

Residential Certificate of Occupancy Inspection

(Existing 1 and 2 Family Dwellings)

Residence: _____

Date: _____

Time: _____

****Applicant Must Specify Present Use of Property******

***** **Failure to complete unapproved items on this sheet within 15 days will VOID C.O.**

Exterior	Approved	Not Approved	Comments:
1. Sidewalk (Public right of way Only)			
2. Curbs (Not on Rentals)			
3. Handrails/Stairs both sides if needed & in good condition			
4. Grass Trimmed under 12 inches			
5. House numbers installed <i>(Must be visible from the street)</i>			
6. Vent caps - <i>Must be above grade, with exception of those built into sidewalks</i>			
7. Electric Receptacles - <i>Must comply with the applicable electrical code.</i>			
Interior			
1. Sump pump piped to outside. <i>Not connected to Sewer System.</i>			
2. Furnaces: <i>Heater in working condition All furnaces must have emergency shutoff oil furnaces must have shutoff switch at Top basement stairway entrance.</i>			
3. Smoke Detectors working - 1 on each floor and one in each bedroom			
4. Hot water blow off valve piped 8-10" from Floor			
5. GFI - Outlets-Kitchen, Bathroom & Laundry Room ** Electric Panel-Circuit Breakers Identified			
6. Doors & Locks must be operable			
7. Windows in good condition			
8. Stairs (see item #3 Exterior above)			
9. Electrical underwriter certification on new Installation.			

