



*You can see your future from here*

**\*\*These items are not all inclusive other items may be inspected\*\***

## Occupancy Inspection Checklist

This is a guide for you to appropriately prepare for an Occupancy Inspection for the Village of Godfrey. The purpose of this inspection is to maintain a healthy and safe environment for those living in the Village of Godfrey. The main focus of this inspection is Life/Safety. The Criteria for this inspection is based on building code and property maintenance recommended by the Building and Zoning Administrator evaluated and passed by the Village Board.

### **Let us begin by clarifying some terms used in the inspection:**

**Exterior Property**-The open space on the premises under the control of the owner or landlord.

**Infestation**-The presence, within or contiguous to a structure, of insects, rats, vermin or other pests.

**Habitable space**-Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls and storage (utility) spaces are not considered habitable spaces.

**Garbage**-The animal or vegetable waste from the preparation, cooking and consumption of food.

**Rubbish**-Combustible and noncombustible waste material, except garbage, including, yard trimmings, tin cans, glass, tree branches, scrap metal, rags, etc.

**Ventilation**-The natural or mechanical process of supplying air to or from any space.

**Egress**-A way of entering or exiting an area normally or in an emergency.

**Inoperable Motor Vehicle**- A vehicle which cannot be driven upon the public streets: unlicensed, abandoned, incapable of being moved under its own power.

You may ask the inspector to clarify these and other terms used in the inspection.

**The next pages list those items which are evaluated in the inspection. Complying with these items will help the inspection move smoothly and reduce the cost and stress of having a reinspection.**

## EXTERIOR:

\_\_\_\_\_ Address:

- Shall be in Arabic numerals with a minimum height of 4 inches with a minimum stroke of .5 inches.
- The Address shall be placed where it is plainly legible and visible from the street or road fronting the property.

\_\_\_\_\_ Grass maximum height 8 inches.

\_\_\_\_\_ Weeds and excessive plant growth removed.

\_\_\_\_\_ Grading and drainage: All premises shall be graded and maintained to prevent the erosion of soil and the accumulation of stagnant water.

\_\_\_\_\_ Sidewalks and driveways shall be maintained from hazardous conditions.

\_\_\_\_\_ No derelict (inoperable) motor vehicles or vehicular parts.

\_\_\_\_\_ Watercraft properly covered or stored.

\_\_\_\_\_ The roof and flashing shall be maintained free of defects that admit rain or infestation.

\_\_\_\_\_ Siding and exterior surfaces shall be free from holes, breaks, loose or rotting material.

\_\_\_\_\_ All chimneys shall be properly tuck pointed and structurally sound.

\_\_\_\_\_ All exterior surfaces (wood, metal and stone) shall be protected from decay.

\_\_\_\_\_ All decking, stairs and balconies shall be structurally sound and maintained in good repair.

\_\_\_\_\_ Basement entrances (hatchways) shall be maintained to prevent the entrance of pests, rain and surface drainage of water.

\_\_\_\_\_ Handrails and guards shall be firmly fastened and capable of supporting normal loads.

- Handrails and guards are required on stairs, decks, porches with more than four risers
- Walking area more than 30 inches above grade.

\_\_\_\_\_ Doors, windows and hatchways for dwelling units shall be maintained to provided security for the occupant and property within.

\_\_\_\_\_ All overhang extensions (canopies, metal awnings, carports, etc.) shall be properly anchored and maintained.

\_\_\_\_\_ Screen doors and window screens shall be in good repair.

\_\_\_\_\_ Utilities access shall be properly maintained.

Air conditioner has to have a disconnect.

- Well water shall be properly certified as safe.
- Septic and aeration systems shall be maintained and function properly.
- Natural gas service (including Propane and oil tanks) shall be properly installed and maintained.
- Electric service shall meet present electric code requirements. Properly secured to building and

grounded.

\_\_\_\_\_ Pool and spa shall be maintained in a clean and sanitary condition with proper covering.

- A private pool and spa containing water more than 24 inches deep shall be completely surrounded by a fence or barrier at least 48 inches high.
- Gates and doors in such barriers shall be self-closing and lockable.

## **INTERIOR:**

\_\_\_\_\_ Walls and ceilings shall be clean.

- Peeling, chipping, cracks and abraded paint shall be repaired.

\_\_\_\_\_ Doors and windows shall fit reasonably well within the frame.

- All doors shall be readily openable from the side of egress without the need of key, special knowledge or effort.
- Every operable window must open and close, and stay in place with its own hardware and lock.
- Every habitable space shall have at least one openable window of approved size facing directly to the outside. The minimum glazed area for every habitable space shall be 8% (percent) of the floor space of the room.

\_\_\_\_\_ Every bathroom (toilet room) shall have a window or a mechanical ventilation system.

\_\_\_\_\_ The interior shall be free from the accumulation of rubbish and garbage. All methods of egress (hallways) must be cleared.

\_\_\_\_\_ Stairs with more than 4 (four) risers shall have a handrail on one side of the stairway.

\_\_\_\_\_ The owner shall supply one leakproof, covered, outside garbage container. Every occupant shall dispose of garbage in clean and sanitary manner.

\_\_\_\_\_ All structures shall be kept free from insect and rodent infestations.

\_\_\_\_\_ All fuel burning equipment shall be provide an adequate supply of air for complete combustion and shall be connected to an approved chimney or vent.

\_\_\_\_\_ All water heaters and furnaces must be working properly.

\_\_\_\_\_ All kitchen sinks, lavatories, laundry facilities, bathtubs, and showers shall have no leaks, function properly and supplied with hot (tempered) and cold running water.

\_\_\_\_\_ Dryer must be vented to the outside.

\_\_\_\_\_ Electrical Service:

- Minimum of 120/240 volts and 60 Amps;
- All wiring must be properly secured (NO free and dangling wires);
- No open spaces in service panel;
- Service panel MUST be accessible;
- Service panel properly grounded (preferably grounded to outside);

- No missing or broken cover plates.

\_\_\_\_\_ GFCI (Ground Fault Circuit Interrupter) (At least within 6 feet of any water source)

- ◆All Kitchen countertop outlets
- ◆Bathroom,
- ◆Laundry outlets,
- ◆Sump pump on separate wired circuit or single outlet.
- ◆Garages attached and detached need GFCI.

\_\_\_\_\_ Smoke Detectors:

- ◆In each bedroom;
- ◆Outside each sleeping area;
- ◆On each level;
- ◆Within 10 feet of each furnace and water heater (no door or barrier between);
- ◆Non-tamper proof detector required unless hardwired.

\_\_\_\_\_ Carbon Monoxide Detector (for Natural Gas heat or fireplace):

- ◆Outside each sleeping area;
- ◆Within 15 feet of each furnace and water heater (no door or barrier between);
- ◆On each level;
- ◆Non-tamper proof detector unless hardwired.

\_\_\_\_\_ Habitable Space:

- ◆Ceiling height Minimum 7 feet;
- ◆Basement ceiling 6 feet 8 inches;
- ◆Sleep/study rooms ceiling height 7 feet for at least 1/3 of the square footage of room.

\_\_\_\_\_ Light fixtures: (at least one fixture in each area)

- ◆Kitchen,
- ◆All bathrooms (toilet rooms),
- ◆All interior stairways,
- ◆Laundry room,
- ◆Boiler (furnace) room.

\_\_\_\_\_ Bedroom (Minimums):

- ◆70 square feet for one person;
- ◆100 square feet for two persons;
- ◆50 square feet for every person over two (2);
- ◆Basement sleeping area must have 5.7 square foot egress window and window well.

\_\_\_\_\_ Foundation walls: shall be free from open cracks, bowing, severe breaks, voids in foundation at base plate, and shall support normal loads.

\_\_\_\_\_ Fire Rated drywall on ceiling and wall of garage if attached to home. Fire Rated door from garage