

**Residential Rental and Resale Pre-Inspection Checklist
For Use & Occupancy Certificates**

Exterior	
Address Numbers	Address numbers must be fastened to front of property, visible from the Street with a ½” stroke and minimum 4” in height.
Exterior condition	Exterior siding must be in good overall condition. Brick and stone in good condition.
Sidewalks	Condition of sidewalks, steps and driveways cannot have any tripping hazards.
Property	Condition of yard-cut grass, free of debris, abandoned cars, etc.
Accessory Buildings	Overall condition of any garages, sheds, barns or accessory buildings.
Roof	Roof can have no visible defects or leaks.
Interior	
Smoke Detectors	Working smoke detectors are required inside each bedroom, in the immediate vicinity outside of all sleeping areas and 1 smoke detector on each level of a dwelling.
Carbon Monoxide	Working carbon monoxide alarms must be installed in the immediate vicinity outside of all sleeping areas (bedroom groups or separate areas) when there are attached garages or fuel fired appliances present. Fuel burning appliances would include, but not limited to, the following fuel sources: coal, kerosene, oil, wood, natural gas, propane, pellet stoves, etc.
Fire Extinguisher	Fire extinguisher on property. A small residential ABC fire extinguisher in the vicinity of the kitchen is sufficient.
Windows	Windows must be in good working condition with no broken or cracked glass. Windows on Historic Buildings will be at the discretion of the building code official.
Walls	No loose or chipping paint or peeling wallpaper.
Floors	Floors in good general condition.
Handrails	Handrails are required on steps with four or more risers.
Heaters	Heaters, Boilers, Air Handlers and Water heaters must be operational at the time of inspection to provide heat and hot water to the dwelling unit.
Dryers	Dryers must have a metal vent or approved dryer vent.
GFCI Outlets	GFCI outlets are needed at kitchen countertops, bathroom sinks, and on exterior of building. This is inspected under the Electrical Certification.
Plumbing	Condition of plumbing, functional with no leaks and hot water present.
Heater, Chimney, Fireplace & Electric	Heater, Chimney, Fireplace and Electrical certifications are required for the sale of all properties.

Please note: These items listed are for general guideline purposes and other issues or conditions may be addressed at the discretion of the building inspector.