

Residential Certificate of Occupancy Checklist

1. FINAL ELECTRICAL INSPECTION ____
2. FINAL PLUMBING & MECHANICAL INSPECTION ____
3. GUTTERS AND DOWNSPOUTS INSTALLED ____
4. PROPERTY ADDRESS DISPLAYED ON FRONT DOOR OR MAILBOX ____
(4" HIGH NUMBERS & ½" WIDE) (MUST CONTRAST WITH HOUSE)
5. DRIVEWAY COMPLETED ____
6. FINAL GRADING COMPLETED ____ RETAINING WALLS COMPLETED ____
7. CARBON MONOXIDE DETECTOR(S) INSTALLED ____
(2009 IRC requirement if any fuel burning appliance is installed in the new or existing home)
8. SMOKE DETECTORS WORKING ____ (IF ALARM SYSTEM BEING USED IN CONJUNCTION
WITH SMOKE DETECTORS, A LETTER FROM ALARM
COMPANY MUST BE SUBMITTED.)
9. HANDRAILS AND GUARDRAILS COMPLETED ____ (handrails 34" to 38"max – guardrails 36" min)
10. EXTERIOR DOOR HARDWARE INSTALLED ____ (USE OF DOUBLE KEYED DEADBOLTS ARE
NOT PERMITTED PER CODE)
11. BLOWN IN ATTIC INSULATION MUST HAVE A DEPTH GAUGE VISIBLE ____
(or Certificate from installer)
12. ATTIC ACCESS PANEL INSTALLED ____ (22" X 30") (Insulated per code requirements)
13. WELL WATER TESTED ____ (**Potable Water Report from Lab must be submitted at final inspection**)
14. SEPTIC SYTEM APPROVED ____
15. BEDROOM WINDOWS OPEN PROPERLY FOR EMERGENCY EGRESS ____ (44" Max. sill height)
16. HOT WATER HEATER ON ____ WATER SYSTEM ON ____ **WATER TEMPERATURE 120 MAX.**
17. HVAC SYSTEM WORKING ____
18. THERMAL EXPANSION TANK INSTALLED ON WATER SYSTEM ____ (PUBLIC WATER SYSTEM)
19. PUBLIC WATER METER INSTALLED ____ (backflow prevention installed)
20. CONDENSATION LINES TERMINATE TO AN APPROVED LOCATION ____ (NOT BELOW THE SLAB)
21. OPENINGS, CRACKS AND HOLES IN BASEMENT CONCRETE SLAB MUST BE SEALED ____
22. SIDEWALKS INSTALLED ____
23. EXHAUST FANS ____ (All must terminate outside in approved manner)

WHEN ALL ITEMS ABOVE ARE COMPLETED, A FINAL BUILDING INSPECTION CAN BE SCHEDULED.



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