



## CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

### **GENERAL COMPLIANCE (2021 International Property Maintenance Code (IPMC))**

*{This is a general guide of common items and may not be all inclusive; all items may not apply to all locations}*

- BUILDING ADDRESSING.** Minimum 4 inches in front, contrasting background, plainly visible and legible from the road. Located at highest elevation of building. 4-inch suite numbers on front and back doors. (Ref. 2021 IFC, Sec. 505 and 2021 IPMC, Sec. 304)
- SUITE ADDRESSING.** All walk doors must be identified with suite number. Minimum 4 inches in front, contrasting background, plainly visible and legible from the road. (Ref. 2021 IFC, Sec. 505 and 2021 IPMC, Sec. 304)
- EXTERIOR PROPERTY.** Premises shall be maintained in a clean, safe, and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition. (Ref. 2021 IPMC, Sec. 302)
- PARKING.** Adequate parking shall be provided for proposed use. All parking lots shall be striped and maintained to provide a safe driving surface. (Ref. UDC, Article 10)
- HANDICAPPED PARKING.** Minimum of 1 space per lot or as per plan. Posted sign at head of space and symbol on ground required. (Ref. UDC, Article 10, Sec. 10)
- EXTERIOR STRUCTURE.** General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare. (Ref. 2021 IPMC, Sec. 304)
- INTERIOR STRUCTURE.** General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. (Ref. 2021 IPMC, Sec. 305)
- MEANS OF EGRESS.** 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. (Ref. 2021 IPMC, Sec. 702)
- PLUMBING.** 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. (Ref. 2021 IPMC, Sec. 504)
- MECHANICAL (HVAC).** Mechanical equipment and heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function. (Ref. 2021 IPMC, Sec.603)
- ELECTRICAL.** Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. Flexible cords shall not be used as permanent wiring. (Ref. 2021 IPMC, Sec. 605)
- ELEVATORS.** General. Elevators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location approved by the code official. (Ref. 2021 IPMC, Sec. 606)