

City of Saint Clair

Occupancy Permit Inspection Checklist

Unit Number: _____ Name and Address of Complex: _____

Inspector: _____

	Name	Phone Number
Owner		
Property Manager		
Tenant		

YES NO Structure

- Are the ceilings, walls, floors, doors, drive and walkways around the inside and outside of the dwelling unit free of severe bulging, leaning, large holes, loose surface material, severe buckling, missing parts or other serious conditions that may deem the structure unsafe for occupancy?
- Are windows operable and water-tight?

YES NO Sanitary Facilities and Conditions

- Is there hot (not less than 130 degrees) and cold running water throughout the entire unit?
- Are all plumbing facilities, tub, shower, toilets, and sinks installed in conformance with the city's plumbing code and in good working order?
- Is the dwelling unit and its equipment free of insect and rodent infestation, debris, mold, mildew, and trash with a designated trash receptacle?
- Is the dwelling unit capable of maintaining 68° degree Fahrenheit in all habitable rooms, bathrooms and water closet compartments?

YES NO Fire and Electrical Safety

- Is the residence equipped with a min. of one battery operated Smoke Detector on each floor, one battery operated Smoke Detector in each bedroom space, and one battery operated Smoke Detector outside the bedroom spaces within five feet (5) of all bedrooms that are maintained in operable condition?
- Are the stairways, fire escapes, fire-resistance-rated walls, sprinkler systems, fire stops, shaft enclosures, partitions and floors maintained in good condition- free of obstructions, mechanical or structural defects and in compliance with the code in effect during the year of construction?
- Are GFI's present in all areas required by the International Property Maintenance Code and no exposed wiring present?
- Are all electrical components free of damage from fire, water or other conditions that may deem the components unsafe?
- Are all circuit loads evenly distributed, breakers labeled and all covers in place?

YES NO Carbon Monoxide and General Safety

- Are fuel-burning or combustible equipment and appliances provided with an approved chimney or vent in good working order?
- Does the Dwelling unit have a min. of (1) approved battery operating carbon monoxide detector alarm in operating condition within five (5) feet of every sleeping room? (Only for dwelling units that have fuel, or wood burning appliances for heat, or hot water, or that have an attached garage)
- Is the structure free of expelled oils, chemicals or gasses such as sewer, natural, petroleum or other that is imminently flammable or otherwise detrimental to health or life safety of the occupants or the public?

Check applicable items, note deficiencies and any corrective action needed:
