

**The Village of Hainesville requires an Occupancy Inspection whenever a new tenant moves into a home either through rental or sale of the property. If you are renting your home, please call us before a new renter is moved in so we may do the inspection. If you are selling your home, please call us to schedule an inspection when there is a contract on your home. You will need the Certificate in order to close; Hainesville does not have a transfer tax. The cost for an inspection is \$50 each time the inspector is dispatched. There is a penalty if an inspection is not done.**

**Inspections are done Monday through Thursday mornings only, beginning at 8:00 a.m. Please notify us, at the latest, the day before by 2:00 p.m. to schedule the inspection and at that time payment will also need to be made.**

**Below is an Occupancy Inspection checklist. Please be aware that the list is NOT all inclusive but it does give you an idea as to what the inspector will be looking for during the inspection. The inspection is to ensure that the home meets basic life/safety requirements as specified in the 2012 International Residential Code.**

VILLAGE OF HAINESVILLE  
OCCUPANCY INSPECTION

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|--|--------|
| Occupancy Inspection, Re-Inspections/Missed Appointments .....   | 50.00  |
| Occupancy Inspection (penalty for moving in or closing without OP) .....                                     | 100.00 |
| Occupancy Inspection with Certificate for Rehab (for homes sold as is etc. must be disclosed to buyer) ..... | 80.00  |

MUST BE PAID BEFORE INSPECTION TAKES PLACE (EITHER ON LINE at [www.hainesville.org](http://www.hainesville.org) OR IN OUR OFFICE AT 100 N. HAINESVILLE ROAD)

**THIS IS A GENERAL SUMMARY LIST OF ITEMS THAT WILL BE INSPECTED and NOT ALL INCLUSIVE:**

- CO Detectors must be working (There must be one within 15 feet of every room used for sleeping)
- Smoke Detectors must be working and interconnected so that the activation of one alarm will activate all alarms
- Sump Pump correctly installed and working
- Handrails on all staircases including deck stairs
- Guardrails installed at all balconies, landings and decks
- Electric Panel Labeled
- Walls (no holes in walls, excluding nail holes)
- Windows (must have screens)
- Light fixtures need covers
- Doors/hardware
- Floor Covering (no bare sub-floors)
- Furnace & Air Conditioning Vent
- Hot Water Tank functioning and properly vented
- Water Meter Properly installed
- Water, heat and electricity must be on
- Outlets including GFCI must be working
- Fire resistant drywall under basement stairs

Homes with Sprinkler Systems

- Sprinkler Systems properly installed
- RPZ Valve

Any work done in a home (fence, deck, patio, roof, siding, finished basement, pool, etc.) that needed a permit must have had a permit on file. If not, the homeowner will need to apply and pay for permit plus a penalty and have an inspection of the work.

*This inspection is to ensure that the home meets basic life/safety requirements as specified in the 2012 International Residential Code.*