

OCCUPANCY INSPECTION CHECK LIST

BUILDING

- Posted address on residence. (min. 4 inches)
- Provide proof of permit for any additions, carports, and storage building. (All shall be removed without proof of permit)
- Check floors, walls and ceilings. (holes, soft spots on flooring, signs of water leaks, etc.)
- Check for broken windows or windows not working properly
- Check overall structure for stability.
- Check for stairs and minimum deck of 48"x48" with rails spaced at 4" OC. (front and rear)
- Check for Mobile Home for approved skirting
- Check Mobile Home for proper tie down

ELECTRICAL

- Check for missing or broken light fixture covers.
- Check for missing light bulbs.
- Check for extension cords used as permanent wiring.
- Check for exposed wiring.
- Check for broken light switch and receptacle covers.
- Check for working smoke detectors in each sleeping areas.
- Check for working smoke detector in the hallway near the sleeping rooms.
- Check for working CO detector.
- Check for GFCI in kitchen area.
- Check for GFCI in bathroom area.
- Check for GFCI in Garage.
- Check for GFCI on exterior receptacles.
- Check the condition of the breaker panels. (deterioration due to rust, check for and replace missing fronts)
- Check interior and exterior breaker panel and disconnects for missing knockouts, proper grounds and bonding connections, labeling, unused openings such as conduits without wiring.
- Exterior breaker panel shall be raised above the Base Flood Elevation (BFE)

PLUMBING

- Check all plumbing for signs of leaks.
- Check for broken plumbing fixtures and drains.
- Check for vacuum breaker on exterior hose bibs.
- Check all exposed water lines for insulation.
- Check for signs of sewer leaks
- Gas test required if the residence has not been tested with-in the last 6 months, or new occupancy.
- Check water heater for current codes requirements (Mobile home rated, sediment trap, cut-off valve, Type B vent pipe, vacuum valve for bottom fed water heaters etc.).

MECHANICAL

- A source of heat shall be a requirement for occupancy. (Window units, if allowed, shall be on a dedicated circuit. One in each sleeping quarters and one in livingroom.)
- Outside A/C units shall be raised above Base Flood Elevation (BFE).
- Furnace shall be serviced by licensed company, and proof of service shall be provided.