

City of Greenville – Residential Occupancy Inspection Checklist

The items in black below are the primary Life Safety items checked during occupancy inspections. Individually, the brown items on the checklist will not prohibit occupancy, however, such violations still require attention to repair the items listed. This checklist has abridged the complete 2015 International Property Maintenance Code (which still is applicable). Any questions should be addressed to the Code Official or the complete code.

Owner Name: _____

Property Address: _____

Inspector: _____

Date: _____

Occupancy Determination:

Pass _____ Fail _____

Notes:

General Requirements

EXTERIOR PROPERTY AREAS

Pass Fail **302.1 Sanitation.** Exterior areas shall be clean and free of rubbish and garbage.

Pass Fail **302.2 Grading and drainage.** Stagnant water and erosion; water running into basement or crawl space.

Pass Fail **302.3 Sidewalks and driveways.** Hazards to pedestrians.

Pass Fail **302.4 Weeds.** Weeds or plant growth in excess of 10 inches.

Pass Fail **302.5 Rodent harborage.** Extermination of all rodents.

Pass Fail **302.6 Exhaust vents.** Can't discharge on other property.

Pass Fail **302.7 Accessory structures.** Must be maintained like other structures.

Pass Fail **302.8 Motor vehicles.** No inoperable or unlicensed vehicles are permitted on a property.

Pass Fail **302.9 Defacement of property.** Graffiti, carving and damage must be removed or maintained.

SWIMMING POOLS, SPAS, AND HOT TUBS

Pass Fail **303.1 Swimming pools.** Shall be maintained in a clean, sanitary, and repaired condition.

Pass Fail **303.2 Enclosures.** Greater than 24 inch depth requires 48 inch fence.

EXTERIOR STRUCTURE

Pass Fail **304.1.1 Unsafe conditions.** Defects in structural members, floor and wall anchors, siding and masonry joints, rot or deterioration of structural members, cracked or falling foundations, walls including holes and cracks, roofing that admits rain, flooring and flooring components, anchoring for exterior trim, overhang extensions, stairs, decks, porches, balconies, and chimneys.

Pass Fail **304.2 Protective treatment.** Peeling, flaking, and chipped paint.

Pass Fail **[F] 304.3 Premises identification.** Street numbers 4 inches or more in height visible from street.

Pass Fail **304.12 Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Pass Fail **304.13 Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

Pass **Fail 304.13.1 Glazing.** Glazing materials shall be maintained free from cracks and holes.

Pass **Fail 304.13.2 Openable windows.** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Pass **Fail 304.14 Insect screens.** During the period from [DATE] to [DATE], every door, window and other outside opening required for *ventilation* shall be supplied with tightly fitting screens.

Pass **Fail 304.15 Doors.** Exterior doors and hardware shall be maintained in good condition. Locks on means of egress doors shall be in accordance with Section 702.3.

Pass **Fail 304.16 Basement hatchways.** Every *basement hatchway* shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

Pass **Fail 304.17 Guards for basement windows.** Every *basement window* that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

Pass **Fail 304.18.1 Doors.** Doors providing access to a *dwelling unit* shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort.

Pass **Fail 304.18.2 Windows.** Operable windows located in whole or in part within 6 feet above ground level or a walking surface below that provide access to a *dwelling unit* shall be equipped with a window sash locking device. HUD regulation

Pass **Fail 304.18.3 Basement hatchways.** *Basement hatchways* that provide access to a *dwelling unit* shall be equipped with devices that secure the units from unauthorized entry.

Pass **Fail 304.19 Gates.** Exterior gates shall be maintained in good condition.

INTERIOR STRUCTURE

Pass **Fail 305.1 General.** The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of the structure that they occupy or control in a clean and sanitary condition.

Pass **Fail 305.1.1 Unsafe conditions.** The following conditions shall be determined as unsafe and

shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
 2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
 3. Structures or components thereof that have reached their limit state;
 4. Structural members are incapable of supporting nominal loads and load effects;
 5. Stairs, landings, balconies and all similar walking surfaces, including *guards* and handrails, are not structurally sound, not properly *anchored* or are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
 6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.
- Exceptions:
1. Where substantiated otherwise by an *approved* method.
 2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

Pass **Fail 305.2 Structural members.** Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

Pass **Fail 305.3 Interior surfaces.** Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

Pass **Fail 305.4 Stairs and walking surfaces.** Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

Pass **Fail 305.5 Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Pass **Fail 305.6 Interior doors.** Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed

COMPONENT SERVICEABILITY

Pass **Fail 306.1 General.** The components of a structure and equipment therein shall be maintained in good repair; structurally sound and in a sanitary condition.

HANDRAILS AND GUARDRAILS

Pass Fail **307.1 General.** Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade below shall have *guards*.

RUBBISH AND GARBAGE

Pass Fail **308.1 Accumulation of rubbish or garbage.** *Exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

Pass Fail **308.2 Refrigerators.** Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on *premises* without first removing the doors.

PEST ELIMINATION

Pass Fail **309.1 Infestation.** Structures shall be kept free from insect and rodent *infestation*. Structures in which insects or rodents are found shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

Light, Ventilation and Occupancy Limitations

LIGHT

Pass Fail **402.1 Habitable spaces.** Every *habitable space* shall have not less than one window of *approved* size facing directly to the outdoors or to a court. The minimum total glazed area for every *habitable space* shall be 8 percent of the floor area of such room.

Pass Fail **402.2 Common halls and stairways.** Every common hall and stairway in residential occupancies, other than in one and two-family dwellings, shall be lighted at all times with not less than a 60-watt standard incandescent light bulb for each 200 square feet of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet.

Pass Fail **402.3 Other spaces.** All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe *occupancy* of the space and utilization of the appliances, equipment and fixtures.

VENTILATION

Pass Fail **403.1 Habitable spaces.** Every *habitable space* shall have not less than one openable window.

Pass Fail **403.2 Bathrooms and toilet rooms.** Every *bathroom* and *toilet room* shall comply with the *ventilation* requirements for *habitable spaces* as required by Section 403.1. except that a window shall not be required in such spaces equipped with a mechanical *ventilation* system. Air exhausted by a mechanical *ventilation* system from a *bathroom* or *toilet room* shall discharge to the outdoors and shall not be recirculated.

Pass Fail **403.3 Cooking facilities.** Only coffee pots and microwave ovens shall be permitted to be present in a *rooming unit* or dormitory unit.

Pass Fail **403.4 Process ventilation.** Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust *ventilation* system shall be provided to remove the contaminating agent at the source.

Pass Fail **403.5 Clothes dryer exhaust.** Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

OCCUPANCY LIMITATIONS

Pass Fail **404.1 Privacy.** *Dwelling units* and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

Pass Fail **404.2 Minimum room widths.** A habitable room, other than a kitchen, shall be not less than 7 feet in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet between counter fronts and appliances or counter fronts and walls.

Pass Fail **404.3 Minimum ceiling heights.** *Habitable spaces*, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and habitable *basement* areas shall have a minimum clear ceiling height of 7 feet.

Pass Fail **404.4 Bedroom and living room requirements.** Every *bedroom* and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

Pass Fail **404.4.1 Room area.** Every living room shall contain not less than 120 square feet and every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof.

Pass Fail **404.4.2 Access from bedrooms.**

Bedrooms shall not constitute the only means of access to other *bedrooms* or *habitable spaces* and shall not serve as the only means of egress from other *habitable spaces*.

Pass Fail **404.4.3 Water closet accessibility.** Every *bedroom* shall have access to not less than one water closet and one lavatory in the same or adjoining story without passing through another *bedroom*.

Pass Fail **404.4.4 Prohibited occupancy.** Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

Pass Fail **404.5 Overcrowding.** Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

TABLE 404.5

MINIMUM AREA REQUIREMENTS

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room	120	120	150
Dining room	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

a. See Section 404.5.2 for combined living room/dining room spaces.

b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

Pass Fail **404.5.1 Sleeping area.** The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. Sleeping areas shall comply with Section 404.4.

Pass Fail **404.5.2 Combined spaces.** Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

Pass Fail **404.6 Efficiency unit.** Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than one occupant shall have a minimum clear floor area of 120 square feet.

A unit occupied by not more than two *occupants* shall have a minimum clear floor area of 220 square feet. A unit occupied by three *occupants* shall have a minimum clear floor area of 320 square feet. These required areas shall be exclusive of the areas required by Items 2 and 3.

2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a

minimum clear working space of 30 inches in front. Light and *ventilation* conforming to this code shall be provided.

3. The unit shall be provided with a separate *bathroom* containing a water closet, lavatory and bathtub or shower.

4. The maximum number of *occupants* shall be three.

Pass Fail **404. 7 Food preparation.** All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

Plumbing Facilities and Fixture Requirements

REQUIRED FACILITIES

Pass Fail [P] **502.1 Dwelling units.** Every *dwelling unit* shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition.

TOILET ROOMS

Pass Fail [P] **503.1 Privacy.** *Toilet rooms* and *bathrooms* shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared *bathrooms* and *toilet rooms* in a multiple dwelling.

Pass Fail [P] **503.4 Floor surface.** In other than *dwelling units*, every *toilet room* floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

PLUMBING SYSTEMS AND FIXTURES

Pass Fail [P] **504.1 General.** Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

Pass Fail [P] **504.2 Fixture clearances.** Plumbing fixtures shall have adequate clearances for usage and cleaning.

Pass Fail [P] **504.3 Plumbing system hazards.** Where it is found that a plumbing system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, *deterioration* or damage or for similar reasons, the *code*

official shall require the defects to be corrected to eliminate the hazard.

WATER SYSTEM

Pass **Fail 505.1 General.** Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an *approved* private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *International Plumbing Code*.

Pass **Fail 505.4 Water heating facilities.** Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110°F. A gas-burning water heater shall not be located in any *bathroom, toilet room, bedroom* or other occupied room normally kept closed, unless adequate combustion air is provided. An *approved* combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

SANITARY DRAINAGE SYSTEM

Pass **Fail [P] 506.1 General.** Plumbing fixtures shall be properly connected to either a public sewer system or to an *approved* private sewage disposal system.

Pass **Fail [P] 506.2 Maintenance.** Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

STORM DRAINAGE

Pass **Fail [P] 507.1 General Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance or onto public way.**

Mechanical and Electrical Requirements

HEATING FACILITIES

Pass **Fail 602.2 Residential occupancies.** Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, *bathrooms* and *toilet rooms*.

Pass **Fail 602.5 Room temperature measurement.** The required room temperatures shall be measured 3 feet above the floor near the center of the room and 2 feet inward from the center of each exterior wall.

MECHANICAL EQUIPMENT

Pass **Fail 603.1 Mechanical appliances.** Mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

Pass **Fail 603.2 Removal of combustion products.** Fuel-burning equipment and appliances shall be connected to an *approved* chimney or vent.

Pass **Fail 603.3 Clearances.** Required clearances to combustible materials shall be maintained.

Pass **Fail 603.4 Safety controls.** Safety controls for fuel-burning equipment shall be maintained in effective operation.

Pass **Fail 603.5 Combustion air.** A supply of air for complete combustion of the fuel and for *ventilation* of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

ELECTRICAL FACILITIES

Pass **Fail 604.2 Service.** The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. *Dwelling units* shall be served by a three-wire, 120/240 volt, and single-phase electrical service having a minimum rating of 60 amperes.

Pass **Fail 604.3 Electrical system hazards.** Where it is found that the electrical system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, *deterioration* or damage, or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

ELECTRICAL EQUIPMENT

Pass **Fail 605.1 Installation.** Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

Pass **Fail 605.2 Receptacles.** Every *habitable space* in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every *bathroom* shall contain not less than one receptacle. Any new *bathroom* receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

Pass **Fail** **605.3 Luminaires.** Every public hall, interior stairway, *toilet room*, kitchen, *bathroom*, laundry room, boiler room and furnace room shall contain not less than one electric luminaire. Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.

Pass **Fail** **605.4 Wiring.** Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

DUCT SYSTEMS

Pass **Fail** **607.1 General.** Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

Fire Safety Requirements

MEANS OF EGRESS

Pass **Fail** **[F] 702.1 General.** A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the *public way*. Means of egress shall comply with the *International Fire Code*.

Pass **Fail** **[F] 702.3 Locked doors.** Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *International Building Code*.

FIRE-RESISTANCE RATINGS

Pass **Fail** **[F] 703.1 Fire-resistance-rated assemblies.** The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

Pass **Fail** **[F] 704.2 Single- and multiple-station smoke alarms.** Single- and multiple-station smoke alarms shall be installed in existing Group I-1 and R occupancies in accordance with Sections 704.2.1 through 704.2.2.

Pass **Fail** **[F] 704.2.1 Where required.** Existing Group I-1 and R occupancies shall be provided with single-station smoke alarms in accordance with Sections 704.2.1.1 through 704.2.1.2. Interconnection and power sources shall be in accordance with Sections 704.2.2.

Exceptions:

1. Where the code that was in effect at the time of construction required smoke alarms and smoke alarms complying with those requirements are already provided.
2. Where smoke alarms have been installed in occupancies and dwellings that were not required to have them at the time of construction, additional smoke alarms

shall not be required provided that the existing smoke alarms comply with requirements that were in effect at the time of installation.

3. Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.

Pass **Fail** **[F] 704.2.1.1 Group R-1.** Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
2. In every room in the path of the *means of egress* from the sleeping area to the door leading from the *sleeping unit*.
3. In each story within the *sleeping unit*, including basements. For *sleeping units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Pass **Fail** **[F] 704.2.1.2 Groups R-2, R-3, R-4 and I-1.** Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of *occupant load* at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a *dwelling unit*, including *basements* but not including crawl spaces and uninhabitable attics. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Pass **Fail** **[F] 704.2.2 Interconnection.** Where more than one smoke alarm is required to be installed within an individual *dwelling* or *sleeping unit*, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings that are not undergoing *alterations*, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where *alterations* or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.