

**CERTIFICATE OF OCCUPANCY - EXISTING DWELLING**

02/15/89 (last revised 06/02/06)

Ordinance No. 85 requires that a Certificate of Occupancy be issued prior to the sale of an existing residential or nonresidential structure. The following information is provided to assist residential property owners, realtors and agents in anticipating items which must be brought into compliance prior to the issuance of a Certificate of Occupancy. This list is not a substitute for the actual Building Code regulations, nor is it all inclusive. If you have any questions please contact the Building Inspector at the above number.

1. **SMOKE DETECTORS** - shall be required on every story of the dwelling unit, including basements and inside every bedroom. Install outside of bedroom doors in hallway ceilings, and at the top of the basement steps. If installed on a wall, they must be installed at least six (6) to twelve (12) inches down from the ceiling.
2. **GFI - GROUND FAULT INTERRUPTERS** - are required in:
  - A. Required in all bathrooms, powder rooms, garages, laundry rooms, other structures, outdoor receptacles and unfinished basements;
  - B. Required in all receptacles within six (6) feet of the kitchen sink and laundry tubs.
3. **HANDRAILS**
  - A. Required at all interior and exterior stairways with four risers and all open sides.
4. **SUMP PUMPS, FLOOR DRAINS & DOWNSPOUTS** Shall not be connected to the septic or public sewer system.
  - A. Sump pumps shall be connected to a single dedicated outlet.
5. **SEPTIC TANK** - Proof shall be shown that the septic tank was cleaned (pumped) out within one year prior to settlement date.
6. **DECKS** - All decks over four risers (approx. 30") from ground shall have handrails and guardrails. Guardrails shall be spaced to prevent a four (4) inch sphere from passing through.
7. **POOLS**
  - A. All in ground pools shall be fenced with a minimum four (4) foot high good quality fence with a self-closing gate (opening away from the pool), self latching gate (Latch on pool side). Guardrails shall be spaced to prevent a four (4) inch sphere passing through.
  - B. All above ground pool walls shall be four (4) feet from ground completely around the pool. If not, they shall be fenced in as above for in ground pools.
  - C. Ladder shall be fenced in when pool wall is used for barrier.
8. **OTHER ITEMS NOT LISTED ON INSPECTION REPORT SHEET**
  - A. Appliance cords over six (6) feet long are not permitted.
  - B. All electric wiring shall be secured and not hanging and shall terminate and/or connect to a junction box.
  - C. Garage door openers are not permitted on extension cords.
  - D. Roofs shall be structurally sound and watertight.
  - E. Sanitation: Rubbish, garbage and other refuse shall be disposed of prior to settlement date.
  - F. A 20-minute fire rated metal door or 1 3/8" solid wood door shall separate house from the garage, if garage is attached.
  - G. Dwellings shall be separated from attached garages by non-combustible wall & ceiling materials.
  - H. Light fixtures in closets shall be of approved type - no open faced hot light bulbs. Use screw in (cool) florescent bulbs.
  - I. Every window (other than a fixed window) shall be easily opened and capable of being held in position by window hardware.
  - J. Street numbers shall be posted on all mailboxes or structures, easily observed and readable from the street minimum 4" high.

**FEE: Inspection \$50 -- Reinspection \$25 each trip**

**NOTE: RETURNED CHECKS ARE SUBJECT TO A \$20 SERVICE CHARGE.**