

# OCCUPANCY INSPECTION CHECKLIST

Owner(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_

Inspector: Jeff Miller

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Questions Call: 618-780-4509

Re-inspection Date: \_\_\_\_\_

Re-inspection required within 30 days

Type of Structure:      1 Story \_\_\_\_\_  
                                      2 Story \_\_\_\_\_  
Basement \_\_\_\_\_      Apartment \_\_\_\_\_

Split Level \_\_\_\_\_  
Modular/Mobile \_\_\_\_\_  
Commercial \_\_\_\_\_

**EXTERIOR**

- 1. 4" House numbers on building
- 2. Foundation cracks or holes
- 3. Holes in siding or brick
- 4. Weeds, garbage or rubbish
- 5. Exterior painting
- 6. Chimney condition
- 7. Accessory structures
- 8. Exterior electrical wires 8' clearance
- 9. Doors work freely and lock
- 10. Plumbing vent stack on roof
- 11. Site drains water properly

Yes/OK	No
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**INTERIOR**

- 12. Doors work freely and latch
- 13. Windows open and have screens
- 14. Ceilings, floors and walls free from tears, cracks, chips, pops
- 15. Smoke detectors each bedroom, each level and hallway preceding bedroom. CO detector within 15' of any bedroom
- 16. Dirt leg & TPR tube on water heater
- 17. Stack on furnace & water heater
- 18. Running water in sinks, stools, tub
- 19. Sink traps & drains watertight
- 20. Grounded outlet for washer/dryer
- 21. Minimum 2 outlets in bedrooms
- 22. Vent/window in bathrooms
- 23. G.F.C.I. garage & exterior outlets
- 24. G.F.C.I. in kitchen 6' of water source
- 25. G.F.C.I. for all outlets in bath
- 26. Covered wiring splices
- 27. Proper wiring connectors
- 28. Handrails on stairs with 4 or more risers
- 29. Garage fire separation & rated door
- 30. Overall cleanliness dirt, mold, etc.
- 31. Whole house water shutoff valve

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**SWIMMING POOL (if applicable)**

- Fenced in and complies with code
- Self-latching gate
- \*Rental property deadbolt

Yes/OK	No
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**FORMULA FOR OCCUPANCY**

Number of bedrooms \_\_\_\_\_  
(no bedroom can have a dimension under 7' and must have two points of egress)  
Bedroom for 1 person cannot be less than 70 sq. ft.  
Bedroom for 2 or more must have at least 50 sq. ft. per person 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_  
Living room for 3-5 at least 120 sq. ft., for 6 or more 150 sq. ft. \_\_\_\_\_ sq. ft.  
Dining room for 3-5 at least 80 sq. ft., for 6 or more 100 sq. ft. \_\_\_\_\_ sq. ft.  
Kitchen for 3-5 at least 50 sq. ft., for 6 or more 60 sq. ft. \_\_\_\_\_ sq. ft.  
Allowed Occupants \_\_\_\_\_

See attached sheet

Additional Comments  
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