



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: _____
 Inspector: _____ Date: _____ Occupancy Determination: ___ Approved ___ Denied
 (needed corrections are noted)

| 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 Detectors | | |
| 704.2 | Smoke Detectors | | |
| 603.1 | Furnace/Water Heater Venting | | |
| | Gas Drip Legs | | |

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

| Code | Livingroom | C | NC |
|--------|---------------------------|---|----|
| 604.3 | Electrical System Hazards | | |
| 605.2 | Receptacles | | |
| 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 | | |
| 604.3 | No open breaker slots | | |
| 604.3 | Electrical Panel Labeled | | |

| Code | Garage | C | NC |
|-------|--|---|----|
| 703.1 | Solid wood/metal door between house & garage | | |
| 703.1 | Safety Sensors on Garage Door Opener | | |

| Code | Bedrooms | Bedroom 1 | Bedroom 2 | Bedroom 3 |
|----------|---------------------------|-----------|-----------|-----------|
| 304.13.2 | Openable Windows | | | |
| 604.3 | Electrical System Hazards | | | |
| 605.2 | Receptacles | | | |
| 704.2 | CO Detectors | | | |
| 704.2 | Smoke Detectors | | | |

| Code | Bathrooms | Bathroom 1 | Bathroom 2 |
|-------|---------------------------|------------|------------|
| 604.3 | Electrical System Hazards | | |
| 605.2 | Receptacles (GFCI) | | |
| 403.2 | Windows/Vented | | |
| 504.3 | Plumbing Systems | | |



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Additional notes/comments:
