



**TYPES OF INSPECTIONS:**

- Certificate of Occupancy
- Permit
- Complaint
- Survey
- Lead-Based Paint
- Referral
- Uplift



**INSPECTION CHECKLIST**

**Home / Apartment – Exterior**

**Exterior**

- \_\_\_ Rodent proof
- \_\_\_ Weather tight
- \_\_\_ Well maintained

**Paint**

- \_\_\_ Wood surface protected
- \_\_\_ Metal surface protected
- \_\_\_ No deterioration

**Windows**

- \_\_\_ Weathertight
- \_\_\_ Sash fits
- \_\_\_ Not broken
- \_\_\_ Storms/screens
- \_\_\_ No deteriorated paint

**Foundation**

- \_\_\_ Sound/no cracks
- \_\_\_ No leaks

**Door(s)**

- \_\_\_ Weathertight
- \_\_\_ Secure hinges/locks

**Siding**

- \_\_\_ No holes
- \_\_\_ Surface intact
- \_\_\_ Structurally sound

**Steps**

- \_\_\_ Evenly spaced
- \_\_\_ Handrails if more than 4 risers

**Roof**

- \_\_\_ Free of leaks
- \_\_\_ No missing or deteriorated shingles

**Chimney**

- \_\_\_ Secure
- \_\_\_ Properly pointed

**Porch**

- \_\_\_ Structurally sound
- \_\_\_ Guardrails if > 30 inches in height
- \_\_\_ No deteriorated paint

**Yard**

- \_\_\_ Grass and weeds cut
- \_\_\_ No trash in yard
- \_\_\_ Yard graded for proper drainage
- \_\_\_ No abandoned car(s)
- \_\_\_ Garage/shed in good condition
- \_\_\_ No trees around the foundation or in contact with the structure
- \_\_\_ No dead trees/limbs

**Trash Containers**

- \_\_\_ Tight fitting lids

**Abandoned Appliances**

- \_\_\_ Door(s) removed (on refrigerators)
- \_\_\_ Hauled from property
- \_\_\_ All locking devices removed



**Home / Apartment – Interior**

**Walls/Ceilings**

- \_\_\_ No loose plaster
- \_\_\_ No deteriorated paint

**Floors**

- \_\_\_ Sound
- \_\_\_ No holes

**Hallway**

- \_\_\_ Well lit
- \_\_\_ Clear path of egress
- \_\_\_ Approved smoke alarms installed

**Windows**

- \_\_\_ No broken glass
- \_\_\_ Secure
- \_\_\_ Controls
- \_\_\_ Not blocked
- \_\_\_ No deteriorated paint
- \_\_\_ Capable of emergency escape

**Bathroom**

- \_\_\_ A toilet properly installed
- \_\_\_ No plugged drains
- \_\_\_ A tub or shower
- \_\_\_ A sink properly installed
- \_\_\_ An electrical outlet, any new installation must be GFCI protected

\_\_\_ A light fixture

\_\_\_ Adequate ventilation

**Space Heaters**

- \_\_\_ Located to avoid fire
- \_\_\_ Automatic shut-off valve
- \_\_\_ Properly vented
- \_\_\_ Not gasoline or kerosene operated

**Electrical Components**

- \_\_\_ Adequate service
- \_\_\_ No frayed/exposed wires
- \_\_\_ No broken light fixtures/outlets
- \_\_\_ No extension cords
- \_\_\_ Two outlets in each room

**Smoke Alarms**

- \_\_\_ Operable
- \_\_\_ Installed inside & outside each sleeping area & on every level of the unit
- \_\_\_ Installed as per manufacturer

**Carbon Monoxide Alarms**

- \_\_\_ Lowest level of unit containing sleeping areas

\_\_\_ An electrical outlet, any new installation must be GFCI protected

\_\_\_ Installed within 15 feet of sleeping areas

**Doors**

- \_\_\_ Secure hinges/locks
- \_\_\_ Fits frame
- \_\_\_ No deteriorated paint

**Kitchen**

- \_\_\_ Hot and cold water
- \_\_\_ Proper drain connection
- \_\_\_ No water system leaks
- \_\_\_ No plugged drain

**Multiple Dwelling Units**

- \_\_\_ Emergency lighting
- \_\_\_ Exit signs
- \_\_\_ Door closures
- \_\_\_ 2nd means of egress in each dwelling unit
- \_\_\_ A carbon monoxide alarm is required on floors with a carbon monoxide source and no sleeping areas

**Home / Apartment – Basement**

**Floor Area**

- \_\_\_ Free of trash
- \_\_\_ No hazards

**Heating System**

- \_\_\_ Can heat to 68° F
- \_\_\_ Properly installed
- \_\_\_ Properly vented
- \_\_\_ Sealed chimney
- \_\_\_ Gas shut-off
- \_\_\_ Ducts/pipes leak free

**Electrical System**

- \_\_\_ Properly grounded light sockets
- \_\_\_ Insulated wires
- \_\_\_ Enclosed fuse box
- \_\_\_ No exposed brass
- \_\_\_ Any work completed with a permit by a licensed electrician
- \_\_\_ Secure panel box
- \_\_\_ No missing/broken knockout seals

**Walls**

- \_\_\_ Waterproof
- \_\_\_ Structurally sound
- \_\_\_ Properly pointed
- \_\_\_ No deteriorated Paint

**Water Service**

- \_\_\_ No cross connection of waste pipe & water pipe
- \_\_\_ No leaking pipes

**Water Heater**

- \_\_\_ Can heat to 120° F
- \_\_\_ Properly vented
- \_\_\_ Temperature & pressure relief valves
- \_\_\_ Sealed chimney
- \_\_\_ Gas shut-off

**Basement Stairway**

- \_\_\_ Well lit
- \_\_\_ Secure steps/handrail
- \_\_\_ Cellar stair enclosure & fire door (where required)



**Questions? Call 311**  
[www.cityofrochester.gov](http://www.cityofrochester.gov)