



Certificate of Occupancy Property Owner Checklist

The following is a check list for obtaining a Certificate of Occupancy. This inspection is a visual inspection mainly looking for safety hazards and unsanitary conditions along with any Code Violations. It is the Property Owners Responsibility to maintain the structure and exterior property in good working order and in compliance of all City of Dublin Code of Ordinance.

- Sidewalks and driveways must be free of trip hazards or hazardous conditions.
- All grass and weeds shall be properly cut and maintained.
- All structures and exterior property shall be kept free from rodent harborage and infestation.
- No broken, or missing glass.
- All swimming pools must be structurally sound, containing no stagnate water and an approved cover. No body of water that will create a place for mosquitoes to breed is permitted.
- All pools shall be protected by a ground fault circuit interrupter.
- Excessive peeling paint, cracked or loose plaster, decayed wood shall be repaired and or replaced and properly painted.
- All trim work around doors, windows, etc. must be properly caulked to eliminate moisture penetration.
- House numbers 3” (three) in height attached to the main structure on the property.
- All supporting members must be structurally sound (floors, walls, ceilings, roof members, etc.), and without holes.
- Roof must be in sound condition and waterproof, with no excessive deterioration.
- Basements and crawl spaces shall be reasonably free from water and /or dampness. Sump pumps are acceptable.
- All landings or porches 30” inches in height or higher must have a rail around entire area.
- Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware (sash cords etc.).
- All stairs of three (3) or more steps must have a handrail installed. (must meet current code).
- No miscellaneous debris is permitted to be left on site.
- Sanitary drainage (plumbing stack, vent, waste and sewer line) shall function properly and be kept free from obstructions, leaks and defects.



- Bathroom and kitchen floors shall be impervious to water and be in a clean and sanitary condition.
- All bathtubs and showers must be properly caulked and maintained in good repair.
- Hot water heater must be in proper working order. And all pressure relief valves must have an extension pipe installed and terminating within six (6) inches of the floor or an approved drain.
- All plumbing fixtures must be properly installed and properly working as designed with no drips and/or leaks.
- No fixtures shall violate any backflow law or ordinances.
- All appliances must be installed properly and be in proper working order. (stoves, exhaust fans, garbage disposals, etc.).
- Wood stoves, fireplaces, fireplace inserts, etc. must be installed in accordance with the building code.
- No extension cord type wiring is permitted.
- All lighting fixtures, outlets and switches must be properly secured, and in good working order.
- Electrical service wire to building must be in sound condition, properly secured to the building, and meet electrical code.
- Heater must be in proper working order, free from defects and wired properly with an emergency shut off switch.
- Smoke detectors are required in every bedroom; in every room the bedroom exits out into (ex. Hall living room, kitchen) and on all levels.
- One Carbon monoxide detector required outside sleeping areas. Exception: All electric and detached garages.
- Manufactured Homes are required to have skirting at all times.
- All buildings shall have all openings under dwelling kept in such condition so as to prevent the entry of rodents, other pests, or people.

Because this is a visual inspection the following is a guide for the homeowner to check to avoid some code violations. This inspection is not designed to check every outlet, open and close windows, run appliances through their cycles, and turn on heat during summer months. All inspection codes come from City of Dublin Ordinance or International Code Council (2006 edition of Residential, Building, Fire, Mechanical, Plumbing, Electrical, and Energy Codes; Also the 2012 edition of the International Property Maintenance Code).

IT IS THE HOME OWNERS RESPONSIBILITY TO TAKE OUT ALL NECESSARY PERMITS REQUIRED BY LAW.

This list is subject to change without notice. It is the homeowner and/or agents responsibility to obtain a current copy.