



CITY OF AUBURN CODE ENFORCEMENT OFFICE

**CERTIFICATE OF OCCUPANCY INSPECTION LIST**

The following items are a representation of what is looked for during a housing inspection:

- Windows: All windows should be properly installed and intact, none should be broken, cracked or missing. Windows should open and close properly and without trouble and should be weather tight.
- Screens: All operable windows shall be fitted with screens for ventilation and infestation.
- Kitchen:
1. Proper number of electrical receptacles. If extension cords are present, install additional receptacles to eliminate them. New receptacles within six (6) feet of the water source shall be GFCI's.
  2. Plumbing: All joints, fittings to be mechanical (not glued!). DWV shall not be mixed, ABS/PVC. All plumbing must be properly installed and vented.
  3. Gas shut off required ahead of all gas appliances and on the same floor as appliances.
  4. Flooring: In single and two (2) family kitchen floors shall be water resistant. In multiple family dwellings kitchen floors shall be waterproof. All flooring shall be in good condition and properly installed, so that sanitary conditions shall be maintained.
  5. Walls, ceiling, doors and windows shall be in good condition. (No cracks/peeling paint, etc.).
- Dining room:
1. Proper number of electrical receptacles. If extension cords are present, install additional receptacles to eliminate them.
  2. Walls, ceilings, floors, doors and windows shall be in good condition. (No cracks/peeling paint, etc.).
- Living room: Same requirements as dining room.
- Bedrooms: Same requirements as dining room with the following additional items:
1. Bedrooms shall have doors.
  2. Bedrooms shall have own and separate access and shall not be used as only means of access to other spaces.
- Bathrooms:
1. At least one electrical receptacle required. Receptacles in light fixtures and/or medicine cabinets are not recognized. If no receptacles are present a GFCI receptacle shall be installed. Recommend changing existing receptacles to GFCI's.
  2. Door required and shall close and latch properly for privacy.
  3. Good condition of mechanicals: properly installed and secured, tubs should be caulked where they meet floors and walls. Tub walls/surround shall be watertight.
  4. Flooring shall be watertight.
  5. Ventilation: either a window or mechanical ventilation shall be present/installed. Mechanical ventilation must be properly installed and in good working condition.
  6. Floors, walls, ceilings shall be in good condition. (No cracks/peeling paint, etc.).
- Hallways:

1. Floors, walls, ceilings shall be in good condition. (No cracks/peeling paint, etc.).
2. Properly illuminated as needed to afford safe passage at all times.

Stairways:

1. Handrails on at least one side.
2. In good condition and securely fastened!
3. Properly illuminated as needed to afford safe passage at all times. 3 way switch required.

Smoke detectors/ Carbon Monoxide detectors:

Location: In every sleeping room, in basement/cellar, in common hallways, in attic, (on each level of building); at least six (6) inches from ceiling if mounted on wall, at least six (6) inches from wall if mounted on ceiling. Smoke detectors should not be located in or near a kitchen. Carbon Monoxide detectors shall be installed on each level and within ten (10) linear feet of every bedroom.

Cellar/basement:

1. Ventilation: windows shall be in good condition, unblocked and provided with screens.
2. Sufficient lights shall be provided for safe passage.
3. Proper floor drainage.
4. Good condition of floors, walls, ceilings, doors and stairs.
5. No open electrical boxes.
6. All wiring properly secured.
7. Chimney properly airtight.
8. Gas shut off before all gas appliances.
9. Downspout properly installed to water heater safety valve. Terminated within 6 inches of floor.
10. Furnace in good condition and working order.
11. Each tenant shall have access to their respective electrical panels without going through another dwelling unit.
12. All electrical panels and circuits shall be properly labeled and accessible.

General: All spaces shall be in a clean, safe and sanitary condition. Good condition defined as structurally sound; no holes, breaks, cracks, etc.; painted as needed.

Exterior:

- Foundation: Check for open joints, large cracks, crumbling walls, water leakage.
- Siding, trim: Good condition, paint required on bare or peeling wood. Replace broken/missing siding.
- Roof: We do not get up on the roof but we check the interior for signs of leakage. Also for shingles, ripping, moss or signs of deterioration. Note: there shall not be more than two layers of shingles on any roof.
- Chimney: Check for deterioration, if pointing up is required.
- Porch, deck: In good condition, painted as needed.
- Railings: Required on any stairs with more than four (4) steps with the landing considered as a step.

Buildings and structures shall be structurally sound and maintained weather-resistant and in good condition. Proper house numbers four (4) inches in height shall be attached at street front. All landscaping/shrubbery shall be maintained and cared for.

\*The number of electrical receptacles for existing structures is at least two in remote locations from each other; in new structures it is one every twelve linear feet.