



# City of Highland

## Building and Zoning

### Occupancy Inspection Checklist

The items highlighted below are the primary Life Safety items checked during occupancy inspections and owners are expected to address any issues identified. Individually, the remained items found on the checklist will not prohibit occupancy; however, the additive effect of particular combinations of such violations could potentially impact occupancy. C=Compliant NC= Non-Compliant

Property Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Code	Occupancy Safety Items	C	NC
304.1	Foundation/Structural/Unsafe Conditions		
304.1	Stairs & Porches		
304.12	Handrails & Guardrails		
304.12	Openable Windows		
604.3	Electrical System Hazards		
604.3	GFCI Receptacles		
704.2	CO/Smoke Detectors		
603.1	Furnace/Water Heater Venting		

Code	Exterior Structure & Property	C	NC
304.2	Exterior Painting		
303.3	Street Numbers		
302.1	Sanitation		
304.6	Exterior Walls		
304.7	Roof & Drainage		
304.9	Overhangs/Extensions		
302.3	Sidewalks & Driveways		
304.13	Windows & Door Frames		
304.13.2	Openable Windows		
304.15	Doors & Locks		
302.4	Weeds		
302.7	Accessory Structures		
303.1	Swimming Pool/Spa		
	Fire Extinguisher		
302.6	Exhaust Vents		

Code	Bedrooms	C	NC
304.13.2	Openable Windows		
604.3	Electrical System Hazards		
605.2	Receptacles		
704.2	Smoke/CO Detectors		

Code	Laundry Room (if present)	C	NC
604.3	Electrical System Hazards		
605.2	Receptacles (grounded outlet)		
403.2	Windows/Vented		
504.3	Plumbing Systems		
603.4	Gas Shutoffs		

Code	Bathroom	C	NC
604.3	Electrical System Hazards		
605.2	Receptacles (GFCI)		
403.2	Windows/Vented		
504.3	Plumbing Systems		

Code	Kitchen	C	NC
604.3	Electrical System Hazards		
605.2	Receptacles (GFCI)		
403.2	Windows/Vented		
603.4	Gas Shutoffs		
504.3	Plumbing Systems		

Code	Livingroom	C	NC
604.3	Electrical System Hazards		
605.2	Receptacles (GFCI)		
304.13	Windows/Vented		

Code	Electrical Panel	C	NC
604.3	Wires must have connectors		
604.3	No double lugging		
604.3	Bare wires require wire caps		

Code	Garage	C	NC
703.1	Solid wood/metal door between house & garage		

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Occupancy Determination:  
 \_\_\_\_\_ Approved  
 \_\_\_\_\_ Denied (Above corrections required)

Additional notes/comments may be added to the next page.