

COMMERCIAL CCO CHECKLIST - RENTAL/ SALES

INTERIOR

1. All windows/doors glazing must be intact (no cracks or broken glass).
2. Hot and cold water are required.
3. A bathroom is required with openable window or mechanical ventilation.
4. All bathroom fixtures shall be clean and operational.
5. Electrical wiring shall not be bare or exposed in any manner, and outlets will require covers.
6. Electrical junction boxes shall be covered.
7. GFI's in bathrooms and within 6' of any sink locations other than bathroom areas.
8. Exit signs working.
9. Emergency lights working.
10. Fire extinguishers mounted.
11. Basements/cellars/crawl spaces shall be reasonable free from excessive dampness.

EXTERIOR

12. Sidewalks/driveways/steps/parking areas shall be in good repair.
13. Surrounding area shall be free of debris, weeds, and other plant growth.
14. All exterior surfaces shall be in good repair and maintained.
15. All canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather-coating material such as paint or other protective treatment.
16. Handicap parking and signs in good condition & visible.

NOTES:

- A Zoning Application or Zoning Approval must be submitted with the Commercial CCO Application. CCO inspections will not be schedule until zoning approval is obtained.
- A Building Permit is required for replacement, repair and new installation of guard of handrails. Due to new handrail design requirements, a Building Permit will insure requirements are fulfilled properly. All interior handrails shall be round stock, minimum 1 ¼", maximum 2 ¼" diameter.
- Space or building must comply with minimum code standards.
- Up to date Fire Protection records for life safety systems.
- Procurement of the Certificate of Occupancy shall be the owner's responsibility.