

## 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? **Section R-212 LANDINGS** requires the following:
  - a. A minimum of three foot by three foot (3' x 3') landing shall be required on each side of an egress door.  
**Exception: At the top of an interior flight of stairs, provided the door does not 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 at the exterior of an exterior doorway shall not be more than eight and a half inches (8-1/2") below the top of the threshold.**
3. Do you have handrails and guardrails on stairs or decks? **Section R-214 HANDRAILS AND GUARDRAILS** requires as follows:
  - a. Handrails having minimum and maximum heights of thirty (30) inches and thirty-four (34) inches, respectively, measured vertically from the nosing of the treads, 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. Open sides of stairs with a total rise of more than thirty (30) inches above the floor or grade below shall have guardrails. Handrails that form part of a guardrail shall have a height not less than thirty-four (34) inches and not more than thirty-eight (38) inches.
  - c. The handgrip portion to the handrails shall be not more than two (2) inches and not less than one and a half inches (1-1/2") in cross-sectional dimension, or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a smooth surface with no sharp corners.
  - d. **R-214.2 GUARDRAILS:** Porches, balconies or raised floor surfaces located more than thirty (30) inches above the floor or grade below shall have guardrails not less than thirty-six (36) inches in height. Handrails that form part of a guardrail shall have a height not less than thirty-four (34) inches and not more than thirty-eight (38) inches.
  - e. 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 four (4) inches 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 attic and/or crawl space access covered?
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, as well as the 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.*

### Can I get a temporary certificate of occupancy?

Sometimes it is possible to issue a temporary certificate. However, please note the project will fail inspection resulting in a \$30.00 re-inspection fee. Any items must be corrected and called for re-inspection within 14 days.