



Code Enforcement Department

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RESIDENTIAL OCCUPANCY INSPECTON CHECKLIST FOR SALE OR RENTAL OF PROPERTY

All exterior property areas.

- ❖ Sidewalks and or Driveway in good repair (no tripping hazards).
- ❖ Accessory structures in good repair (sheds, fences, detached garages).
- ❖ Pools and spa in good repair with required enclosure or barrier.
- ❖ Grass trimmed no weeds, free of debris or trash.
- ❖ No unlicensed or uninspected vehicles on the property.

All exterior surfaces in good repair.

- ❖ Foundation & Exterior walls in good condition and weathertight.
- ❖ All exterior wood surfaces free of chipping paint and with proper protective treatment from the weather, all door and window frames in good repair and weathertight.
- ❖ Roof in good repair and weathertight, gutters & downspouts in good repair and free of debris.
- ❖ Doors & windows must open and close without excessive force with insect screens for openings.
- ❖ Porches & decks in good repair with required guards, decks must have a protective treatment.
- ❖ Stairs in good repair with proper graspable handrail when 4 or more steps.
- ❖ All outside receptacles must be ground fault circuit interrupter receptacles (GFCI) protected and in a proper weather resistant outlet box with cover.
- ❖ Premises identification (Address number) Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street. (Reflective address sign can be purchased at the White Oak Municipal building)

All Interior surfaces in good repair.

- ❖ Interior walls in good condition with no peeling or chipping paint, cracked or loose plaster.
- ❖ Floors & stairs in good repair (structurally solid).
- ❖ Handrails and guards on stairs when 4 or more steps, landings or other required areas.
- ❖ Doors & windows must open and close without excessive force.
- ❖ All Interior surfaces in a sanitary condition.
- ❖ Fire separation required for integral or attached garages:
 - Doors between the garage and residence shall be equipped with solid wood doors not less than 1 3/8 inches in thickness, solid or honeycomb-core steel doors not less than 1 3/8 inches, or 20-minute fire-rated doors. A garage with habitable space above is required to have a finished ceiling of 5/8 inch Type X gypsum board, any penetrations or openings from the garage into the residence must be properly sealed with approved material.
- ❖ Electrical system receptacles in kitchen, bathroom or within 6 feet of a water source must be ground fault circuit interrupter receptacles (GFCI), outside receptacles or receptacles in unfinished basements must be ground fault circuit interrupter receptacles, cover plates must be in place, no exposed wiring or other electrical hazards.
- ❖ Gas fired appliances must have a shut off valve located at the appliance and be properly vented (furnace, water heater, clothes dryer, heaters).
- ❖ Water heaters must have a drain tube on the pressure relief valve that comes to within 6 inches of the floor.

Continued on reverse

- ❖ Plumbing no broken or leaking pipes, drains, or other hazards.

Smoke detectors

- ❖ Must function
- ❖ One in each bedroom/sleeping unit
- ❖ One outside in any hallway leading to bedrooms/sleeping units
- ❖ One on each floor of the structure including basements and habitable attics.

Carbon monoxide detectors

- ❖ One in the vicinity of all fuel burning appliances.
- ❖ One in the vicinity of bedrooms.
- ❖ Combination smoke and carbon monoxide detectors are permitted in place of the required smoke or carbon monoxide detector(s) must be a combination detector).

Utilities

- ❖ All utilities must be on at the time of the inspection an inspection will be marked as failed without working utilities. (Electric service, water service, gas service, sanitary sewage)

Additional requirements for residential rental units

- ❖ A deadbolt lock with a thumb turn latch on the interior side required at all exterior or individual unit doors (keyed or special knowledge not permitted to open the lock on the interior side).
- ❖ A visibly wall mounted ABC fire extinguisher located in the exit pathway within the unit.
- ❖ Each unit must be identified.
- ❖ All common areas must be maintained in compliance with code (hallways, laundry areas, storage areas).
- ❖ All stairways and hallways in a common area must be illuminated at all times.
- ❖ smoke detector needed in common areas.
- ❖ A visibly wall mounted ABC fire extinguisher located in the exit pathway in all common areas.
- ❖ Carbon monoxide detector required in common areas if a fuel fired appliance in present (combination smoke and carbon monoxide detectors are permitted in place of the required smoke or carbon monoxide detector(s) must be a combination detector).

Note: This checklist is not all inclusive the inspector will also check for any visible safety hazards and violations not listed above. Any follow-up or re-inspections are billed at \$50.00 per inspection.

If you have any questions, please contact the White Oak Code Enforcement Department.

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