

## Residential Occupancy Permit Checklist

Date: \_\_\_\_\_ Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Staff name: \_\_\_\_\_ Contact info: \_\_\_\_\_

Circle the number of each item or area that is checked and found to comply.

1. Exterior Premises - No abandoned or inoperable vehicles, overgrown vegetation, discarded household items, trash, debris, or graffiti. Landscaping is being maintained. No deteriorated fencing or driveway/ parking surface areas.
2. Exterior walls - In good condition, no peeling paint, holes, missing sections, or deterioration.
3. Vent screens - No missing or damaged crawl space, attic, or foundation vent screens.
4. Stairway/ landing/decks/balconies/guardrails/handrails - In good condition, no significant deterioration or safety hazard. Permits obtained and finalized for replacement of stairways and balconies.
5. Roof and ceilings - In good condition without any leaks. Permit obtained and finalized for re-roof.
6. Exterior lighting - All lights function and have proper covers, no exposed wiring.
7. Electrical Service - Multi-unit panels are identified; all breakers/fuses labeled, no missing tie bars, broken breaker handles and no exposed wiring. Permits obtained and finalized for service upgrade and/or panel replacement.
8. Common Areas (including Laundry Room) - In a safe and sanitary condition. Fire Extinguishers (minimum 2-A: 10B:C rating) installed with visible gauge and annual re-charge date tag.
9. Entry doors - All doors and door jambs have strike plates that are secure; entry doors have standard deadbolt with thumb latch at interior and are weather sealed.
10. Windows and window locks - Windows can be opened and closed easily, and have no missing or broken glass. Bedroom egress windows are not blocked by furniture or air conditioners, and any security bars can be released from the interior. Window locks as required by Code.
11. Heaters - Are permanently installed and properly functioning. Permit obtained and finalized for replacement of heater.
12. Kitchen counters and sink surfaces - Surfaces are in good condition, no significant cracked, chipped or missing pieces.
13. Flooring - Coverings do not create tripping hazards due to torn, missing, deteriorated sections of flooring. No deteriorated floor supports. No unsanitary conditions.
14. Plumbing fixtures / piping - Properly installed and in good condition without any leaks or clogs, no missing handles, or spouts.
15. Water heaters - Water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve, drain line and venting. Hot water is supplied to plumbing fixtures at a temperature of not less than 110 degrees Fahrenheit. Permit obtained and finalized for replacement of water heaters.
16. Bathroom ventilation - Bathrooms have an operable window and/or exhaust fan.
17. Fire Detection - Smoke detectors are operable, located on each floor, hallways leading to rooms used for sleeping purposes and in each bedroom as required by Code.
18. Electrical - General outlets, lights, switches, and cover plates are installed properly and in good condition, no exposed wiring.
19. GFCI required locations - GFCI properly functioning and installed where outlets have been replaced in the bathrooms, above kitchen counters, on the exterior of building, in garages and basements.
20. Carbon Monoxide Detectors - Located outside each sleeping area and on each level of a dwelling (including basements). Installation must be per manufacturer's instructions and per California Building Code.
21. Pest Control - No infestations of insects or rodents/vermin. Professional extermination utilized as needed for pest control.

The City of San Jose Code Enforcement Division requires that occupants be provided with a copy of this completed form within five (5) working days. The owner or property manager should also inform tenants about the timeline and actions, if any, needed to bring the property into full compliance with this list. For further information, call 408-535-7770 or visit Code Enforcement's website with tenant resources at [www.sanjoseca.gov/CodeEnforcement](http://www.sanjoseca.gov/CodeEnforcement)