

**RESIDENTIAL OCCUPANCY INSPECTION FORM**

Property Address: \_\_\_\_\_  
 Max. Occupancy: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_  
 Inspector: \_\_\_\_\_ Permit #: \_\_\_\_\_

Needs Correcting	<b>Exterior</b>	Corrected.
_____	1. Remove exterior debris.	_____
_____	2. Repair cracked, broken, loose or deteriorated steps.	_____
_____	3. Make visible the house number of address.	_____
_____	4. See additional in the miscellaneous information section.	_____
Needs Correcting	<b>Exterior Structure</b>	Corrected.
_____	1. Repair holes, breaks, loose or rotting materials in exterior walls.	_____
_____	2. Repair and or replace damaged, loose or missing siding.	_____
_____	3. Scrape and paint siding.	_____
_____	4. Caulk opening at service entry cable.	_____
_____	5. Repair roof and or flashing.	_____
_____	6. Clean out roof drains, gutter, and down spouts.	_____
_____	7. Repair handrails along the steps. (36")	_____
_____	8. Install handrails along the steps.	_____
_____	9. Repair broken or cracked window glass.	_____
_____	10. Repair window screens.	_____
_____	11. See additional in the miscellaneous information section.	_____
Needs Correcting	<b>Bathroom</b>	Corrected.
_____	1. Clean and sanitize bathroom.	_____
_____	2. Basin faucets and drains (leaks or clogged).	_____
_____	3. Tub or shower faucets and drains (leaks or clogged).	_____
_____	4. Window in bathroom or ventilation fan exhausted to the outside.	_____
_____	5. See additional in the miscellaneous information section.	_____
Needs Correcting	<b>Bedroom</b>	Corrected.
_____	1. Electrical receptacles in bedroom (minimum of 2 or 1 with ceiling light).	_____
_____	2. Windows proper size for egress.	_____
_____	3. See additional in the miscellaneous information section.	_____

Needs Correcting	Mechanical Requirements	Corrected.
	1. Heating facilities must maintain 70 degrees	
	2. Safety controls on furnace.	
	3. Adequate combustion air supply to fuel burning equipment.	
	4. Furnace filter is clean and maintained.	
	5. Combination temp. and pressure relief valve on water heaters.	
	6. Relief valve discharge pipe.	
	7. Other fuel - burning equipment (water heater, wood stove, room heater, etc.) is connected to an approved chimney or vent.	
	8. Water heater burner covers.	
	9. Water heater elements access panels.	
	10. Proper shut-off valve on natural gas equipment or L.P.	
	11. See additional in the miscellaneous information section.	
Needs Correcting	Electrical Service	Corrected.
	1. Main service.	
	2. Proper grounding of service.	
	3. Improper wiring.	
	4. Deteriorated or damaged wiring or fixtures.	
	5. Light fixture in water closet, rooms, bathrooms, laundry rooms, and furnace rooms.	
	6. All outlets in kitchen, bathroom, and water supply be GFCIs.	
	7. See additional in the miscellaneous information section.	
Needs Correcting	Fire Safety Requirements	Corrected.
	1. Sleeping rooms located in basement shall have at least one openable window.	
	2. Smoke detector in vicinity of bedrooms and on each floor. A/C or D/C.	
	3. See additional in the miscellaneous information section.	
Needs Correcting	Miscellaneous	Corrected.
	1. 7 foot ceiling height in at least half the floor area, anything less than 5 ft. will not be considered for computing total floor area.	
	2. Basement areas used as habitable space will not have any leaks of underground or surface water in walls of floors.	
	3. _____	
	4. _____	
	5. _____	
	6. _____	
	7. _____	