



Planning and Development Department

Certificate of Occupancy Inspection Request

Date: _____

Property Address: _____

Check One:

Is this property a Rental? Yes _____ No _____

If yes, please fill out both the Renter information and the Property Owner information.

Name of Renter: _____

Phone Number: _____ Email: _____

Property Owner Name: _____

Phone Number: _____ Email: _____

Note to Occupant:

- Do not move in until after the inspection has been completed and approved.
- Initial Inspection fee: \$30.00

By signing below, you are stating that you have read and understood the minimum standard requirements, listed on the second page of this application, that you are required to meet in order to pass your Certificate of Occupancy inspection. You understand that an additional \$30.00 will be required if you fail the re-inspection and the inspector has to make a third trip to the property for the same Certificate of Occupancy inspection request.

Signature: _____



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Review the Minimum Standard Requirements for a Certificate of Occupancy

Smoke Detectors: required in all bedrooms and in the hallway adjacent to bedrooms. Must have at least one on every floor.

Carbon Monoxide Alarm: A detector is required when the property has gas heat, gas appliances, an attached garage, or a fireplace.

Electrical Equipment: All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner. Every room and hallway needs to have at least one electric light fixture.

Electrical Panel: No open spaces in breaker panel- cover with a metal plate as needed. Need to be easily accessible.

Receptacles: Every habitable space in a dwelling shall contain at least two separate remote receptacle outlets. Every laundry area shall contain at least one grounded type of receptacle or a receptacle with a grounded fault circuit interrupter. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection.

Handrails and Guards: guardrails shall be installed on porches when height is greater than 30 inches from the ground. Handrails shall be installed when three or more steps are existing or installed. All installed rails need to be in good working condition.

Doors: (exterior doors - egress) All means of egress doors shall be readily openable for the side from which egress is to be made without the need for keys.

Interior doors: Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed correctly, resulting from being properly secured with the proper attachment hardware.

Heating facilities: every owner and operator of any building who rents, leases, or lets one more dwelling unit, rooming unit, dormitory, or guestroom on terms, either expressed or implied, to furnish heat to occupants thereof shall supply heat. Heater(s) unvented shall not be located in any bedroom.

Water Heating Facilities: Water heating facilities shall be properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower, and laundry facility at a temperature of not less than 120 F. A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed unless adequate combustion air is provided. Any approved combination temperature and pressure relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

Street Address: Needs to be visible from the street.

Habitable Spaces: Every habitable space shall have at least one window of approved size facing directly to the outdoors or to a court. If a dwelling does not have central air, screens are required on doors and windows.

Kitchens: Shall not be used for sleeping purposes.

Bathroom: Every Bedroom shall have access to at least one bathroom without passing through another bedroom.

Interior surfaces: The interior of a structure and equipment therein shall be maintained in good repair, structurally sound, and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition

Exterior Walls: All exterior walls shall be free from holes, breaks, and loose or rotting materials – they shall be maintained, weatherproofed, and properly surface-coated where required to prevent deterioration.

Sanitation: All exterior property and premises shall be maintained in clean, safe, and sanitary conditions. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.