

Department of Disabilities, Aging, and Independent Living (DAIL)  
Home Safety Inspection and Accessibility Shared Living Process  
Agency User Manual

## Certificate of Occupancy or Residence

July 2024

*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 showing a location is a Section 8 rental property is not acceptable in lieu of a Home Safety inspection.

If the Location has a CO, a DAIL Home Safety Pre-Inspection by the Provider Agency is still required, and any safety items found non-compliant must be addressed. A Fire Safety Escape Plan is required, and if the CO is over 5 years old, the agency must also obtain a letter from the authorizing agency verifying a more current CO is not available.

### Entering a Certificate of Occupancy

**Step 1:** Search for the **Location** in the Portal. If the Location is not in the Portal, create the Location. (See information on **Location**)

**Step 2:** Create a **Case**. (See information on **Creating a Case**)

**Step 3:** Create an **Initial Home Safety Assessment** (See information on **Creating an Assessment**)

- **Assessment Status** should be changed to 'Assessment Requested'
- **Assessment Visit Date** field should be left blank; this is filled in by DAIL when the CO is reviewed.

**Step 4:** Once the Initial Home Safety Assessment is created, open the Assessment and upload the required documentation in the Related tab:

- Documentation Requirements with a Certificate of Occupancy
  - A Pre-inspection by the Agency (required)
  - A Fire Safety Escape plan (required)
  - The most recent Certificate of Occupancy (CO)
    - 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 indicating the Location is a Section 8 rental property is not acceptable.
    - If the CO is over 5 years old, or has an expiration date in the past, a letter from the authorizing agency verifying a more current CO is not available is required.
    - If the address is not on the CO, a note from the CO entity verifying the CO is for the location is required. (The Agency writing the address on the CO is not acceptable.)

**Step 5:** Contact DAIL by sending an e-mail to DAIL Portal Workgroup, [AHSHousingPortal@vermont.gov](mailto:AHSHousingPortal@vermont.gov) to let them know the Certificate of Occupancy and required documents have been entered into the Portal and is ready for review.

**Step 6:** The **DAIL Quality Management Team** will review the CO and information to determine if the requirements for the Home Safety inspection are met.

- If everything is in order, they will:
  - Check the **Certificate of Occupancy** block.
  - Enter the **Visit Date** of the CO;
  - **Approve** the Home Safety Assessment. A system generated e-mail is sent to the Super User to let them know the Assessment is approved.
- If more information is needed, DAIL will contact the agency via e-mail to request the additional information.

**Step 7:** Approving the Case

- If the Quality Management Team Approves the Assessment and an Accessibility Assessment is **not** required, the Agency will **Approve** the **Case** . (See information on **Approving a Case**)
- If the Quality Management Team Approves the Assessment and an Accessibility Assesment IS required, the Accessibility Assessment will need to be completed before the Case can be Approved.

## 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.