

**CODE ENFORCEMENT  
CHECK LIST FOR  
INSPECTION**

*Please note that this is only a guide*

**EXTERIOR CHECK**

1. No flaking or peeling paint
2. Must have street numbers: minimum of 3"
3. Foundations and exterior wall: no holes or cracks
4. All trim in good condition
5. Chimneys and towers in good repair
6. Windows free of breaks, cracks or holes
7. Oil tanks not in use must be removed or filled in accordance with the Code; must have approval in Fire Bureau
8. Handrail and guards are tight and in good repair
9. All sidewalks and steps should be free of cracks and holes, hazardous conditions
10. All open permits must have completed, passed inspections on file.
- 10a . All exterior outlets shall be G.F.I. Permit required

**INTERIOR CHECK**

11. No cracks in door jambs
12. All walls must have cracks filled, sanded (to uniform walls)
13. All trim must be painted
14. Flaking paint must be scraped and repainted
15. Windows must be operable and must stay in position when opened and contain window locks
16. Radiators and exposed pipes must be clean and safe
17. Carpeting must be clean and free of tears
18. If unit is paneled, all paneling must be secured to walls, not loose
19. Any tiles in drop ceiling which are stained or missing, must be replaced
20. All electrical wall and ceiling fixtures must have globes
21. Ground fault interrupters (GFI) must be installed in kitchens, baths and laundry rooms (within 6' of any water)
22. All electrical outlets and switches must have covers
23. All furnaces must have an emergency shut off marked with a red cover
24. All floors must be uniform (stained, painted or covering)
25. Bath and kitchen must have non-porous floor covering (tile or linoleum, etc)
26. All utilities must be clean and in working order (i.e., sinks, stoves, bathtubs)
27. All plumbing fixtures must be operable
28. All windows and doors must be weather tight. Windows must have screens between May 1 and October 1
29. All handrails must be secure; no broken or missing spindles
30. Door connecting garage to living space must be fire rated
31. All flue connections should be tight and sealed
32. Water heaters must have a pressure relief valve with an extension tube extended to within 6' of the floor
33. Furnace should be in safe working condition
34. A smoke detector must be installed on each level of unit. If bedroom is off kitchen, a photo type detector is required in the kitchen
35. Carbon monoxide detectors must be installed outside of the bedrooms. Bathrooms and bedrooms must have doors
36. All kitchen and bath cabinets must be secured to walls and have a means to open and close (handles)
37. Units must be free of infestation
38. Units must be clean throughout and ready for occupancy.
39. Fireplaces and wood burning stoves must be certified to their condition by a certified chimney sweep
40. All open permits must have a completed, passed inspection on file
41. No keyed locks or deadbolts are permitted on interior doors.

***Avoid a re-inspection fee. Correct any deficiencies before the inspectors make their inspection.***