

City of Grosse Pointe

17147 Maumee Avenue,
Grosse Pointe MI 48230

Inspection Checklist for Certificate of Occupancy With Item Explanation

(This list is only a guideline and is not all-inclusive)

STRUCTURAL & MAINTENANCE

1. Chimney:
Check for deteriorated or crumbling tops, missing or deteriorated mortar joints.
2. Roof:
Check for leaks, missing shingles and holes regardless of size that allow the wood to rot underneath.
3. Gutters:
Check that gutter is not sagging or pulling away from fascia board; if galvanized type is painted to retard rust; and that gutters and downspouts do not contain holes or leaking joints.
4. Entrance Porches and Dust Porches:
 - a. Wood – Check for any structural problems, deteriorated decking, deteriorated or missing railing, unpainted wood steps which would permit rot or heaving.
 - b. Concrete – Check for any structural or other significant cracks requiring tuck pointing or repair, excessive settlement, railing, or tipping effecting safety.
5. Paint:
Check for excessive and/or unsafe peeling, blistering or flaking. Area involved requires scraping and painting. Purposely bare wood (beams, doors, etc.) if deteriorating normally requires treatment with a preservative.
6. Debris:
Check for debris in walkway, basement and attic, garages and yards, and particularly fire hazards adjacent to furnaces and under stairwells.
7. Vermin:
Check garage, auxiliary buildings for rat/rodent evidence. Check house foundation if no basement. Rat proofing required for all housed, and for any other structures, if evidence of vermin exists.
8. Driveways and Sidewalks:
 - a. Check sidewalks on street right-of-way to ensure uniformity with City maintenance standards.
 - b. Check private walks, garage floors, and driveways to ensure safe passage.
9. Stairways:
Check for rotted wood or inadequate structural conditions which could render stairs unsafe under heavy loads.
10. Handrails:
Check handrails to ensure they are adequately secured and structurally safe.
11. Windows:
Check for rotted wood, broken or cracked glass. Screens and storms are not required, and windows need not open if room is provided with adequate ventilation through air conditioning, or other appropriate means.
12. Doors:
Check for loose hardware, broken doors, cracked wood or glass, and peeling paint. The garage door should be in safe and satisfactory working condition. Check that exposed wood doors are properly preserved.

13. Walls and Ceilings:

Check for excessive and/or unsafe peeling or flaking paint, cracked or deteriorated plaster (normal hairline cracks are excluded), holes in same. Repairs and paint limited to areas involved.

14. Floors:

Check wood, tile and linoleum floors for sections that are rotted, missing or broken. Lavatory floors should be impervious. Check sagging floors when possible to determine if joists require additional bracing or support for safety.

15. Structural and Basement:

Check basement walls for evidence of excessive current leaking or foundation failure.

16. General Safety

- a. Smoke detectors at the top and bottom of each stair, outside each sleeping area if greater than 10' from the stairwell, and one inside each room that can be used for sleeping on each level
- b. Carbon monoxide detector in location recommended by manufacturer
- c. Fire extinguisher with 10 feet of kitchen

WIRING & ELECTRICAL

17. Circuits:

Check for overload, double or improper taps.

18. Feeders:

Check for proper hook-ups.

19. Service:

Check main service for adequacy and general safety. (e.g., open fusing, incorrectly spliced cable.)

20. Extension Cords:

Check extension cords for improper usage, (e.g., overloaded, running from one room to another, running under carpet, improperly supported, etc.)

21. Multiple Switches:

Check Stairways for light control switch at the top and bottom, and to and from finished portions of the house.

22. Wiring and Equipment:

Check visible condition of wiring and connections to boxes, fixtures, and particularly garbage disposal units. If disposal unit is improperly wired or unsafe, new wiring is required. Metallic wiring is acceptable if connections are tight. Air conditioners, washers, and dryers, should have separate circuits as appropriate with 3-prong grounded outlets. All pendant fixtures (bulbs hanging solely by electrical wire) should be replaced with appropriate fixture.

23. Illumination:

Check for light in every room, and at outside entrance (front and side, or rear doors, in particular). Closets may require globe fixtures.

24. Receptacle Outlets:

Check to see that building has adequate outlets. General requirements are two outlets per room, with one outlet per wall in living room. Kitchen outlets must be grounded if major appliances, such as portable dishwasher, is used. GFI receptacles are required around water sources such as in kitchens, bathrooms, wet bars, and laundry area. A house that isn't overloading the wiring, using extension cords to extend capacity, etc., may not be required to install additional outlets in some instances. Judgments are made on the amount of hazardous use in evidence.

25. Lighting Switches:

Check that each habitable room has a wall switch for its light.

PLUMBING

26. Fixtures:
Check for broken or malfunctioning fixtures, and proper connections.
27. Water Supply:
Check general pressure. If very low, recommend further checking by seller or buyer.
28. Cross Connections:
Vacuum breakers must be present to prevent backflow where cross connections are present.
29. Waste Lines:
Check for evidence of any existing leakage.
30. Fixture Venting:
Check to see all fixtures requiring venting are properly vented. Where vent stacks go through roof, check for tightness of seal.
31. Water Heaters:
Check vent pipe for no sag and tight connection to chimney. Check that pressure relief valve and overflow pipe are present.
32. Lawn Irrigation Systems:
Check for vacuum breaker to prevent backflow from lawn system into domestic water supply.

HEATING

33. Chimney Clean-out:
Check to see that there is a proper cleanout and it is satisfactorily cleaned out.
34. Vent Connectors:
On furnace, check for no sag and tight connections to chimney.
35. High Limit Control:
Check for proper operation *
36. Safety Pilot:
Check for proper operation *
37. Controls:
Check for proper operation *

* In general, controls cannot be checked for proper operation under normal operating conditions. Inspection is usually limited to visual observation on general condition.

The above guidelines are intended to be a general summary. Specific defects applicable to individual dwellings or other structures on said premises may be enlarged upon by the inspector in his report which is available to parties involved in the transaction. Some items are impracticable to inspect, e.g., interior of furnaces, hot water tanks, footings, etc. Also, some items of maintenance and repair which do not presently fall below the minimum standards of this code may be included in the inspection report as a recommended item for future repair considerations by the owner/buyer.

THE CERTIFICATE OF OCCUPANCY, THE INSPECTION CHECK LIST, THE INSPECTION REPORT, OR ANY OTHER DOCUMENTS ISSUED BY THE CITY OF GROSSE POINTE DO NOT CONSTITUTE ANY REPRESENTATION OR WARRANTY AS TO THE CONDITION OF THE DWELLING OR OTHER STRUCTURES ON SAID PREMISES DESCRIBED THEREIN (OR ANY ASPECT OF SUCH CONDITION). INTERESTED PERSONS ARE ADVISED AND ENCOURAGED TO MAKE THEIR OWN INSPECTION OF THE PREMISES IN ORDER TO DETERMINE THE CONDITION THEREOF.