Change of Ownership PERMIT CHECKLIST

Below is a non-exclusive checklist of items that are required to obtain a Change of Ownership Permit. If items below are in violation, the item(s) must be corrected and re-inspected. Violations not listed below may also be required to be corrected. **Starting July 1, 2017 there will be a $50 fee to have a unit re-inspected.**

**Exterior:**

Street numbers must be 4 inches tall and visible from the street.

Siding- is there peeling paint, broken boards, missing corner pieces.

Windows & Door Trim / Frames- check for peeling paint, deteriorated frames, or broken boards.

All steps, decks and landings must be in good condition and safe to use.

Graspable handrails are required on all sets of stairs with 4 or more risers.

Protective guardrails are required on porches, balconies and stairs more than 30 inches above the ground. Guardrails must be secure, in good condition, 30-38 inches in height and rails spaced so a 4-inch sphere cannot fit through.

No accumulation of garbage, rubbish, unused household materials permitted.

Fences must be in good repair.

No cracked / broken window panes. No boards over windows.

No open cracks and holes in the foundation.

Driveways & sidewalks shall be in good condition with no holes or trip hazards.

All exterior doors must have a lock.

All window screens (on operable windows) and storm doors should be in good condition, without damage, and with working hardware.

**Basement / Utility Room:**

The dryer must be vented outside with metal duct.

The washer must be properly hooked up and have a standpipe.

The electrical service, breakers, and fuses must be installed and sized properly.

Sleeping in the basement is prohibited unless code compliant egress is present.
**Interior:**

All ground floor windows must have locks.

The bathroom ventilation must be working. (Operable window or vent fan.)

All walls and ceilings must be in good condition with no holes, peeling paint, peeling wallpaper.

All floor coverings must be properly installed, and maintained in good clean condition with no rips, tears or tripping hazards.

Cover plates must be installed on all outlets, switches and junction boxes.

All electrical outlets must be grounded or GFCI protected.

Closet light fixture locations: - Incandescent fixtures, 12-inch clearance from any shelf or clothing.

Fluorescent fixtures, 6-inch clearance from any shelf or clothing.

Working smoke alarms must be installed in each sleeping area, outside of each sleeping area in the vicinity of the sleeping area, and on each floor level.

A Carbon Monoxide detector is optional.

A minimum of 2 duplex outlets on opposite walls is required in each bedroom, living room, and dining room.

A minimum of 1 duplex outlet is required on each kitchen counter space.

Bathroom outlets must be GFCI protected.

In a multi-family dwelling all fire doors shall be self-closing and latching.

All fire separations shall be in good condition.

All interior doors must be in good condition with working hardware.

Plumbing must be leak free.

All drains must be working properly.

The toilet must be working properly and secured to the floor.

Each room must have adequate heat. Portable heaters are not allowed.

The minimum ceiling height is 7 feet.

The number of occupants must comply with the code.

The house / apartment must be clean, with no insect or rodent problems. and the yard must be maintained.