

Vacant home Check List

Occupancy Inspection

Has the house had an occupancy inspection? Yes _____ No _____

If no, one needs to be completed

If yes, the permit application can be started

Note: Remodel and rehab permits application include electrical, plumbing, and mechanical

Scope of work must be included with all permit applications

Scope of work

Answer yes if a scope of work is included with application. _____

Plumbing

Is the plumbing in need of repair? _____ (i.e. water or drain lines, sump or ejector pumps, and plumbing fixtures)

Contractor _____ License # _____ Letter of Intent _____

Is a new water heater being installed? _____

Contractor _____ 055- _____ & 058- _____

Smoke detectors

Smoke detectors are to be installed on each floor and in each bedroom. They are required to be interconnected, direct wired with battery backup power. _____

Provide CO2 detectors by each sleeping area (within 15 feet). _____

Electrical (Electrical permit is required for electrical work)

Contractor _____ License _____

Changing electrical service? _____ Service size _____

Repairing Electrical? _____

Installing GFCI outlets? _____ Kitchen _____ Bathroom _____ Garage _____

Installing smoke detectors _____ CO2 Detectors _____

Is the electric service grounded to the water line? _____ Water meter Bonded _____

Are GFCI electrical outlets located on the exterior of the house? Front _____ and Rear _____

Installing can lights _____

HVAC

Has the furnace been checked? _____

Is there an electrical service outlet located by the furnace _____

Is the furnace being replaced? _____ Contractor _____ license# _____

Is the A/C being replaced? _____ Contractor _____ license# _____

Permits require when replaced. _____

Require village inspection when replaced. _____

Kitchen

Are the cabinets being replaced? _____

If yes, attach a kitchen cabinet layout.

Is a dishwasher being installed? _____ New sink and Faucet? _____

Replacing counter top? _____ Replacing flooring? _____

Adding or replacing electrical outlets or fixtures _____ Installing GFCI outlets? _____

Minimum of two 20-amp appliance circuits _____

Receptacles at counters spaced no greater than 48 inches on center _____

Bathrooms

Bathroom remodels require a floor plan of the bathroom and surrounding rooms. Include items like water heater, furnace and electrical service panel if they are located close to the area of work.

Replacement/New tub/s _____ Number _____ Replacement/New Shower/s _____ Number _____

Replacement/New Vanity/s _____ Number _____ Replacement/New Toilet/s _____ Number _____

New flooring _____ New walls _____

Add additional bathrooms or fixtures.

Provide drawing (floor plan) where work is to be performed. Show adjacent areas (i.e., utility room, electric panel, bedrooms, hallways) _____

Living room

Replacing:

Flooring _____ Walls _____ Ceiling _____ Electrical Fixtures _____

Exterior improvements require separate permits.

Roof (If yes, a separate permit is required).

Is the roof being replaced? _____

Contractor _____ license # _____

Roof deck and Ice and Water shield required _____

Note: 48-hour advance notice is required for inspection.

Roof deck and Ice and water inspection required prior to placing shingles.

Final roof inspection required when work is completed.

Window (If yes, a separate permit is required).

Are new windows being installed? _____

Contractor _____ license# _____

Window shall be self- flashed with nailing flanges. Replacement window without self-flashing nailing flanges is not allowed when the original frames are removed.

Provide window specification. _____

Provide U- factor. _____

Provide window locations _____

Windows shall have full screens. _____

Provide light and ventilation information. Provide existing and proposed, 4% ventilation and 8% light for each room. Include the room sizes.

Doors *(door locks shall be openable from the interior without the use of a key)*

Replace patio door _____ Replace main entrance door _____

Replace rear door _____ Replace garage service door _____

Replace garage overhead door _____

If yes to any of the above a window and door permit is required.

Siding

Is new siding being installed? _____

Building wrap required under siding _____

Flashing and building wrap inspection required _____

Are new gutters being installed? _____

If yes, a siding permit is required.

Deck (Replacing or repairing) (If yes, a separate permit is required).

Contractor doing the work _____

See deck handout

Inspections required of post holes before placing concrete and framing. Call for a rough framing inspection. When work is completed call for a final inspection.

Provide a detailed drawing that includes a material list.

Submit a plat of survey with the deck located on the plat.

The drawing shall include a stair detail, handrail and guard rail detail, decking material, and framing material. All posts must be set on concrete piers that are placed below the frost line (42" below grade). Post must be anchored to the concrete piers with ½ inch anchors and brackets.

Concrete (If yes, a separate permit is required).

Contractor doing the work _____

Patios, sidewalk, and driveway repairs or replacement require permits and inspections.

All concrete work requires a plat of survey with the proposed work drawn on the plat.

See the concrete handouts. All concrete shall be inspected after the forms are in place and before placing the concrete. Call for a final inspection when the forms are removed and work is completed.

A 4-inch stone base is required under all concrete. Stone base inspection is required prior to placement of concrete.

Minimum depth of concrete is 4 inches, 5 inches in the drive parkway.

Asphalt driveways (If yes, a separate permit is required).

Contractor doing the work _____

See asphalt handout

Minimum 6 inch stone base is required

Minimum of 2 inches of asphalt material / 3 inches in the parkway

Call for a stone base inspection prior to placing asphalt and a final inspection when work is completed.

Fences (If yes, a separate permit is required).

Contractor installing the fence _____

A fence permit is required.

Submit a plat of survey with the fence drawn on the plat.

Submit a detail of the fence to be installed with dimensions.

Inspections are required after the post holes are dug and before concrete is placed. Post holes must be a minimum of 42 inches below grade.