



Community Development Department

P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 692-2321
Facsimile (770) 692-2327

Checklist for Foreclosed Properties

To: Banks, Investors, General Contractors, Management Companies, and the Public
From: Tim Young, Director, Community Development
Date: Thursday, February 04, 2010
Subject: Locust Grove Responds! Checklist

Due to the Continuing issues with foreclosed properties, namely the restoration of unsold and previously occupied homes for sale in this period of initial economic recover, the Community Development Department Staff has prepared the following checklist to clearly inform those in the banking, real estate investment and management companies of the process for obtaining the proper clearance and certificate of occupancy for resale.

Step 1. Determining the Status of the Structure. If a home is currently served with electricity (or has not been without billed electric service for more than six (6) months) and has no major damage that would require a new building permit for a trade such as HVAC, Plumbing, Electrical, or general framing, then the home is likely still in good standing with the city's original Certificate of Occupancy (C/O) at the time the structure was first completed. If electric service is discontinued for more than six (6) months, or if there are repairs that are to be made that would require a permit, then a new C/O would need to be issued.

Step 2. Permits. To restore electrical service under those situations described in 1 above, a simple utility reconnection permit (\$65.00) would need to be obtained. Any other situation involving the need for a trade permit would require a separate permit. Furthermore, if the house has NEVER had a certificate of occupancy (i.e., the home was not completed before foreclosure), then the file would have to be renewed, including any administrative costs for renewing trade permits, etc. which is typically no more than \$100.

Step 3. Inspection. To be approved for a certificate of occupancy, the following common items must be checked and approved for occupancy:

- The residence and yard must be free of trash and debris and the yard maintained.
- Working smoke detectors must be present in bedrooms and outside sleeping areas.
- No water leaks in any areas inside or outside the residence.

Locust Grove Responds!

- Electrical plugs in all wet areas must have operational GFCI plugs.
- Natural gas units must be vented.
- No exposed electrical boxes.
- Electrical panel needs to be clearly marked and not blocked from access.
- Bathrooms must have an operational exhaust fan or have an opening window.
- Safety glass must be installed in appropriate areas.
- Garage door openers must have operational safety stop switches.
- All indoor plumbing fixtures must have hot and cold water (except toilets).
- Heating facilities must be capable of keeping a minimum of room temperature of 68 degrees Fahrenheit.
- Water heater has a working T&P valve.
- Anti-siphon device on all hose bibs.
- House has 4" contrasting color address number visible from the street.
- Anti-tip device on all appliances.

In addition, houses must also pass water meter inspections for those constructed and originally approved after April 2006. Meters should be in good working order, generally level to the ground, have the appropriate courtesy cutoff switch, and have the appropriate MXU radio-read unit attached. Please check with the Water Department for a more complete checklist.

FINALLY, the property must have no outstanding fees, liens or other amounts due to the City of Locust Grove prior to the issuance of any permits and release of a C/O. This includes reinspection fees, water connection fees, fines/fees for code violations, and outstanding utility bills as permitted by applicable laws.