

City of Southmayd  
Residential Certificate of Occupancy Checklist

Date of Issuance:		C/O #	
Owner's Name:		Phone #	
Address:			
Occupant Name:		Phone #	

I, \_\_\_\_\_ understand that if the initial inspection reveals violations as cited below, compliance must be met within \_\_\_\_\_ days from the date of the initial inspection in order to avoid further enforcement actions.

Owner/Applicant Signature	
	Approved for move in
	Conditional (_____days)
	Not approved for move in
	Re-inspection required
	Substandard
	No show

Property Standards:

- |  |    |   |
|--|----|---|
|  | 1. | No holes or protrusions on property                   |
|  | 2. | Secure wells and septic tanks                         |
|  | 3. | Address number displayed on property                  |
|  | 4. | Secure fencing  |
|  | 5. | No collection of water conducive to mosquito breeding |
|  | 6. | Public health nuisance                                |

Structual Standards:

- |  |     |  |
|--|-----|--|
|  | 7.  | No visible mold                                    |
|  | 8.  | No holes or rotten wood in outside walls and eaves |
|  | 9.  | No deteriorated sheetrock and/or wall coverings    |
|  | 10. | No holes in walls, floors, or ceiling              |
|  | 11. | All doors in place and undamaged                   |
|  | 12. | All windows openable                               |
|  | 13. | No broken windows                                  |
|  | 14. | No dilapidated accessory buildings                 |
|  | 15. | Working smoke detectors in all bedrooms            |
|  | 16. | Unobstructed foundation vents (where installed)    |

City of Southmayd  
Residential Certificate of Occupancy Checklist

Utility Standards:

- \_\_\_\_\_ 17. Proper dryer vent
- \_\_\_\_\_ 18. Proper A/C ducts and registers
- \_\_\_\_\_ 19. Proper condensate drain (primary/secondary)

Electrical Standards:

- \_\_\_\_\_ 20. Minimum 100 amp main
- \_\_\_\_\_ 21. Grounded and bonded electrical system
- \_\_\_\_\_ 22. GFI plugs in kitchen, bathroom, and outside within six feet of water source
- \_\_\_\_\_ 23. Eliminate exposed wires/electric conduit in living area
- \_\_\_\_\_ 24. Covers on plugs, receptacles, switches, and fixtures

Plumbing Standards:

- \_\_\_\_\_ 25. Proper sewage flow from structure
- \_\_\_\_\_ 26. Operational toilet facilities
- \_\_\_\_\_ 27. No visible plumbing leaks
- \_\_\_\_\_ 28. Washing machine drain to sanitary sewer system

Code/Health Standards:

- \_\_\_\_\_ 29. No insect, vermin, or rodent infestation
- \_\_\_\_\_ 30. Free rubbish, garbage, and/or debris
- \_\_\_\_\_ 31. No junk vehicles

**Temporary utilities are for \_\_\_\_\_ days ONLY.**

**If violations are cited, re-inspection is required within \_\_\_\_\_ days or C/O permit will expire.**