

CERTIFICATE OF OCCUPANCY CHECKLIST

MAP & LOT: _____ ADDRESS: _____

OUTSIDE APPROVALS

- Septic system approval for operation
- Driveway Approval
- Water test results
- Fire Dept & burner inspection

EXTERIOR

- All construction signs removed
- Anti Siphon/backflow –prevention type sill cocks (Front & Rear)
- Hand railings (2 or more steps)
- Guard Rails (Platform over 30” high)
- Baluster spacing (4” opening max)
- GFCI (Front & Rear)
- Exterior lights @ all exterior doors
- Well casing height above grade minimum 8”
- Foundation drain outlet
- Exterior grade around house-footings minimum 48” below finish grade
- House number – 3 ½” high by 2 ½” wide, reflective or contrasting color on the house. If more than 75 feet away from the road or obstructed by trees or obstacles number needs to be on the house and on a 4x4 post next to the driveway near the street

GARAGE

- Fire separation (1 ½ hour rated self closing door with steel frame)
- Rate of rise heat detector (Note beam drops of more than 8” one required on each side).
- GFCI outlets
- 1 hour rated firewall between garage and house and all penetrations are to be fire caulked

BASEMENT

- Smoke detector (Line Voltage & Battery)
- Ceiling insulation (per Energy Compliance)
- Electric panel labeled (Where located)
- Wires secured over panel
- Clear space over & in front of panel
- Light over panel
- Arc fault breakers for bedroom outlet circuits
- GFCI utility outlet at main panel
- Water pipe bonded
- Gas pipe bonded
- Proper cleanouts in drain lines
- Cold air returns insulated
- Stairs uniform rise 7 ¾” max finished. Tread 10” minimum finished
- Stair handrail – 34-38 inch and grip size 1 ¼ inch minimum 2 ¼” inch maximum

- PVC sewer line through wall protected
- Wall insulation (Interior or Exterior R-11, or heated year round to 55 degrees).
- Hose connections capped-metal caps on water heater and furnace drain hose connections

KITCHEN

- Receptacles-within six (6) feet of a water source must be GFCI protected and no more than four feet apart on islands and peninsulas.
- Water temperature (110 minimum – 140 maximum) sinks with cold and hot water available
- Appliances in place and operating

ATTIC

- Attic access (22"x30" minimum & readily accessible) heat detector and light required.
- Light with switch
- Rate of rise heat detector (Required by Fire Department)
- Heat ducts insulated
- Insulation (per Energy Compliance)

GENERAL

- Smoke detectors (each bedroom and common area on each level).
- Emergency furnace shutoff-located in plain view, beyond a closing door
- Handrails 34-38 inches and grip size 1 ¼" minimum and 2 ¼" maximum
- Bedroom window egress
- Stair risers 7 ¾" max finished and tread 10" minimum finished
- Baluster spacing (4" opening maximum)
- Lighting in all rooms
- Polarity on outlets
- Plumbing fixture clearances
- Bathroom outlets (GFCI protect on individual circuit)
- Laundry room outlet (On individual circuit)
- Closets in each bedroom - incandescent lights in closets must be covered and 24" inches from shelving or use florescent fixtures
- Egress – Door not less than 28" wide; window with 5.7 square feet free open area and not more than 20 feet from finish grade (ground below)
- Bathrooms – mechanical ventilation of adequate size or a window in lieu of

NOTE: *The above list is a guide to be used for the final inspection of a new house. Although it is comprehensive, it is only a guide and all 2006 IBC, IRC, NEC 2005 code related items will be inspected for compliance.*