



**AGENCY OF HUMAN SERVICES**  
**DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING**  
**DEVELOPMENTAL DISABILITIES SERVICES DIVISION**  
**ADULT SERVICES DIVISION**  
**280 STATE DRIVE HC2 SOUTH**  
**WATERBURY, VT 05671-2030**

DAIL Housing Safety and Accessibility Review  
Guidance

**Certificate of Occupancy**

9/2/2021

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 plan, and contact the city office or Fire Marshall to obtain a copy of the CO. 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](mailto:AHS.DAILHousingPortal@Vermont.gov)

DAIL will review the documentation for the following:

- Date CO inspection was completed;
- 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;
- Review the fire plan; and
- Any other information that may address safety issues in the home.

If the documentation from the inspection shows there are outstanding non-compliant issues, is not from an authorized entity or does not have a authorized signature, has expired, or there are other concerns with the information; DAIL may ask the agency to obtain additional information.

After all efforts are made by the agency to obtain the necessary documentation, if the document is still not able to be obtained, after consulting with DAIL, a Home Safety Assessment by the DAIL contracted Housing Safety and Accessibility Contractor may be scheduled according to the [HousingSafety and AccessibilityInspection Process Protocol](#)

For public buildings, the DAIL contracted Housing Safety Assessment process is a supplement of the inspection by the required entity (CO), it should not supersede the documentation for the CO unless all efforts are made and the CO is not available.

Resources:

[HousingSafety and AccessibilityInspection Process Protocol](#)

[DAIL Inspection Application User Manual for Service Coordinators](#)