

**NORTH VERSAILLES TOWNSHIP
RESIDENTIAL OCCUPANCY PERMIT CHECKLIST**

Property Address: _____ Date: _____

C = Compliance N = Non-Compliance					
Sidewalks and/ or Driveway in good repair (No Tripping Hazards)			ELECTRICALS		
Accessory Structures in good repair			<ul style="list-style-type: none"> Receptacles within six (6) feet of water must be ground fault circuit interrupter receptacles 		
Pool & Spa must be within a secure 48" barrier or have a lockable spa cover			<ul style="list-style-type: none"> Outside receptacles or receptacles in unfinished basement must be ground fault circuit interrupter receptacles 		
No inoperable vehicles on property			<ul style="list-style-type: none"> Cover plates must be in place 		
All exterior surfaces in good repair			WINDOWS		
<ul style="list-style-type: none"> No Chipping Paint 			<ul style="list-style-type: none"> Appropriate functioning windows 		
<ul style="list-style-type: none"> Gutter in good repair and clean/clear of any obstructions 			<ul style="list-style-type: none"> Operable windows All windows in sleeping rooms must be operable 		
<ul style="list-style-type: none"> Downspouts in good repair 			<ul style="list-style-type: none"> All operable windows are required to have screens without holes or damage 		
<ul style="list-style-type: none"> Roof in good repair 			DOORS All exterior doors must open without excessive force to open close		
ADDRESS NUMBER			SMOKE DETECTORS		
<ul style="list-style-type: none"> Address numbers shall consist of an illuminated, reflective clearly visible material 			<ul style="list-style-type: none"> Must function 		
<ul style="list-style-type: none"> Not less than on quarter (1/4) inch wide stroke 			<ul style="list-style-type: none"> One in each bedroom/ sleeping unit 		
<ul style="list-style-type: none"> Numbers shall contrast with their background 			<ul style="list-style-type: none"> One outside of each sleeping unit 		
<ul style="list-style-type: none"> Visible from the street to which the building is addressed and must be posted in at least one of the following locations <ol style="list-style-type: none"> On or within three feet of either side of the door facing the street to which the building or dwelling is addressed On both sides of the mailbox or mailbox post On a post, sign or similar object erected clearly in the front yard or to the side of the driveway servicing said building or dwelling. Said address numbers shall be no more than seven (7) feet above the ground and shall be no less than three (3) feet above the ground. 			CO Detector One 1(1) on Each Floor (Unless all electric unit) Breaker Box & Breakers Must be Labeled Gas Shut Off on Furnace and Hot Water Tank Hot Water Tank must have relief tube within 6" of floor ALL ITEMS ON CHECKLIST MUST BE COMPLETED PRIOR TO INITIAL INSPECTION. THE INSPECTOR WILL ALSO CHECK FOR VISIBLE SAFETY HAZARDS AND VIOLATIONS NOT LISTED ABOVE.		
LANDSCAPING & LAWN			OCCUPANCY INSPECTION	Pass/Fail	P F
<ul style="list-style-type: none"> In good trim – not higher than 10 inches 					
<ul style="list-style-type: none"> Clear of weeds and overgrown shrubs 			Code Enforcement Officer:		
			Merle "Bud" Pusey		
Deck in good repair with protective treatment			Signature:		
Stairs in good repair					
<ul style="list-style-type: none"> Handrails where steps are 4 or more risers 					