



Town of Wells Code Enforcement Office

Certificate of Occupancy Checklist

Life Safety Items

- Are the house numbers attached to the dwelling?
- Are the smoke alarms installed and working?
- Are the CO detectors installed on each floor and outside bedrooms?
- Does each bedroom have an egress window?
- Are continuous handrails installed on staircases?
- Are guards installed where needed

Plumbing Items

- Does the plumbing fixture count match the plumbing permit?
- Are traps installed where needed?
- Are there any leaks?
- Is the hot water functioning properly?
- Is there a future vent installed in the basement?

Construction Related Items

- Are the attic and basement insulated?
- Are doors between the dwelling and garage fire rated and self-closing?
- Is there a radon mitigation pipe installed through the roof?
- Kitchen cabinets with countertops (Appliances not required)

Other Items

- Is the yard graded?
- Is the building constructed to plan?
- Is all the proper documentation supplied to the Code Office?
- Have all required inspections been completed?

****This document is for guidance purposes only. Other items may be required****