

TOWN OF HAMPTON



CERTIFICATE OF RENTAL OCCUPANCY CHECKLIST

Building Address: _____

Property Owner: _____

Mailing Address: _____

City _____ **State** _____ **Zip** _____ **Phone Number** _____

Application for: Year Round Seasonal (May 15th to October 15th)

Pass Fail

- 1. GFCI (Ground fault circuit interrupter) Receptacles in bathroom and all kitchen counters.
- 2. A switch controlled light at all stairways top and bottom.
- 3. All rooms must have a switch controlled light or receptacles as you enter the room.
- 4. One hardwired smoke detector in common area and on each level.
- 5. All electrical service components must be labeled, accessible and in safe working condition.
- 6. Adequate guard and handrails on all interior and exterior stairways.
- 7. Egress window or exterior door as a second means of egress required in all habitable rooms.
- 8. For year round units all habitable rooms must be able to maintain a minimum average temperature of 65° F
- 9. For year round units all heating equipment must be properly installed and in safe working condition.
- 10. All plumbing fixtures must be in proper working order with recognized methods for venting and drainage.
- 11. Mixing valves or anti scald devices on all shower fixtures.
- 12. All year round and seasonal to year round conversions must comply with the NH energy codes.
- 13. Street address/unit number located on exterior of building, clearly visible from the street.
(Minimum 3' characters and contrast in color)
- 14. Occupancy Load determination based on number of bedrooms and unit size.
- 15. Carbon Monoxide Detectors outside of each separate sleeping area.

DEFINITIONS

1. **GFCI** – Ground fault circuit interrupter.
2. **Switch Controlled Receptacle or Light** – The switch must be located adjacent to the point of entry to the room being served. The receptacle or light may be located at any point in the room. On stairways, a three-way switching arrangement must be utilized at the top and bottom of the stairways.
3. **Hardwired Smoke Detector** - A smoke detector permanently wired into a 120 volt circuit.
4. **Electrical Service Components** - Electrical panels and service disconnect switches.
5. **Guard and Handrail System** - All components must be in satisfactory condition with proper guard spacing and able to withstand imposed loading.
6. **Egress Windows** - An outside window or door, operable from the inside without the use of tools, keys, or special effort and providing a clear opening of not less than 20 in. width 24 in. in height, 5.0 sq. ft. in area at ground level and 5.7 sq. ft. all other floors. The bottom of the opening shall not be more than 44 in. above the floor. NFPA Section 21-2. (National Fire Protection Agency)
7. **Habitable Bedroom** - Any room used for sleeping purposes with a minimum of 70 square feet with no length or width dimension less than 7 feet.
8. **Habitable Room** - Every unit shall have at least one habitable room not less than 120 sq. ft. of gross floor area.
9. **Heating Equipment** - All heating equipment must be properly installed, safe working condition and recognized as suitable for maintaining 65 degrees F.
10. **Plumbing Fixtures** – All fixtures connected to the supply and waste system for the structure.
11. **NH Energy Code** – The following requirements of this code must be met for year round occupancy
 - ~ R-38 insulation in ceiling
 - ~ R-21 insulation in walls
 - ~ R-21 insulation in ceiling of crawlspace or basement
 - ~ Fully operable storm windows where double thermo pane windows are not in place.
12. **Year Round Structures** – A building being utilized for occupancy between January 1st through December 31st.
13. **Seasonal Structures** – A building being utilized for occupancy between May 15th through October 15th only.