Building Inspection Checklist

Property address: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner: Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check the appropriate column. Column 1 items note that the damage is minor, column 2 items can be expensive to repair, and column 3 items are indicators of substantial damage. Do not count clean up costs or damage to contents (including plug-in appliances) and other items not part of the building’s structure (detached structures, fences, sidewalks, swimming pools, etc.).

1 2 3 **General condition**

Building appears sound and safe to enter, needs minor work to make habitable

Apparently safe to enter, needs extensive cleaning/repairs

Foundation, floor, wall or ceiling damage such that building not safe to enter

**Depth of water**

In crawlspace, <2” in unfinished basement, not in building

In unfinished basement, only affected contents and utilities

< 3’ in finished basement or over first floor

> 3’ over first floor or in finished basement

**Foundation**

Type of foundation: Slab Basement/split level Crawlspace

No signs of cracks or settling.

Cracks in basement or crawlspace walls

Buckling of slab or basement floor, broken crawlspace or basement wall

**Exterior**

Type of exterior walls: Masonry Wood/aluminum/vinyl siding

No signs of cracks or swelling, doors/windows stick but work

Some swelling or warping of walls, doors/windows may need to be replaced

Deck, porch, balcony damaged

Shifting of wall on foundation, wall broken

**Floors**

Concrete/tile/bare wooden floors: no signs of damage

Tile//vinyl/linoleum coming loose, can be cleaned and re-glued

Carpeting/vinyl/linoleum soaked, needs to be replaced

Wooden floor or subfloor warped, broken, or needs replacement

**Interior**

Water did not reach any wallboard, paneling or insulation, doors stick but work

First four feet of wallboard, paneling or insulation must be replaced

All wallboard, paneling or insulation in the lowest floor must be replaced

Doors/molding/built-in bookcases swollen, warped, need to be replaced

Studs/walls broken, shifted

Ceiling sagging/collapsing

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1 2 3 **Heating & central air conditioning**

Type of system: Forced air Electric baseboard Other: \_\_\_\_

Water did not reach any electrical parts, gas jets, or ductwork

Ductwork needs to be disassembled and cleaned or replaced

Gas jets and/or electrical parts need to be cleaned or replaced

Propane/fuel tank needs to be reconnected and/or anchored

**Electrical**

Water did not reach any outlets, switches, meters, or fuse or breaker boxes

Outlets, switches, breakers, lights or other fixtures need to be replaced

Meter or service box need to be repaired or replaced by a professional

**Plumbing**

Drains and sewers need to be cleared

Sump pump needs to be repaired or replaced

Water heater needs to be replaced

Water softener needs to be replaced

**Kitchen and bath**

Kitchen and bath(s) only need to be cleaned up

Built-in appliances, ovens, etc. need cleaning by a professional

Built-in appliances, ovens, etc. need to be replaced

Cabinets/counters warped or otherwise need to be replaced

Plumbing fixtures cracked, broken or need to be replaced

Number of checks in each column

Completed by: .

If all checks are in column 1, no building permit is needed. If there are any checks in columns 2 or 3, a building permit must be applied for and a repair/reconstruction estimate (prepared and signed by a licensed contractor) must be submitted.

Except where professional cleaning is needed, any items checked in columns 1 or 2 can be performed by the owner.

A licensed contractor may charge for the repair/reconstruction estimate, especially if the owner intends to do the work.

Any item checked in column 3 and any alteration to the electrical or plumbing systems must be performed by a licensed contractor.

The owner should read [*Repairing Your Flooded Home*](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4540081_repairingFloodedHome.pdf), page 15-29 for clean up and repair guidance and pages 39-41 for mitigation suggestions to incorporate into the repairs.

For further information, please contact the Permit Office at .

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