

Borough of Churchill  
Occupancy Inspection

**Smoke Alarms**

- 1 in every bedroom/room used for sleeping
- 1 outside of the areas used for sleeping (hallways)
- 1 on each level/story including the basement
- 1 CO alarm for each level that has a fuel-burning appliance

- No broken / damaged bulbs

**Openable Windows**

- Open and stay open by design
- All hardware (locks & cranks) work as designed
- Glass intact, no cracks or missing panes
- Insect screens in place on windows that are required for ventilation
- Windows must have screens

**Doors**

- Fit and operate within their frames
- Hardware (locks & handles) work as designed
- Egress doors open from interior without keys or special knowledge of operation

**Interior Surfaces**

- Clean & sanitary conditions
- No peeling, flaking paint
- No damaged plaster / drywall
- No missing / damaged tub tiles

**Stairs – Interior or Exterior**

- Handrail required for stairs w/ more than 4 risers
- Guards required on any open portion / side greater than 30 inches above the grade below
- All handrails and guards firmly fastened & capable of supporting normally imposed loads

**Decks, Porches & Balconies**

- Guards required on any open portion / side greater than 30 inches above the grade below
- Structurally sound & good repair

**Electrical Receptacles**

- Properly installed and working for their location (no open grounds on 3 prong outlets)
- Securely fastened/attached
- Receptacle faceplate covers in place

**Ceiling Lights**

- Properly installed and working for their location
- All globes, domes and covers in place

The list outlined above is a partial listing of conditions inspected prior to occupancy. The topics are not to be considered all-inclusive or final but can be used in preparation of the inspection that will be conducted to minimize the occurrence of potential deficiencies.

### **Electrical / Facilities & Equipment**

- Service panel is 3 wire rated a minimum of 60 amps
- Access to panel is maintained free of obstructions
- All wiring, equipment and appliances properly installed and maintained
- No hazards due to improper wiring or installation (no open junction boxes)
- No extension cords used for permanent wiring
- Light switch faceplate covers in place
- Ground Fault Circuit Interrupter needed in every bathroom, within 6' of any water source, over kitchen counters, exterior w/ approved cover, unfinished basement, and garage
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### **Mechanical Appliances, Furnace, Hot Water Tank**

- Work as designed & capable of performing intended function
- No combustible materials stored near
- Properly vented
- Hot water tank relief valve discharge pipe 6 inches or less from the floor
- Overflow pipe attached to relief valve on hot water tank, ending no more than 6" above the floor
- Clothes dryer exhaust vent secure and vented directly to the exterior
- Hand turn shut-off valve on all gas lines
- Proper venting of mechanical units (furnace, hot water tank, exhaust fans)
- Exhaust fan required when no window in a bathroom with a shower, vented to exterior

### **Plumbing Fixtures / Water System**

- All fixtures properly installed and maintained in working order (water turned on)
- Drains work as designed
- Bathrooms & toilet rooms vented w/ fan or screened window
- If laundry tub & garden hoses left attached while not in use have vacuum breaker attached

### **Roof and Drainage**

- Weather tight, works as designed
- Gutters free of obstructions

### **Exterior**

- Premises identification / address numerals a minimum 4 inches high, contrasting in color w/ background and

plainly visible from the street

- No peeling, flaking paint or deteriorated wood surfaces
- Weeds and grass less than 6 inches high
- No accumulation of rubbish or garbage
- Sidewalks and driveways in good repair
- Sheds, fences and retaining walls maintained in good repair & structurally sound

### **Swimming Pools**

- Maintained safe, clean and sanitary
- Properly enclosed (fence, gates)

### **Integral Garage**

- Ceiling - solid, minimum 5/8" drywall, opening protectives sealed with fire-rated material (insulation/ caulking).
- Door Assembly - solid wood door minimum 1 3/8" thick, or a solid facing honeycomb core steel door
- Sealed around edges and frame to prevent gasses/ smoke from entering the dwelling
- No open junction boxes

**If utilities are not turned on, occupancy cannot be granted.**

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