

# USE & OCCUPANCY INSPECTION CHECKLIST

Rev.9/08

**Address of Property:** \_\_\_\_\_

## TYPE OF USAGE AND BUILDING (Please check 2 areas.)

Sale   
  Rental   
  Commercial   
  Residential   
  Industrial   
  Apartment

ITEM	ACCEPTABLE	NOT ACCEPTABLE
Sidewalks/Walkways: Condition		
Driveway/Parking Lots: Condition		
Patio/Porches: Condition		
Grass/Weeds; per code		
Junk vehicles/Debris		
Roof: General Condition		
Siding: General Condition		
Foundation/ General Observation		
Windows		
Screens		
Shed		
Garage-Walls, ceiling, roof		
Pool		
Address properly Shown (per code)		
Mobile Home/Tie Downs		
Mobile Home/Heat Tape Condition		
Flooring		
Walls		
Ceilings		
Exits		
Stairs/Handrails, guardrails		
Smoke Detectors (per code)		
Bathroom facilities		
Kitchen facilities		
Exhaust Fans		
Hot Water		
Fireplace/wood burning stove, etc.		
Doors/Fire Doors/Locks		
Water Supply		
Sewer System		
Sprinkler System		
Alarm System		
Fire Extinguishers (per code)		
Electrical Certification		
Heating System Certification		
Chimney/Vent Certification		
Fire Inspection & Certification		

**COMMENTS AND/OR ADDITIONAL VIOLATIONS:**

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Units MUST FILE Tenant Registration Report BEFORE U&O Certificate will be issued.