

OCCUPANCY INSPECTION CHECKLIST

1. SMOKE DETECTORS MUST BE INSTALLED ON EACH LEVEL OF THE STRUCTURE INCLUDING THE BASEMENT AND ANY ATTIC ACCESSABLE BY A STAIRWELL AND OUTSIDE THE SLEEPING AREA ON THE HALLWAY CEILING AND INSIDE EACH BEDROOM.
2. ALL ELECTRICAL OUTLETS MUST OPERATE PROPERLY, 3 PRONG OUTLETS MUST HAVE THE GROUND, NUETRAL AND HOT WORKING PROPERLY. TEST WITH TESTER FOR PROPER OPERATION.
3. ALL GFCI ELECTRICAL OUTLETS MUST OPERATE PROPERLY, THEY MUST TRIP ON A SELF TEST.
4. ALL SPLICES MADE IN THE ELECTRICAL WIRING MUST BE TERMINATED IN AN APPROVED JUNCTION BOX WITH THE COVER PLATE INSTALLED.
5. THERE CAN BE NO EXPOSED ROMEX TYPE WIRE IN THE HABITAL PART OF THE INTERIOR OF THE STRUCTURE. IT MUST BE PROTECTED BY WIREMOLD OR CONDUIT.
6. CHECK ELECTRICAL BREAKER PANEL FOR MISSING BREAKERS, MUST HAVE BREAKER OR COVER PLUG IN KNOCKOUT HOLE.
7. CHECK OUTSIDE ELECTRICAL SERVICE LINE FOR ROTTING OR DECAYED INSULATION.
8. ALL HOT WATER TANKS MUST HAVE A DRIP TUBE INSTALLED ON THE PRESSURE RELIEF VALVE TO WITHIN 6 INCHES OF THE FLOOR.
9. THE VENTING FROM THE HOT WATER TANK AND FURNACE MUST BE PROPERLY SEALED INTO THE CHIMNEY.
10. ALL WINDOWS THAT ARE OPENABLE MUST STAY OPEN UNDER THE SUPPORT OF THEIR OWN HARDWARE AND HAVE NO CRACKED OR BROKEN GLAZING.
11. ANY BEDROOM THATS ONLY EXIT IS THROUGH AN ADJOINING ROOM IS CONSIDERED A CAPTIVE BEDROOM AND AS SUCH MUST NOT BE USED AS A SLEEPING ROOM.
12. ANY PENETRATIONS IN THE BASEMENT CEILING AROUND PIPES OR OTHER HARDWARE SHOULD BE PLUGGED WITH AN APPROVED FIRE STOPPING MATERIAL SUCH AS INSULATION WITHOUT THE PAPER VAPOR BARRIER OR AN APPROVED FIRE RESISTANT FOAM.
13. ANY INSULATION THAT IS EXPOSED MUST HAVE THE PAPER VAPOR BARRIER REMOVED OR FACING THE MATERIAL THAT IT IS ATTACHED TO, AS THIS CONSTITUTES A FIRE HAZARD. THERE IS A FIRE HAZARD WARNING ON THE SURFACE OF THE PAPER BACKING.
14. ALL INTERIOR OR EXTERIOR STAIRS OR STEPS WITH 4 OR MORE RISERS MUST HAVE A HANDRAIL INSTALLED, INCLUDING ANY ATTIC ACCESSABLE BY A STAIRWELL AND THE BASEMENT STAIRS.
15. ALL ROOF GUTTERS AND DOWNSPOUTS MUST BE PROPERLY INSTALLED AND NOT IN A CLOGGED CONDITION.
16. ALL EXTERIOR SURFACES SHALL BE FREE FROM PEELING OR CHIPPING PAINT AND MUST BE PROPERLY SURFACE COATED WHEN THE WEATHER ALLOWS.
17. THE EXTERIOR FOUNDATION WALLS SHOULD BE FREE FROM CRACKS OR DETERIORATED CONCRETE.

NOTE: WHEN THESE CONDITIONS HAVE BEEN CHECKED CALL THE BOROUGH TO SETUP A TIME FOR YOUR INSPECTION. INSPECTIONS ARE ABLE TO BE DONE ON THURSDAYS BETWEEN THE HOURS OF 01:30 PM AND 05:00 PM.