary sewer line. All pumps shall be plugged directly into a electrical outlet.
13. The use of extension cords to replace permanent wiring is not permitted and is illegal. Garage door openers shall be plugged directly into a power supply without the use of an extension cord.
14. All gas fire equipment (stoves, furnaces, clothes dryers, hot water heaters, etc.) shall be equipped with a shut off valve on each gas supply line.
15. Any open permits must be finalized before a CO can be issued.
16. House numbers shall be 4" minimum height, mounted so as to be visible from curb line.
17. Handrails are required on all stairways and steps with three or more risers. All stairways shall be in good condition.
18. Yard area: grass must be cut and trimmed, weeds must be cut and removed. Premises shall be free of rodents, insects and offensive odors.
19. All residential properties must have operable kitchens and bathroom in each apartment.