

## GENERAL GUIDELINES FOR OCCUPANCY PERMITS

This list is to be used as a general guideline and NOT as a complete listing of items inspected: Additional inspections, requirements, etc. may be required.

1. Permits shall not be issued for occupancy prior to thirty (30) days from the date of expected occupancy date.
2. One (1) working smoke detector on each floor, One (1) in each sleeping quarters, including attics and cellars. If combustion fuel is used for heat or hot water One (1) carbon monoxide detector no more than 15 feet from each bedroom.
3. All utilities must be working prior to inspection – electricity, water, sewer. ( hot water shall not be less than 110 degrees)
4. Heating system must be operational and capable of maintaining a temperature of 65 degrees in each livable room when the outside temperatures are 32 degrees or less.
5. Plumbing must be operational with no leaks.
6. Electrical- Breaker box must be grounded, a minimum of two (2) electrical outlets per room, covers on all light switches, outlets, junction boxes, and electrical panel box, no open splices. Any outlets near a sink need to be G.F.I. outlets.
7. Hand railings must be in place on all staircases in excess of three (3) risers. Including basements and attics.
8. No holes in ceilings, walls and floors regardless of size. All holes must be properly repaired.
9. Roofs shall be free of leaks
10. One window in each room must be operable.
11. Premises identification, approved numbers shall be provided for all residences in such a position as to be plainly visible and legible from the street or road fronting the property. A minimum of 3 inch numbers shall be used.
12. Residences shall be free of excess debris and dirt. Residence shall be maintained in a clean and sanitary matter. Carpets (floor coverings) shall be clean. There shall be no pet feces within the residence or yard area. Yards and walkways shall be free of excess debris and weeds, all walkways shall be kept open and passable.