

## WHAT DO I NEED FOR A CERTIFICATE OF OCCUPANCY?

*In order to legally inhabit a dwelling, a Certificate of Occupancy through the Building Department is required; before that is issued, the following criteria must be met at the time of final inspection:*

1. Have you sent your water test results to the Health Department?
2. Do you have Landings? Stair/egress landings require the following:
  - a. A minimum of 3' x 3' landing shall be required for each side of an egress door.  
**Exception: This may be less at the top of an interior flight of stairs, provided the door doesn't swing over the stairs.**
  - b. The floor or landing shall not be more than one and a half inches (1-1/2") lower than the top of the threshold.  
**Exception: The landing exterior to an exterior door shall not be more than 8 ½" below the top of the threshold.**
3. Do you have continuous handrails and guardrails on stairs or decks? Handrails require the following:
  - a. Handrails must have a minimum height of 30" and a maximum height of 34", respectively, measured vertically from the nosing of the treads, and shall be provided on at least one side of the stairways of three or more risers. Ends shall be returned or shall terminate in newel posts or safety terminals.
  - b. Handrails that form part of a guardrail shall have a height not less than 34" and not more than 38".
  - c. There must be a distance between the wall and handgrip of the railing of 1 ½" minimum.
  - d. The handgrip portion to the handrails shall be not more than 2" and not less than 1 ½" in diameter. The handgrip portion of handrails shall have a smooth surface with no sharp corners.
  - e. **Guardrails:** Porches, balconies or raised floor surfaces located more than 30" above the floor or grade below shall have guardrails not less than 36" in height.
  - f. Required guardrails on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which will not allow passage of an object 4" or more in diameter.
4. Are all unused natural gas lines capped?
5. Is the electrical panel box labeled appropriately?
6. Do you have operable smoke detectors, hardwired and interconnected for new construction, and ready to be tested at time of final inspection?
7. Do you have covering in place for attic and/or crawl space accesses?  
**Note: The inspector must have access to the crawl space or attic via stairs or ladder at the time of final inspection.**
8. Do you have a switch-controlled light in the attic/crawl space(s)?
9. Do you have a 911 Address posted on the side of the house or mailbox?

*The items mentioned above are a few of the minimum code standards and must be completed for this office to issue a certificate of occupancy.*