

PRE-OCCUPANCY CHECKLIST

Based on the 2018 International Building Code (IBC) & 2018 International Property Maintenance Code (IPMC)

Structural & Safety Compliance

- ☑ Ensure the building structure is sound and free from hazards (roof, walls, foundation, stairs).
- ☑ Repair any signs of damage, decay, or structural weakness.
- ☑ Handrails and guardrails must be securely installed on all stairways and elevated walking surfaces (any walking surface 30" in height or greater).

Fire Safety & Egress

- ☑ Provide functioning smoke detectors in all required areas (bedrooms, hallways, common spaces).
- ☑ Install carbon monoxide detectors where applicable (applicable if residence utilizes ventless natural gas or propane heat).
- ☑ Ensure all means of egress (doors, hallways, stairways) are clear, unobstructed, and operational.
- ☑ Confirm fire extinguishers are installed and accessible (as required by local codes). At least (1) per residential unit and must be a 5lb A,B,C rated extinguisher.
- ☑ Exit signs and emergency lighting must be in place and functional in multi-unit buildings.

Electrical & Mechanical Systems

- ☑ Electrical panels and wiring must be up to code with no exposed or hazardous wiring.
- ☑ All electrical outlets and fixtures must be operational and properly grounded - GFCI Protected outlets are required within 6 ft. of any water source or fixed appliance using water.
- ☑ Heating systems are required and must be functional and capable of maintaining required minimum temperatures.
- ☑ Water heaters must be securely installed and provide adequate hot water.

Plumbing & Sanitation

- ☑ All plumbing fixtures (toilets, sinks, tubs, showers) must be leak-free and in good working order.
- ☑ Proper water pressure must be maintained for all plumbing fixtures.
- ☑ Sanitary drainage must be functional, with no signs of sewage backups or leaks.
- ☑ Ensure garbage disposal areas are clean and properly maintained.

Property Maintenance & Exterior Compliance

- ☑ The exterior of the building must be in good condition, free from peeling paint, broken siding, or other hazards.
- ☑ Windows must be intact, able to open and close properly, and fitted with locking mechanisms.
- ☑ Exterior doors must be weather-tight and equipped with secure locks.
- ☑ The yard and surrounding areas must be free of trash, debris, and overgrown vegetation.
- ☑ Address any signs of pest infestation (rodents, insects, etc.).

General Habitability & Occupancy Standards

- ☑ Verify that each dwelling unit meets the minimum room size, ceiling height, and ventilation requirements.
- ☑ Maintain adequate lighting and ventilation in all habitable spaces.
- ☑ No illegal units or unpermitted modifications should exist within the building.

Final Inspection & Documentation

- ☑ Schedule a final inspection with the local building department.
- ☑ Ensure all required permits and paperwork are completed and submitted.
- ☑ Obtain the Certificate of Occupancy before allowing tenants to move in.

For further details, consult the **2018 IBC & 2018 IPMC** or your local code enforcement office.