



**Town of Winchester
City of Winsted
Building Department**

338 Main Street
Winsted, CT 06098
Tel. (860) 379-3818
Fax (860) 738-6598

Dear Building Owner/ Tenant;

In order to assist you in preparing for an inspection of your apartment(s), for a Rental Certificate of Occupancy, the following are a list of some of the items that will be inspected.

Exterior Yard

Unregistered/ junk motor vehicles located on the property
Height of weeds (maximum 10 inches)
Condition of sidewalks and driveways (Cracked, broken)
Grading and drainage (standing water, water run off)
Condition of accessory structures, (fences, barns, storage sheds, garages)
Junk, garbage, and rubbish on the property

Exterior Structure

Condition of structural members
Condition of foundation walls
Condition of exterior walls
Condition of roofs and gutters
Condition of chimneys
Condition of building trim
Peeling paint
Condition of windows and doors
Condition of porch and guards
Electric service

Interior common areas and cellar

Condition of stairs/ handrails/ guards
Condition of lights and plugs
Condition of walls and ceilings (peeling paint, holes, cracks, mold)
Condition of floors/ rugs (holes, tears, stained, worn)
Accumulations of rubbish or garbage
Condition of windows/ doors
Smoke detectors (operational)
Condition of hatchway door/ stairs
Condition of interior foundation walls
Condition of electric wiring
Condition of heating system
Electric service (minimum 60 amp service for each dwelling unit)
Condition of plumbing pipes/fixtures (leaks)

First Floor / Second floor

Kitchen appliances (clean, working properly)
Kitchen fixtures (plumbing leaks, working properly)
Bathroom fixtures (plumbing leaks, working properly)
Bathroom ventilation (window or mechanical exhaust system)
Condition of walls/ ceiling/ (peeling paint, holes, cracks, mold)
Condition of doors and latching mechanism
Windows/ screens (do windows open and stay open, are screens in place and intact)
Condition of floors/ rugs (holes, tears, stained, worn)
Electrical fixtures (operational and condition)
Electrical outlets (operational and condition)
Condition of stairs/ lights
Condition of handrail/ guards
Smoke detectors (operational)
Use of extension cords
Blocked or restricted egress.
Use of space heater
Evidence of vermin, rodents, insect infestation

Attic

Condition of stairs
Accumulation of rubbish or garbage
Windows/ventilation
Condition of floors
Condition of electrical wiring
Condition of roof
Smoke detectors (operational)