

# INSPECTION CHECK LIST

An inspection request form needs to be completed and paid for before an inspection can be scheduled. The fee is \$50.00 per inspection. A fire inspection is included for commercial property. The Fire Department will contact you to set up the fire inspection. A Health Inspection may be required for some commercial establishments. Following is a list of some of the items that the inspector will be looking for at the Point of Sale/Rental inspection. Please note there may be other items not listed under the examples.

1. Are the smoke detectors, which are required on each level, operable? Smoke detectors must have either an AC power source, battery power source or both.
2. Can the locks on the required exit doors be operated without any special knowledge? For example, dead bolts with a key on the interior that can be removed are prohibited and create a life safety hazard in fire situations.
3. Are all the windows, doors and screens in good repair? For example, repairs would be necessary if the screens are torn or if they have holes. Screens are required on all operable windows.
4. Do all interior and exterior stairs four steps high or more have handrails? Are the handrails securely installed to a wall or other structural member?
5. Do all open stairways and porches, both interior and exterior, have guardrails? If so, are the guardrails installed securely?
6. Are all floor and wall tiles in place and in good repair? For example, repairs would be necessary if the tiles are cracked, broken and/or if they are not secured to the surface.
7. Are all electrical outlets and switches in good repair? For example, repairs would be necessary if wires are exposed, components are unsecured and/or if there are cover plates missing or broken. 3-prong outlets are required on all outlets.
8. Is the electrical panel in good repair? For example, repairs would be necessary if there are any exposed wires. Also, does each circuit have the proper size breaker or fuse? All circuits must be labeled in the electrical panel.
9. All receptacle outlets in bathrooms, garages, un-finished basements and all receptacles serving the kitchen countertops must be GFCI protected. Receptacles on the exterior must be GFCI with weather proof covers on them.
10. Are all walls and ceilings in good repair? For example, repairs would be necessary if there are openings cracks, or water damaged spots.
11. Is ventilation, either through a window or mechanical fan, vented directly outside provided for all bathrooms?

12. Is the relief valve for the water heater piped down to within six (6) inches of the floor and of metallic pipe?
13. Are all flue and chimneys in good repair and sealed properly? For example, repairs would be necessary if there are cracks, missing mortar and /or other openings. Fire places must have current certification by a professional.
14. Is the street address posted on the property and visible from the curb line of the street?
15. Are the siding fascia and soffit areas free of peeling paint and deterioration?
16. Is the roof in good repair? For example, repairs would be necessary if there are deteriorated shingles, missing shingles, obvious holes or other obvious structural defects.
17. Are all exterior doors in good repair? For example, repairs would be necessary if hardware is missing, screens are damaged and /or there is no automatic closer for storm doors.
18. Are all gutters and associated parts in good repair? For example, repairs would be necessary if there is peeling paint, holes from rust and /or there are missing down spouts.
19. Are all brick walls and chimneys in good repair? For example, repairs would be necessary if bricks are deteriorated and /or mortar is missing.
20. Extension cords cannot be used in lieu of wiring method prescribed in the National Electrical Code.
21. On attached garages, is the common wall between the house and garage in good repair? For example, repairs would be necessary if there are any cracks or openings. It is important that this wall is free of any openings because it provides protection for occupants if a fire starts in the garage.
22. Does the fire-rated door between the garage and the house have an automatic closer?
23. Are all the exterior concrete surfaces in good repair? For example, repairs would be necessary if there are deteriorated portions, cracks and/or sunken areas.
24. Are all fence sections and gates in good repair? For example, repairs would be necessary if sections have fallen, boards are missing and/or gate is broken.
25. Is the exterior and interior of the property free of garbage and other obsolete items?
26. Are window wells clean and free of debris?
27. House shall be free of visible mold.

**If you replied "NO" to any of the above it is to your advantage to correct the problem prior to requesting the inspection. Your compliance will assist us in performing a thorough and expedient inspection. If you have any questions about the checklist items, please feel free to contact us at (708) 503-8000.**