

# Certificate of Compliance Checklist

1. Smoke detectors are required on all levels including basements and attics over 7 feet in height. Smoke detectors shall be installed within 10 feet **outside** of bedrooms. Existing hardwire alarms shall be maintained.
2. Carbon Monoxide detectors are required to be installed within 10 feet **outside** of bedrooms. If a bedroom is located directly above a garage, then additional alarm(s) shall be installed **inside** of that bedroom.
3. Bedroom windows shall open and close properly. All windows shall be in good repair.
4. All doors , interior and exterior, shall have proper hardware and fit the frame properly.
5. Holes in walls, floors and ceilings shall be repaired. Missing tiles shall be replaced and grouted properly.
6. Hot and cold water in kitchens and bathrooms shall operate properly and have shut off valves for each under that fixture.
7. Toilets shall be secured, operate properly and have a shut off on the water feed.
8. Electrical outlets shall be GFI if within 6 feet of water source ( kitchen, slop sinks, etc.) All bathroom outlets shall be GFI type.
9. All electrical outlets and switches shall be in good working order. Proper cover plates shall be installed on all outlets, switches and junction boxes. All wire connections shall have wire nuts and enclosed in a junction box with proper cover plate. Wiring no longer in service shall be removed or boxed.
10. The main electrical service line coming into the house shall be secured to the building with approved cable or pipe straps.
11. Fireplaces and wood stoves shall have proper clearances and screening.
12. ABC type fire extinguishers shall be placed within 10 feet of all kitchens ( 1 + 2 family ).
13. Hot water heaters, boilers and furnaces shall be in good working order. Relief valves shall have proper discharge piping ( no threads at end ). Vent piping shall be secured into chimney if applicable. Vent piping sections shall be secured with sheet metal screws. All units shall have sufficient combustion air for proper operation.
14. All gas fired equipment shall have accessible shut off valve located in the same room.
15. Oil fired equipment shall have a filter and supply shut off.
16. Sump pumps shall discharge to the exterior of the building not into sanitary lines. Units shall be plugged directly into dedicated or GFI outlet.
17. Garage door openers shall be plugged directly into an outlet. Extension cords are not permitted.
18. Roofs, gutters and downspouts shall be properly installed, in good repair and functional.
19. Handrails are required on all stairs with 3 or more risers. ( Interior and Exterior )

20. House numbers shall be installed on the front of the building. Minimum of 4 inches in height and contrasting color from the structure. Visible from the curb line.
21. Yard area: Grass shall be cut and trimmed, weeds shall be cut and removed. Premises shall be free of debris and unkempt vegetation.
22. All open construction permits shall be finalized. If work in the structure is deemed to have been done without permits, then the applicable construction applications shall be submitted.
23. All utilities must be in service ( gas, water, electric) for a complete Certificate. Temporary certificates are available with an additional charge and affidavit from the buyer that violations shall be abated. Interior inspections are still required for Temporary certificates. ( no exceptions )
24. The inspector retains the right to sight any violations not mentioned above.