

DAIL Housing Safety and Accessibility Review Guidance

Certificate of Occupancy

June 2023

Housing safety and accessibility inspections are conducted for all shared living homes funded by the Department of Disabilities, Aging and Independent Living (DAIL). DAIL provides oversight of this inspection process. The on-site inspections are conducted by a DAIL contracted Housing Safety and Accessibility Contractor, unless the home is required to be licensed or inspected by one of the following entities: The Division of Fire Safety, the Vermont Department of Labor and Industry, the Vermont State Housing Authority, Section 8 Housing, or a local housing authority. In the case of inspections completed by an organization other than the Contractor, the entity will arrange and conduct the inspection

Definition: For the purposes of this document and for the DAIL Housing Portal, the term “Certificate of Occupancy”, or CO, means an inspection by the Division of Fire Safety, the Vermont Department of Labor and Industry, the Vermont State Housing Authority, Section 8 Housing or a local housing authority.

The CO must be the actual certificate, or document, on authorized letterhead and if there are multiple units or apartments, the CO must address the address location and which unit(s) or apartment(s). A letter stating a CO exists is not acceptable. Information or a certificate of Section 8 rental property is not acceptable in lieu of a Home Safety Assessment.

Procedure

If the home has a CO, the agency will:

- Conduct a DAIL Home Safety Pre-Inspection using the required form;
- Obtain a Fire Safety Escape Plan;
- Obtain a copy of the CO from the authorizing agency.
- If the CO is over 5 years old, or has an expiration date in the past, the agency must obtain a letter from the authorizing agency verifying a more current CO is not available.

The agency will upload these documents into the DAIL Housing Portal according to the [Housing Safety and Accessibility Inspection Process Protocol](#) and notify DAIL that this has been completed by sending an e-mail to AHS.DAILHousingPortal@Vermont.gov

DAIL will review the documentation for the following:

- Date CO inspection was completed, and for CO's over 5 years or expired, a letter from the authorizing entity verifying a more current CO is not available;
- Verify the address of the home and unit or apartment;
- Any outstanding non-compliant issues;
- If there is an expiration date;
- Authorized entity and signature;
- Review the agency's pre-inspection form, fire plan, and any other information that may address safety issues in the home

If the documentation from the inspection does not include the above information or there are other concerns with the information that is provided; DAIL may ask the agency to obtain and provide additional information or to take further steps.

5-Year Reinspection

Per DAIL Protocol, after 5 years the home is required to be re-inspected. When a CO is Approved, the system automatically sets the Expiration Date 5 years after the Visit Date, unless the certificate indicates otherwise. The process for Certificate of Occupancy will be required to be completed again at that time.

If the Certificate of Occupancy has an Expiration Date that is less than 5-years from the Certificate being approved by DAIL, the Expiration Date will be changed in the Portal accordingly. The process for Certificate of Occupancy will be required to be completed again upon that Expiration Date.