

# Borough of White Oak

## Residential Occupancy Permit Checklist

C=Compliance N=Non Compliance	C	N
Address:		
Date:		
Recycling Bin # _____		
Sidewalks and/or Driveway in good repair (no tripping hazards)		
Accessory structures in good repair		
Pool and Spa must be within a secure 48" barrier or have a lockable spa cover		
No unlicensed vehicles on property		
All exterior surfaces in good repair		
<ul style="list-style-type: none"> <li>• No Chipping Paint</li> </ul>		
<ul style="list-style-type: none"> <li>• Gutter in good repair</li> </ul>		
<ul style="list-style-type: none"> <li>• Downspouts in good repair</li> </ul>		
<ul style="list-style-type: none"> <li>• Roof in good repair</li> </ul>		
Address Number		
<ul style="list-style-type: none"> <li>• Address numbers shall consist of an illuminated, reflective clearly visible material</li> </ul>		
<ul style="list-style-type: none"> <li>• Not less than one-quarter (1/4) inch wide stroke.</li> </ul>		
<ul style="list-style-type: none"> <li>• Numbers shall contrast with their background.</li> </ul>		
<ul style="list-style-type: none"> <li>• Visible from the street to which the building is addressed and must be posted in at least one of the following locations               <ol style="list-style-type: none"> <li>1) On or within three feet of either side of the door facing the street to which the building or dwelling is addressed.</li> <li>2) On both sides of the mailbox or mailbox post</li> <li>3) On a post, sign or similar object erected clearly in the front yard or to the side of the driveway servicing said building or dwelling. Said address numbers shall be no more than seven (7) feet above the ground and shall be no less than three (3) feet above the ground.</li> </ol> </li> </ul>		
Landscaping and lawn		
<ul style="list-style-type: none"> <li>• In good trim-not higher than 6inches</li> </ul>		
<ul style="list-style-type: none"> <li>• Clear of weeds</li> </ul>		
Deck in good repair with protective treatment		
Stairs in good Repair		
<ul style="list-style-type: none"> <li>• Handrails when steps is 4 or more risers</li> </ul>		

Electrical		
<ul style="list-style-type: none"> <li>• Receptacles in kitchen, bathroom within 6 feet of water must be ground fault circuit interrupter receptacles</li> </ul>		
<ul style="list-style-type: none"> <li>• Outside receptacles or receptacles in unfinished basement must be ground fault circuit interrupter receptacles</li> </ul>		
<ul style="list-style-type: none"> <li>• Cover plates must be in place</li> </ul>		
Windows		
<ul style="list-style-type: none"> <li>• Appropriate functioning windows</li> </ul>		
<ul style="list-style-type: none"> <li>• Operable windows all window in sleeping rooms must be operable</li> </ul>		
<ul style="list-style-type: none"> <li>• All operable windows are require to have</li> </ul>		
<ul style="list-style-type: none"> <li>• Screen without holes or damage</li> </ul>		
Doors All exterior doors must open without excessive force to open and close		
Smoke detectors		
<ul style="list-style-type: none"> <li>• Must function</li> </ul>		
<ul style="list-style-type: none"> <li>• One in each Bedroom/sleeping unit</li> </ul>		
<ul style="list-style-type: none"> <li>• One outside of each sleeping unit</li> </ul>		
<ul style="list-style-type: none"> <li>• One on each floor</li> </ul>		
Comments:		
<p>All items on checklist must be completed prior to initial inspection. The inspector will also check for visible safety hazards and violations no listed above. Any follow -up inspections required on checklist items will require an additional fee of \$ 50.00</p> <p>Home Sale: Please note that an occupancy permit will not be sent to closing company until all items found are compliance.</p> <p>Rental Unit: An occupancy permit is required before any tenants moves into any dwelling.</p>		
Occupancy Inspection:	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
Code Enforcement Officer: Jennifer O'Brien		
Signature:		