

Village of Alfred
The Inspection Process
A Guide to Passing Inspection

Pre-Inspection Checklist for Landlords

1. Smoke Detectors (in every sleeping area)
2. Fire Extinguishers (charged, hung, readily accessible)
3. Exit Signs (if required)
4. Emergency Lighting (if required)
5. No Blocked Exits
6. No Broken Windows/ Doors (bedroom windows open easily)
7. Receptacle Switch Cover (not broken or missing)
8. Extension Cords Limit Use (not used for permanent wiring)
9. Breaker Box (no openings in box)
10. Fuses (S type only)
11. Vent Pipe (properly installed and maintained)
12. Gas Shut-Off (on all appliances)
13. Heating Equipment in good working order
14. No leaks in plumbing (under sink, etc.)
15. Exterior Porches and Fire Escapes Painted and Maintained
16. Premises are maintained in Clean, Safe, and Sanitary Condition
17. Certificate of Compliance must be hung (near main door)
18. GFCI Outlets within 6 Feet of Sinks

WHY INSPECT

Inspections occur every 1-2 years depending on the type of your property and ensure that your property is safe to occupy. By contacting the code enforcement office, or Steve Kilmer the building inspector for the Village of Alfred, you can make appointments for inspections. At the time of inspection a check made payable to the Village of Alfred is required. Inspection cannot take place, and a certificate of occupancy cannot be issued unless the inspection fee is paid.

OTHER THINGS TO KEEP IN MIND

Smoke Detector Certification: Smoke detector certification forms must be completed every 6 months in accordance with Local Law #3 of 2000. It is important to fill out the form and return it to this office promptly when you receive it.

Exterior Inspection: In an effort to improve the appearance of the village, the code enforcement office performs random exterior inspections. The following local laws are what we look to ensure compliance with.

Garbage Violation: Local Law #5 of 1985 (Village of Alfred Housing Law). It shall be prohibited to store or accumulate garbage or refuse in public halls or stairways or to place garbage or refuse containers in front of or on the front porch of buildings except during the hours designated for garbage pickup (Between Monday at 3pm and Wednesday at 12pm).

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Tall Grass Violation: As per Local Law #1 of 1997 (Every owner of real property within the corporate limits of the Village of Alfred, Allegany County, New York, shall from the first day of May of each year through the twentieth (20th) day of October, on improved property, cut or destroy, or cause to cut or destroy, all weeds, brush, briars, grass, and dead trees on his or her improved property, and shall promptly dispose of the cuttings and dead trees in a safe and proper manner. Foundation shrubs shall be maintained in an orderly manner and shall be trimmed if necessary. Weeds, brush, briars, grass and dead trees on unimproved property shall be cut or destroyed within five feet of any public sidewalk or roadway.)

Building, Renovating, and Signs: No building, structure or land shall be used or occupied, and no building or structure or part thereof shall be erected, constructed, reconstructed, moved or structurally altered unless in conformity with the regulations which apply to the district in which it is located. This includes fences, pools, additions, etc.

Any sign greater in size than four (4) square feet requires a Zoning Compliance Permit, and must be in complete compliance with the regulations established by local law. All applications for signs shall be reviewed by the Planning Board and approved before Zoning Enforcement Officer can give final approval.

Please contact this office before you begin construction on your property so you can obtain the appropriate forms and applications.

Property owners interested in improving the appearance of their property should be aware that the Alfred 21st Century group has information about resources available to help you with choosing exterior house colors, landscape, and other aspects of project design. If you are interested in receiving such information, please call A21CG Director Anne Acton at (607) 587-9199.

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