



CELLAR OCCUPANCY REQUIREMENTS CHECKLIST

A cellar is "a portion of a building located partly or wholly underground, and having half or more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground." 8:500(7)

Date: _____ Address: _____ Inspector: _____

Each of the following must be met to qualify a cellar as habitable space as per Housing Code 8:503(6).

DOES THE UNIT HAVE:

	YES	NO
1. 8% natural light and 4% natural ventilation for each habitable room? (8:502)	<input type="checkbox"/>	<input type="checkbox"/>
2. All required light and ventilation openings entirely above grade or in window wells?	<input type="checkbox"/>	<input type="checkbox"/>
3. An emergency escape window or door? (8:504)	<input type="checkbox"/>	<input type="checkbox"/>
4. An approved second means of egress (multiple family only)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Stairway(s) to grade or grade floor that are to code? (8:504)	<input type="checkbox"/>	<input type="checkbox"/>
6. Weatherproof and draft-tight protection?	<input type="checkbox"/>	<input type="checkbox"/>
7. A dry environment free of mildew?	<input type="checkbox"/>	<input type="checkbox"/>
8. R-11 insulation in exterior walls? <input type="checkbox"/> Unknown	<input type="checkbox"/>	<input type="checkbox"/>
a. If unknown, is 60 degrees Fahrenheit able to be maintained?	<input type="checkbox"/>	<input type="checkbox"/>
9. Adequate heat (return air required if forced hot air)?	<input type="checkbox"/>	<input type="checkbox"/>
10. A continuous, finished ceiling?	<input type="checkbox"/>	<input type="checkbox"/>
11. Electrical outlets meeting requirements for new units?	<input type="checkbox"/>	<input type="checkbox"/>
12. Operable smoke detectors where required per code?	<input type="checkbox"/>	<input type="checkbox"/>
13. Ceilings at least 6'8" for 80% of the habitable space, remainder not less than 6'0"?	<input type="checkbox"/>	<input type="checkbox"/>
14. Door or openings to habitable space that are no less than 6'2" tall and 22" wide?	<input type="checkbox"/>	<input type="checkbox"/>
15. A one hour fire rated separation between the unit and any gas or oil fired heating appliance (furnace/boiler, water heater, etc.) serving other units?	<input type="checkbox"/>	<input type="checkbox"/>
16. Floors and exterior walls waterproofed as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
17. Inside stairs have rated enclosure at grade (multiple family only)?	<input type="checkbox"/>	<input type="checkbox"/>
19. Any evidence of flooding (past 5 years) or present dampness?	<input type="checkbox"/>	<input type="checkbox"/>
18. Proof of recent sewer cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
a. Date of last cleaning: _____		
20. Radon test results?	<input type="checkbox"/>	<input type="checkbox"/>
a. Date of last test: _____ Results: _____		
21. Easy access to electrical panel for all occupants of all units?	<input type="checkbox"/>	<input type="checkbox"/>
Location of main electrical panel: _____		