



Inspection Check List

- 6" HOUSE NUMBERS -** Must be posted on front of the house and visible from the street, written words are not acceptable.
- STEPS & LANDINGS -** Open portion of a stair, landing or balcony which is more than 30" (30 inches) above the floor or grade shall have guardrails. Stairs must be in sound and good condition.
- RAILINGS -** Required on more than two (2) steps.
- WINDOWS -** All must have screens, no broken or cracked glazing. They shall be capable of being easily opened, held in position by window hardware and locked.
- WASHER/DRYER -** Must discharge into a drainage system, not on the ground or into a sump pump. Dryer must be vented to the exterior with a metal pipe or foil flex from the machine.
- DOORS -** All interior doors must be operational with hardware. Front door must have a thumb latch lock from the interior, keyed cylinders from the interior are not allowed.
- HEATING UNIT -** Must be operational and connected to a thermostat. Area around furnace must be free and clear of storage and/or debris.
- GARAGE -** No extension cords on door opener. Door from house to the garage must be a solid core wood, 1 3/4" or if metal labeled 20 minute fire rated.
- ROOF -** No leaks, no missing shingles, no excessive curling.
- STOVE/RANGE -** Must be operational with knobs & hardware.

- FLOORS -** Smooth and free of tripping hazards.
- PLUMBING -** Fixtures shall be properly installed, connected and maintained in working order.
- ELECTRICAL -** All receptacles (outlets), switches and junction boxes must be properly covered. Extension cords are not permitted. A clear and unobstructed path to the panel box, open slots must be properly blocked.
- ATTIC ACCESS -** If pull down stairs are not available please provide a ladder.
- YARD & PROPERTY -** Clean and free of debris. Lawn & landscaping must be maintained.
- GENERAL CONDITIONS -** Walls, ceiling, trim, paint, siding and fences must be in good and sound condition.
- SMOKE/CARBON MONOXIDE DETECTORS -** Original system built with the house must be maintained (e.g. interconnected can not be replaced with stand alone battery operated ones). Operating detectors must be installed on each level/floor of the house (basement and crawl spaces included) and within 10' (ten feet) of any sleeping room.
- FIRE EXTINGUISHER -** ABC Brand, max 10 lbs., located in kitchen

This list is provided to assist you in the inspection process however the inspector may require additional deficiencies be corrected. Please have all of the above completed for the inspection to avoid delays in the issuance of a certificate of continued occupancy.