

Residential Occupancy Inspection Checklist

For sale or rental of property · Field tool

For Sale or Rental of Property

Note: This is not all-inclusive. The code official has the right to cite any violation of local, state, or federal building codes and ordinances.

PROPERTY ADDRESS: _____

INSPECTOR: _____ DATE: _____

STATUS: ■ PASSED ■ FAILED ■ REINSPECTION REQUIRED

EXTERIOR

- All exterior property areas are in good repair.
- Sidewalks and/or driveway are in good repair (no tripping hazards).
- Accessory structures (sheds, fences, detached garages) are in good repair.
- Pools and spas are in good repair with a required enclosure or barrier.
- Grass is trimmed, property is free of weeds, debris, and trash.
- No unlicensed or uninspected vehicles are on the property.
- All exterior surfaces are in good repair.
- Foundation and exterior walls are in good condition and weathertight.
- All exterior wood surfaces are free of chipping paint and have proper protective treatment from the weather.
- All door and window frames are in good repair and weathertight.
- Roof is in good repair and weathertight; gutters and downspouts are in good repair and free of debris.
- Doors and windows must open and close without excessive force, with insect screens for openings.
- Porches and decks are in good repair with required guards. Decks must have a protective treatment.
- Stairs are in good repair with a proper graspable handrail when there are four or more steps or a height greater than 30".
- All exterior electrical receptacles are Ground-Fault Circuit Interrupter (GFCI) protected and in a proper weather-resistant outlet box with a cover.
- Premises identification (Address number) is clearly legible and visible from the street.

INTERIOR

- All interior surfaces are in good repair.
- Interior walls are in good condition with no peeling or chipping paint, cracked or loose plaster.
- Floors and stairs are in good repair (structurally solid).
- Handrails and guards are installed on stairs, landings, or other required areas (four or more steps).
- Doors and windows must open and close without excessive force.
- All interior surfaces are in a sanitary condition and free of pests.
- Fire separation required for integral or attached garages:
 - Doors between the garage and residence are fire-rated (e.g., solid wood not less than 1 3/8" thick, solid or honeycomb-core steel not less than 1 3/8", or 20-minute fire-rated door and self closing).
 - A garage with habitable space above has a finished ceiling of 5/8-inch Type X gypsum board.

- Any penetrations or openings from the garage into the residence are properly sealed with approved fire-resistant material.
- Electrical system:
 - Receptacles in kitchens, bathrooms, or within 6 feet of a water source are GFCI-protected.
 - Receptacles in unfinished basements are GFCI-protected.
 - All cover plates are in place, and there is no exposed wiring or other electrical hazards.
- Gas-fired appliances:
 - Appliances (furnace, water heater, clothes dryer) have a shut-off valve located at the appliance.
 - Appliances are properly vented to the outside.
- Plumbing:
 - No broken or leaking pipes, drains, or other hazards.
 - A functional kitchen and bathroom with hot and cold running water.
- Water heater:
 - The pressure relief valve has a drain tube that comes to within 6 inches of the floor.
 - The water heater is properly secured to the wall to prevent tipping.
- Heating System: The heating system is operational and capable of maintaining a minimum temperature (e.g., 68°F).

LIFE SAFETY

- Smoke Detectors (Must function):
 - One in each bedroom/sleeping unit.
 - One in any hallway leading to bedrooms/sleeping units.
 - One on each floor of the structure, including basements and habitable attics.
- Carbon Monoxide Detectors (Must function):
 - One in the vicinity of all fuel-burning appliances.
 - One in the vicinity of all bedrooms/sleeping areas.

(Combination smoke and carbon monoxide detectors are permitted in place of the required detectors.)

ADDITIONAL REQUIREMENTS FOR RENTAL UNITS

- A deadbolt lock with a thumb-turn latch on the interior side is required at all exterior or individual unit doors.
- A visibly wall-mounted ABC fire extinguisher is located in the exit pathway within the unit.
- Each unit is clearly identified.
- All common areas are maintained in compliance with code (hallways, laundry areas, storage areas).
- All stairways and hallways in a common area are illuminated at all times.
- A smoke detector is needed in common areas.
- A visibly wall-mounted ABC fire extinguisher is located in the exit pathway in all common areas.
- A carbon monoxide detector is required in common areas if a fuel-fired appliance is present.