



OCCUPANCY INSPECTION CHECKLIST

Items found on the checklist will not prohibit occupancy; however, the additive effect of particular combinations of such violations could potentially impact occupancy.

(C=Compliant, NC=Non-Compliant)

★ LIFE SAFETY ISSUES

This checklist is not all-inclusive. Per Ordinance 18-49, *Occupancy Permits & Inspections*, other potential Code violations may be identified and must be corrected accordingly.

PROPERTY ADDRESS: _____

OWNER NAME: _____ OWNER PHONE: _____

Inspection Request 1 2 3 fee required 4 fee required

| Code | Occupancy / Life Safety | C | NC |
|--------------|-----------------------------------|---|----|
| 304.1.1 | ★ Foundations / Unsafe Conditions | | |
| 304.10 | ★ Stairs & Porches | | |
| 304.12 | ★ Handrails & Guardrails | | |
| 304.13.2 | ★ Operable Windows | | |
| 604.3 | ★ Electrical System Hazards | | |
| R3902 | ★ GFCI Receptacles | | |
| 704.2 | ★ CO / Smoke Detectors | | |
| 603.1 | ★ Furnace / Water Heater Venting | | |
| 305.1.1 | ★ Structural Members | | |
| <u>Other</u> | | | |

| Code | Bathroom | C | NC |
|--------------|--------------------------|---|----|
| 604.3 | Electric System Hazard | | |
| R 3902 | Receptacles (GFCI) | | |
| 403.2 | Window / Vented | | |
| 504.3 | Plumbing Systems | | |
| <u>Other</u> | | | |
| Code | Kitchen | C | NC |
| 604.3 | Electric System Hazard | | |
| R 3902 | Receptacles (GFCI) | | |
| 403.2 | Window / Vented | | |
| 603.4 | Gas Shutoffs | | |
| 504.3 | Plumbing System | | |
| <u>Other</u> | | | |
| Code | Living Room | C | NC |
| 604.3 | Electric System Hazard | | |
| 404.4.1 | Room Area | | |
| 304.13 | Windows / Vented | | |
| <u>Other</u> | | | |
| Code | Electrical/ Panel | C | NC |
| 604.3 | Electrical System Hazard | | |
| 604.2 | Services | | |
| 605.1 | Installation | | |
| <u>Other</u> | | | |
| Code | Garage | C | NC |
| (T)R302.6 | Fire-resistance assemb. | | |
| 603.4 | Gas shut-offs | | |

| Code | Exterior Structure & Property | C | NC |
|--------|-------------------------------|---|----|
| 304.2 | Exterior Painting | | |
| 304.3 | Street Numbers | | |
| 302.1 | Sanitation | | |
| 304.6 | Exterior Walls | | |
| 304.9 | Overhang Extensions | | |
| 302.3 | Sidewalks & Driveways | | |
| 304.13 | Windows & Door Frames | | |
| 304.15 | Doors & Locks | | |
| 302.4 | Weeds | | |
| 302.7 | Accessory Structures | | |
| 303.1 | Swimming Pool / Spa | | |
| 302.6 | Exhaust Vents | | |

| Code | Bedrooms | #1 | #2 | #3 | #4 | #5 |
|----------|---------------------------|----|----|----|----|----|
| 304.13.2 | ★ Operable windows | | | | | |
| 604.3 | Electrical System Hazards | | | | | |
| 605.2 | Receptacles | | | | | |
| 704.2 | ★ Smoke /CO Detectors | | | | | |
| 702.4 | ★ Rescue Openings | | | | | |

Notes :

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Re-Inspection Date:

| | | | |
|----------------------|-----------------------------------|---------------------------------|--------------------|
| OCCUPANCY INSPECTION | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Maximum Occupants: |
|----------------------|-----------------------------------|---------------------------------|--------------------|

Inspector's Signature: _____

Date: _____