

# Building Department

## **Guideline for Certificate of Occupancy**

(updated March 27, 2006)

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Building Permit Number:** \_\_\_\_\_

*All Sections quoted below are from the International Residential Code unless otherwise noted.*

	<b>PASS</b>	<b>FAIL</b>
1. House number	_____	_____
a. affixed to house front door vicinity (not on front door) minimum size of 3"; color of numbers can not be the same as background		
b. house number at street, on mailbox, on placard or sign		
2. One bathroom completed. <i>Section 306.1</i>	_____	_____
a. shower/tub, lavatory, toilet, door, non absorbent floor		
3. Kitchen sink. <i>Section 306.2</i>	_____	_____
4. All stairs that have four or more risers must have handrails. The handrails must be 1 ¼" to 2 inches in diameter; must be 34-38 inches high and must return to terminate into a wall or post. <i>Section 311.5</i>	_____	_____
a. exterior stairs	_____	_____
b. basement stairs	_____	_____
c. garage stairs	_____	_____
d. deck stairs	_____	_____
e. second floor stairs	_____	_____
5. The basement ceiling must be insulated; check thickness.	_____	_____

		<b>PASS</b>	<b>FAIL</b>
6.	The interior basement door located at the basement stairwell may be required to be insulated (review the <i>MEC/RES</i> checklist).	_____	_____
7.	The heating lines in the basement shall be insulated. <i>IEC 2003</i>	_____	_____
8.	The ductwork in the basement shall be insulated in a non-conditioned space. <i>IEC 2003</i>	_____	_____
9.	Joist hangers must support any framing that does not rest on a wall or beam. The joist hangers must be properly attached.	_____	_____
10.	The upper and lower lally column plates must be secured in place.	_____	_____
11.	The anchor bolts must have nuts placed on each bolt.	_____	_____
12.	Any framing that is notched, cut or headed off must be done properly.	_____	_____
13.	All exterior door openings must be either secured from the inside or must have proper stairs or platform at exterior.	_____	_____
14.	The oil line must be secured.	_____	_____
15.	Plumbing drain waste vent must have proper hangers and spacing.	_____	_____
16.	The space between the handrails and the top of the stairs: a. guards required over 30 inches b. guardrail maximum opening 4 inches	_____ _____	_____ _____
17.	Sheetrock barrier in garage. Drywall must be Type X, 5/8" thick. a. if living space above garage: entire garage must be drywalled and taped. b. no living space above: drywall must terminate to underside of the roof sheathing.	_____	_____

		<b>PASS</b>	<b>FAIL</b>
18.	The door between the house and garage must be self-closing and must be a minimum thickness of 1 3/4". Door may be solid wood 1 3/8" core.	_____	_____
19.	All deck and porch supports must rest on the center of the concrete pier. All piers must be in place – no temporary piers.	_____	_____
20.	The exterior deck guardrail height must be a minimum of 36 inches. The spacing of the vertical or horizontal guards must not exceed 4 inches.	_____	_____
21.	All exterior siding must be in place.	_____	_____
22.	Attic access panel must be in place. a. attic insulation must be completed (laying flat) b. all electric, plumbing and HVAC must be completed c. vent pipe properly installed d. bathroom exhaust pipe properly installed	_____ _____ _____ _____	_____ _____ _____ _____
23.	The exterior grading must be 6 inches or more below the exterior siding.	_____	_____
24.	All pipes, conduits and wires that penetrate the exterior siding must be properly sealed.	_____	_____
25.	Maintain the proper clearances between the boiler and furnace vent connector and combustible framing and insulation.	_____	_____
26.	Hearth extension: If firebox is greater than 6sq. ft.: 20 inches in front and 12 inches on sides / Less than 6 sq. ft.: 16 inches in front, and 8 inches on sides.	_____	_____
27.	Maintain the proper clearances between the prefab chimney and combustible framing, drywall and sheathing	_____	_____

		<b>PASS</b>	<b>FAIL</b>
28.	Exterior air intake for prefab and masonry fireplaces. Correct flue size ( <i>see Table R-1001.12.2</i> ).	_____	_____
29.	At least one receptacle outlet shall be installed at each island counter space with a long dimension of 24 inches or greater and a short dimension of 12 inches or greater.	_____	_____
30.	One outlet for peninsular counter with a long dimension of 24 inches or greater, short dimension of 12 inches or greater. A peninsular countertop is measured from connecting edge.	_____	_____
31.	At least one outlet front and back of dwelling at grade level not more than 6 ½ feet.	_____	_____
32.	Vacuum breaker at exterior water faucet.	_____	_____
33.	CGFI receptacle or breakers for bathrooms and all exterior.	_____	_____
34.	Arc vault breakers for bedrooms.	_____	_____
35.	C.O. detectors outside bedrooms.	_____	_____

**NOTES:** \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**Inspectors Signature:** \_\_\_\_\_  
 Peter M. Zvingilas, Building Official

**Please repair any items that have not met (failed) these requirements. When completed please call our office at 860-376-7060 x110 to schedule a re-inspection.**