



## MUNICIPAL OCCUPANCY INSPECTION REPORT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Occupancy Number: OP \_\_\_\_\_

Property Address: \_\_\_\_\_ Name: \_\_\_\_\_

### Fire Safety

- \_\_\_ Is there a working smoke detector in each; bedroom/sleeping room, and in the hallway(s) outside of the bedrooms, and on each level, including the basement?
- \_\_\_ Is the hot water heater and furnace clear (at least 3 feet away) of boxes, other "junk" or flammable materials?
- \_\_\_ Are all exits free from obstruction inside and outside?

### Walls, Ceilings, & Floor

- \_\_\_ Are the floors structurally sound?
- \_\_\_ Are there proper globes/diffusers/covers on all light fixtures?
- \_\_\_ Are there light fixtures in all halls, stairways, laundry rooms, and furnace rooms?
- \_\_\_ Does every set of stairs with four or more risers have a graspable handrail on at least one side? This includes stairs to a basement or attic and all exterior stairs.
- \_\_\_ Are handrails/banisters and other railings firmly attached with no loose or missing spindles?
- \_\_\_ Does the cook stove have an anti - tip bracket?

### Heating, Plumbing, & Electrical

- \_\_\_ Are there working GFCI outlets in the Kitchen & Bathrooms?
- \_\_\_ Is there a working exhaust fan or a window in each bathroom?
- \_\_\_ Do all outlets, switches, and panel boxes have covers?
- \_\_\_ Are there two outlets in each room and one in the bathroom?
- \_\_\_ Do all water taps run (hot & cold) and toilets flush?

### Exterior

- \_\_\_ Are address number(s) clearly visible from the street (at least 4" high)?
- \_\_\_ Does the exterior appear to be in good condition?
- \_\_\_ Does the roof appear to be in good condition? No overhanging tree limbs or branches?
- \_\_\_ Does deck meet safety requirements?

### Doors & Windows

- \_\_\_ Do all exterior doors open and close easily? Are they weather tight?
- \_\_\_ Are any windows broken or cracked?

**PASSED:** \_\_\_\_\_

**FAILED:** \_\_\_\_\_

**COTTLEVILLE INSPECTOR: X** \_\_\_\_\_

**RE-INSPECTION DATE:** \_\_\_\_\_

**PASSED:** \_\_\_\_\_

**COTTLEVILLE INSPECTOR: X** \_\_\_\_\_