

CHAPTER 510: OCCUPANCY PERMITS

SECTION 510.010: REQUIREMENTS—MINIMUM STANDARDS

- A. *Bathrooms.* Every dwelling unit shall contain a bathroom equipped with a flush water closet, tub or shower and lavatory basin. All such fixtures must be in good working order and equipped with hot (one hundred ten degree Fahrenheit (110°F) or greater temperature) and cold running water when used for bathing purposes. Plumbing fixtures shall drain to an approved sewage disposal system.
- B. *Electrical And Lighting Requirements.* Minimum electrical service is to be sixty (60) ampere, three-wire, two hundred forty (240) volts. Every bathroom shall have at least one (1) GFCI protected outlet and others, if any, shall be of the GFCI type also. All laundry areas shall have a grounded outlet with the ground being functional; if ground is not available, a GFCI outlet shall be required. A GFCI outlet shall be installed in all kitchens where the outlets are installed to serve the countertop surfaces and are located within six (6) feet of the outside edge of the sink, this also pertains to mop sinks, wetbars and any other open water sources and the above GFCIs shall be maintained in good working order. All sump pumps shall have a grounded outlet with the ground being functional; if ground is not present, a GFCI outlet shall be installed and maintained in good working order. All electrical splices shall be put in a box with proper covers and connectors and all electrical wires entering furnaces, water heaters, garbage disposals and other appliances shall be secured with proper connectors. Every switch, outlet and fixture shall be properly installed and maintained in good and safe working condition. Any hazardous condition must be remedied when threatening to human life or safety.
- C. *Heating And Ventilation.* Every dwelling unit shall be equipped with heating facilities capable of maintaining a temperature of sixty-eight degrees Fahrenheit (68°F) or greater when the outside temperature is zero degrees (0°). Such heating equipment must be connected safely to the heat source and properly vented. Each habitable room shall be provided with at least one (1) window.
- D. *Common Areas.* Every owner of a multiple-family dwelling shall be responsible for maintaining hallways, shared or public areas in a clean and sanitary condition.
- E. *Foundations, Walls And Roofs.* Every foundation, wall and roof shall be maintained in a weather-tight, water-tight and rodent-proof condition and kept in good repair.
- F. *Plumbing.* Every kitchen shall have a sink properly connected to a private sewage disposal system. Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than one hundred ten degrees Fahrenheit (110°F). Water heaters shall have an approved combination temperature and pressure relief valve and a relief valve discharge pipe of three-quarters ($\frac{3}{4}$) inch diameter be installed to a height of six (6) inches above the floor. All 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 the said plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition.
- G. *Doors And Windows.* All windows shall be kept in good repair, weather-tight, free from cracks and

- holes, with proper glazing materials free of defects to hold the glass in place. Every door, frame and hardware shall be kept in good repair, sound condition and free from holes and defects.
- H. *Sidewalks And Driveways.* All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
- I. *Stairways, Handrails And Guards.* Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. Every exterior and interior flight of stairs having more than four (4) risers and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than thirty (30) inches above the floor or grade below shall have guards. Handrails shall not be less than thirty (30) inches nor more than forty-two (42) inches high, measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than thirty (30) inches high above the floor of the landing, balcony, porch, deck, ramp or other walking surface. All stairs, decks, porches and appurtenances shall be maintained in a safe condition and in good repair.
- J. *Structural Members.* All structural members shall be maintained structurally sound and be capable of supporting the imposed loads.
- K. *Interior Surfaces.* All interior surfaces shall be maintained in good, clean and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
- L. *Access By Owner Or Operator.* Every occupant of a structure or premises shall give the owner or operator thereof or agent or employee access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this Code.
- M. *Accessory Structures.* All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
- N. *Basement Hatchways.* Every basement hatchway shall be maintained to prevent the entrance of rats, rain and surface drainage water.
- O. *Protective Coatings.* All wood or metal exterior surfaces including, but not limited to, window frames, doors, door frames, cornices, porches and trim shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted, applied in an appropriate and workmanlike manner.
- P. *Yards.* Must be graded to prevent accumulations of stagnant water and must be free of accumulated junk, debris and refuse.
- Q. *Gutters And Downspouts.* Gutters and downspouts, where installed, must be kept in good functional repair and be free from rust, decay or peeling paint.
- R. *Fire Safety.* In the interest of fire safety, one (1) working smoke alarm must be installed for each six hundred (600) square feet of living space. House numbers of at least three (3) inches tall shall be affixed to the exterior of the building facing the street in front and shall be readable by emergency personnel from the street in front of the building. (CC 2001 §§15.08.010, 15.08.030; Ord. No. 6.21 §3, 7-20-93; Ord. No. 2002-07 §1(15.08.010), 4-16-02)

RESIDENTIAL OCCUPANCY CHECKLIST

The following checklist is a **guide only**, to the minimum requirements to occupy a structure. **This list is not all inclusive and additional items may be required by the Officer depending on the conditions of each structure.**

- * The residence is ready for inspection. **This list has been checked prior to inspection.**
- *The residence has been properly cleaned and is maintained in a sanitary condition.(carpets included)
- *The residence has working smoke detectors. (1 per 600 sq. foot)
- *The property is free from infestations by insects, pests and vermin.
- *The residence has a toilet, tub or shower, water heater, lavatory, kitchen sink and heating system.
- *The interior and exterior of all buildings, are free from junk, trash, brush, and debris.
- *Floors are structurally sound and all carpet or flooring installed.
- *Construction debris and tools removed from residence.
- *All wiring entering electrical appliances, furnaces, water heater, and disposals have proper wire connectors.
- *All wire splices put in a electrical box with cover plate.
- * Address is posted **on** the front of residence using **3" inch tall numbers in contrasting color.**
- *Every outlet in bathrooms shall be GFCI protected.
- *Every outlet within 6 ft of kitchen sinks shall be GFCI protected.
- *Every outlet for washing machines must be grounded or GFCI protected.
- *Any outlet within 6 ft of any open water source shall be GFCI protected.
- Foundation / Crawl space doors and vents are installed and in good condition.
- Floor coverings are in good condition and do not present trip hazards.
- Siding, soffit, fascia, windows and trim are present, have no decay or damage and **properly painted.**
- Decks, porches and accessory buildings are maintained in good repair and **properly painted/stained.**
- Decks, porches and any surface 30" inches or more above grade have adequate guardrails.
- All stairs** with 4 (four) or more steps have a graspable handrail.
- All exterior doors and windows are weather tight. Glass is properly glazed and not broken.
- All water heaters have a ¾" discharge tube within 6" of floor.
- All electrical fixtures are installed in good working order and are free from defects.
- All switch and outlet covers are installed and free from defects.
- All plumbing fixtures are properly installed and free from defects and leaks.
- All sump pumps have a grounded outlet or GFCI protected outlet and not discharged to sewer.
- All interior walls and doors are in good condition and trim installed and undamaged.

(* Items indicate an automatic failure of the residence. Many other conditions may exist that result in violations or failure of the residence based on the findings of the Officer's evaluation of the property.

1 re-inspect included in inspection fee

2 nd re-inspect \$40.00

3 rd or more re-inspects \$50.00 each