

# CERTIFICATE OF OCCUPANCY CHECKLIST

## EXTERIOR:

\_\_\_ HOUSE NUMBER \_\_\_ RAILINGS  
\_\_\_ GFI  
\_\_\_ **DRIVEWAY SIGN OFF - DPW**  
\_\_\_ EXT. LIGHTS/DRS  
\_\_\_ FUEL OIL TANK VENT  
\_\_\_ WELL CASING BND/ELEVATION

## GARAGE:

\_\_\_ FIRE RATING \_\_\_ GFCI  
\_\_\_ CURB \_\_\_ STEPS/RAILS

## KITCHEN:

\_\_\_ GFCI \_\_\_ WATER TEMP  
APPROVED FOR DISPOSAL Y/N

## BASEMENT:

\_\_\_ EMERGENCY SHUT OFF LOC.  
\_\_\_ HEATING PLANT APPROVED  
FUTURE VENT PRESENT Y/N  
\_\_\_ FUEL TANK ANTI-FLOAT  
\_\_\_ METAL VENT CONNECTIONS  
\_\_\_ POWER VENT LOCATION  
FINISHED Y/N  
FUTURE PLUMBING Y/N  
EJECTOR PUMP APPROVED Y/N  
\_\_\_ CEILING INSULATION  
HEATING EQUIPMENT GAS/OIL  
SERIAL #'S RECORDED  
\_\_\_ DUCT PRESSURE TEST

## ATTIC:

\_\_\_ WALL CONTROLLED SWITCH  
\_\_\_ INSULATED ATTIC ACCESS  
\_\_\_ GASKETED ATTIC ACCESS  
\_\_\_ INSULATION

## ELECTRICAL:

\_\_\_ SERVICE PANEL LABELED  
\_\_\_ ENERGY LABEL ON SVC PANEL  
\_\_\_ UTILITY OUTLET  
\_\_\_ GAS PIPE BND (CSST-LTNGPRT)  
\_\_\_ AFCI BREAKERS  
\_\_\_ SMOKE & CO DETECORS/BTRY  
\_\_\_ WELL LOCKOUT  
\_\_\_ STAIRWAY SWITCH LIT  
\_\_\_ STAIRWAY SWITCH LOCATION  
\_\_\_ RECEPTACLES FLUSH & TR  
\_\_\_ WATER PIPE BOND  
\_\_\_ BOND FOR PHONE & CABLE  
\_\_\_ WIRES SECURED (basement)

## GENERAL:

\_\_\_ EMERGENCY ESCAPE  
\_\_\_ BLDG MATCHES PLANS  
\_\_\_ ALL WORK COMPLETE  
\_\_\_ EXTERIOR GRADE  
\_\_\_ FINAL CERT. AS-BUILT  
\_\_\_ SEPTIC APPROVAL FOR OPER.  
\_\_\_ FIREPLACE TRIM  
\_\_\_ STAIR GEOMETRY (rise & run)  
\_\_\_ STAIR WINDERS  
\_\_\_ STAIR BALUSTER SPCNG  
\_\_\_ FND DRAIN OUTFALL  
\_\_\_ WETLANDS FLAGGED  
\_\_\_ BOUNDARY MARKERS  
\_\_\_ WATER TEST RESULTS  
\_\_\_ BLOWER DOOR TEST  
\_\_\_ ENGINEER SIGN OFF (when req.)  
\_\_\_ **IMPACT FEES PAID**  
**BY CERTIFIED OR BANK CHECK**