

Continuing Certificate of Occupancy Pre-Inspection Checklist

INTRODUCTION: This pre-inspection checklist has been produced to assist you in preparing for a Continuing Certificate of Occupancy (CCO) inspection. The inspection criteria and checklist below have been compiled to work with the attached Summary based on the adopted Property Maintenance Code. A Continuing Certificate of Occupancy will be issued when all listed items appear to be in compliance with the applicable code. Final approval and determining code compliance is the sole discretion of the Housing Inspector and Code Official.

INSTRUCTION: The checklist below and the attached summary have been arranged into eight general headings, e.g. "Health & Safety." Under each heading, specific requirements have been assigned reference numbers and titled, e.g. "1.1 Address-Street Numbers." Please review the corresponding commentary section referenced and provided in the attached summary and then evaluate the item for compliance. The commentary sections generally describe the scope and criteria of the inspection and basic requirements for compliance. Using the checklist, check-off all items that appear to be in compliance with the referenced summary content. Maintain or improve those items or conditions that do not appear to be in general compliance with the summary prior to your actual CCO inspection.

Pre-Inspection Checklist

Health & Safety

- 1.1 Address-Street Numbers
- 1.2 Egress (exits)
- 1.3 Pest Control
- 1.4 Swimming & Bathing Pools

Property Grounds

- 2.1 Sanitation, Garbage & Debris
- 2.2 Grading & Drainage
- 2.3 Sidewalks, Walkways & Driveways
- 2.4 Weeds
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- 3.6 Stairs, Decks & Porches
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- 4.1 Interior Surfaces
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- 5.1 Habitable Spaces
- 5.2 Bathrooms
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- 6.3 Water Heater
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- 7.1 Heating
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- 7.3 Electrical Facilities
- 7.4 Electrical Equipment
- 7.5 Ground Fault Circuit Interrupter(s)
- 7.6 Electrical Visible **Hazards**

Fire Safety

- 8.1 Accumulations & Storage
- 8.2 Fire Extinguisher
- 8.3 Smoke Detector
- 8.4 Carbon Monoxide Detector

USER NOTICE: The information contained herein and attached hereto is brief and only a general description pertaining to the subject matter. These documents alone do not provide complete details, related precautions or other significant information. All of which are beyond the scope and intended purpose of this handout. Due to the general nature of this information and the individual application or interpretation thereof, it is the users sole responsibility for any loss, cost, damage, injury, expense or any other theory of liability that may be incurred, suffered or arise from as a result of the use thereof.

Continuing Certificate of Occupancy Summary

(CCO/MSW (6.97))

GENERAL

General: for purposes of this inspection, all structures, components and systems shall be in good repair, weather tight, structurally sound and sanitary so as not to pose a threat to the health, safety and welfare of the occupants or public as described in the *adopted Property Maintenance Code*. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with these requirements or hold a valid certificate of occupancy. All new work, replacement, alteration or repair shall comply with the appropriate model code and under municipal permit as applicable.

HEALTH & SAFETY

1.1 Address-Street Numbers: assigned numbers shall be displayed in a position easily observed and readable from the public right-of-way. All numbers shall be at least 3 inches (76mm) high and 1/2-inch (13 mm) wide.

1.2 Egress (main exit): a safe, continuous and unobstructed means of egress shall be provided from the interior of the structure to the public way as noted in the *adopted Code*. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort. All windows, except a fixed window, shall be easily openable and capable of being held in position by window hardware. Bars, grills or screens placed over emergency escape windows shall be releasable or removable from the inside without use of a key, tool or force greater than that which is required for normal operation of the window.

1.3 Pest Control: all structures shall be generally free from wood destroying insects and rodent infestation as noted in the *adopted Code*.

1.4 Swimming and Bathing Pools: this term includes in-ground and above-ground swimming pools, spas and hot tubs as defined in the adopted Building Code. An approved barrier for older pools should be maintained as originally approved in the *adopted Code*.

PROPERTY GROUNDS

2.1 Sanitation, Garbage & Debris: all grounds and structures shall be maintained in a clean, safe and sanitary condition as noted in the *adopted Code*.

2.2 Grading & Drainage: all premises shall be sufficiently graded and sloped in an approved manner to prevent the erosion of soil and to prevent water from accumulating around or within the immediate perimeter of any structure. Water shall not be discharged or diverted in a manner that creates a nuisance to adjacent private or public properties as noted in the *adopted Code*. **NOTICE:** all sump pumps and other collected waters shall discharge in an appropriate manner and location, preferably into a storm drain or retention area and must not be connected to the public sanitary waste line or sewer system.

2.3 Sidewalks, Walkways and Driveways: all sidewalks, walkways, landings, driveways, curbs and similar components shall be in a proper state of repair, normal for its age and free from potentially hazardous conditions or major defects as noted in the adopted Code. Stairs shall comply with sections 303.10 of the

adopted Code. Stairs, handrails and guards shall be firmly fastened and capable of supporting normally intended and imposed loads in good condition.

2.4 Weeds: the property grounds shall be generally free from tall weeds and similar plant growth in excess of ten (10) inches. All noxious weeds are prohibited. Weeds are defined as noted in the *adopted Code.*

2.5 Accessory structures: all outbuildings including attached or detached garages, storage sheds, retaining walls, and fences shall be in a proper state of repair and free from potentially hazardous conditions as noted in the *adopted Code.*

EXTERIOR

3.1 Exterior Protective Treatment all exterior surfaces, including but not limited to, doors, door and window frames, trim, porches, balconies, decks, and fences shall be maintained in a good condition, normal for its age and type as noted in the *adopted Code.*

3.2 Foundation Walls: all foundation walls shall be free from major defects, deterioration and lg. open cracks and breaks as noted in the *adopted Code.*

3.3. Exterior Walls: all exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly coated where required to prevent deterioration in accordance with the *adopted Code.*

3.4 Roofs & Drainage: roofing materials shall be sound, tight and not have defects that admit rain. Roof drainage components shall be adequate to drain collected roof run-off water and not be discharged in a manner that *creates* a public nuisance as noted in the

adopted Code. NOTICE: all roof drains shall discharge in an appropriate manner and location, preferably into a storm drain or retention type drainage area and must not be connected to any sanitary waste line or public sewer system.

3.5 Decorative Trim & Overhang extensions: all decorative trim and other decorative features shall be in good repair. All canopies, awnings, fire escapes, standpipes, exhaust ducts and similar overhanging extensions shall also be in good repair and protected from the elements against decay or rust as applicable and noted in the *adopted Code.*

3.6 Stairs, Decks & Porches: all exterior stairways, decks, porches and balconies, shall be maintained in good repair as noted in the *adopted Code.*

3.7 Chimneys: all chimneys and similar appurtenances shall be structurally sound, safe and in good repair as noted in the *adopted Code.*

3.8 Windows & Doors: every window, door and frames shall be in sound condition and good repair as noted in the *adopted Code.*

INTERIOR

4.1 Interior Surfaces: all interior surfaces, including windows and doors, shall **be in good** repair. Peeling paint, cracked or loose plaster, decayed wood or other defective surface conditions shall be corrected.

4.2 Stairs, Handrails & Guardrails: all interior stairs, handrails, guardrails, ramps balconies, porches or other walking surfaces shall be in good repair and firmly fastened to support normally imposed loads as noted in the *adopted Code.*

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VENTILATION

5.1 Habitable Spaces: every habitable space shall have at least one openable window as noted in the *adopted Code*. All openable windows must have screens from April to Dec.

5.2 Bathroom(s): every bathroom shall comply with the ventilation requirements for habitable spaces except that a window shall not be required in spaces provided with an approved mechanical exhaust ventilation systems as noted in the *adopted Code*.

5.3 Clothes Dryer Venting: dryer vent systems shall be independent of all other systems and shall convey the moisture to the outdoors in an approved manner. Dryer exhaust hose must be installed as per manufacturers' installation instructions.

PLUMBING

6.1 Fixtures: all plumbing fixtures shall be in good repair, free from obstructions, leaks, major defects, and be capable of performing the components intended purpose as described in the *adopted Code*.

6.2 Water System: all kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water with adequate volume and supply water to enable the fixture(s) to function properly as designed and noted in the *adopted Code*.

6.3 Water Heater: the unit and its components shall be properly installed and capable of providing an adequate amount of water at a

temperature of not less than 110 degrees F. (43 degrees C.) and not to exceed the temperatures recommended by the manufacturer and code. All fuel burning type appliances shall be properly vented and sufficiently supplied with combustion air. Approved temperature and pressure relief valve(s) and relief valve discharge pipe(s) shall be installed as noted in the *adopted Code*.

6.4 Sanitary Drainage: all plumbing fixtures shall be properly connected to an approved disposal system, free from obstructions, leaks and major defects as noted in the *adopted Code*. **NOTICE:** sump pumps shall discharge in an appropriate manner and location, preferably into a storm drain or retention type drainage area and must not be connected to any sanitary waste line or public sewer system.

MECHANICAL

7.1 Heating: every dwelling shall be provided with heating facilities capable of maintaining a room temperature of 65 degrees F. (18 degrees C.) in all habitable rooms & bathrooms. The required room temperature shall be measured at a point 3 feet (914mm) above the floor and 3 feet (914mm) from the exterior walls as noted in the *adopted Code*.

7.2 Mechanical Equipment: all equipment, fireplaces and solid fuel-burning appliances shall be properly installed and maintained in a safe working condition capable of performing the intended function as noted in the *adopted Code*. All fuel burning equipment and appliances shall be connected to an approved chimney or vent. Required clearances to combustibles and combustion air supply must be maintained.

7.3 Electrical (E.) Facilities: every dwelling shall be served by a main service that is not less than 60 amperes, three wires as noted in the *adopted Code*.

7.4 (E.) Equipment: all equipment, wiring and appliances shall be installed and maintained in an appropriate manner as noted in the *adopted Code*. Extension cords are not to be used as a substitute for permanent wiring.

7.5 (E.) Ground Fault Interrupter (GFI): approved GFI devices or circuits installed at potentially wet areas or where water can splash, such as: bathroom receptacle(s), kitchen counter top receptacle(s) and exterior receptacles including those in a garage shall be operating and maintained.

7.6 (E.) Visible Hazard: for purposes of this inspection, improper fusing, insufficient outlets, improper wiring or installation, deterioration or damage, and / or inadequate service shall constitute an "electrical system hazard" as noted in the *adopted Code*.

FIRE SAFETY

General: a safe, continuous and unobstructed means of egress shall be provided from the interior of a structure to a public way as summarized above in "**1.2 Egress (main exits)**," and as noted in the *adopted Code*.

8.1 Accumulations & Storage: rubbish, garbage or other materials shall not be stored or allowed to accumulate in stairways, passageways, doors, windows fire escapes or other means of egress. Combustible materials, flammable explosive or other hazardous materials, such as paints, volatile oils and cleaning fluids shall not be accumulated or stored unless such storage is in compliance with the applicable uniform fire code as noted in the *adopted Code*. Access to all utility rooms

and storage areas shall be readily available at the time of inspection.

8.2 Fire extinguisher: at least one (1) approved fire extinguisher is recommended to and maintained as noted in the *adopted Code*.

8.3 Smoke detector(s): at a minimum, an approved single-station smoke detector shall be maintained within the immediate vicinity of all bedrooms. Smoke detectors are also required on every story of a dwelling unit, including basements. In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level as noted in the *adopted Code*. Residential dwellings constructed with interconnected, battery back-up alarm devices shall be installed, maintained and as originally approved. All new work, replacement, alteration or repair shall comply with the Uniform Fire Code and rehab subcode. Call for additional information as needed.

8.4 Carbon Monoxide Detectors: at minimum, an approved carbon monoxide detector must be installed and maintained in accordance with the Uniform Fire Code.

NOTICE: The comments noted herein are perspective in nature and do not include the necessary details or other manufacture specifications to assure or determine code compliance. This information should not be relied upon solely and do not represent all applicable housing requirements. All work shall be performed in a workman like manner to code.

All open construction permits issued to the subject property and present owners must be closed. Additional inspections and inspectors may be needed to closeout any older open construction permit.