

RENTAL HOUSING INSPECTION PROGRAM SUMMARY OF TYPICAL INSPECTION ITEMS

Emergency Response

- Property has house numbers clearly visible from the street and all apartments are numbered.

Electrical

- Electrical panel is clearly labeled.
- There is a cover or face on the electrical panel.
- Unused openings in the electrical panel are properly closed
- Clear and unobstructed access to the panel.
- At least two working outlets in each room. A permanently installed ceiling or wall light fixture with plug in capacity may count as one of two required outlets.
- Extension cords are sized properly and not running under rugs or furniture. No evidence of frayed, broken or taped wiring, non-insulated wiring or wiring adjacent to standing water.

Fire Safety

- Class 1 liquids such as gasoline are not stored in the building.
- Propane tanks are not stored inside the building.
- Smoke detectors need to be in good working order.
- Inside an apartment or house there must be one smoke detector in each bedroom and one outside of the bedroom. If a hallway accommodates two or more bedrooms, then only one is needed in the outside area of these bedrooms, except in the case of bedrooms on the opposite ends of the house or apartment, then a detector is needed outside of each bedroom.
- Fire Extinguishers – required for each dwelling/unit. If more than three units in the dwelling there are two options. Either a 2 ½ lb. ABC dry chemical in each unit, OR a 5 lb. ABC dry chemical in each hallway with a maximum distance of 75' from the apartment door to the extinguisher. One 5 lb. unit is required to be on each floor or level.

Sanitation Items

- Bathroom facilities need to have working toilets, sinks, and bathing facilities.
- Kitchen area has to have a working sink and drain.
- Kitchen area has to have an operable refrigerator, stove and oven or microwave. (Not applicable to unoccupied, unfurnished dwelling units. However, when occupied the unit must have operable appliances.)
- Dwelling must have a working, properly sized heating unit. (Portable space heaters are not considered a working, properly sized heating unit.)
- Dwelling must have hot and cold running water to all fixtures. Must be connected to proper City sanitary sewer system.
- No illicit discharge of sanitary sewer material surfacing on private property or public right of way or storm water system.

Property/Structural Maintenance

- No broken windows or doors.
- No broken, missing or rotting steps or railing.
- Adequate drainage system away from the structure.
- Does not have unpainted or peeling paint in excess of 50% of the exterior surface.
- Does not have an accumulation of garbage or debris on the premises.
- Does not have any junk or unlicensed vehicles on the premises.
- Does not provide habitation for rodents or wild animals, such as a pile of branches or other debris.
- Exterior walls and roof are properly waterproofed. No signs of leakage inside the structure. Roof is not buckling, or sagging.
- Roof is absent of holes into attic or interior.
- Gutters, downspouts and soffit are functioning and operational.
- Foundation does not allow for significant storm water or ground water entry or rodent access.
- Fences and retaining walls are maintained and not in need of repair.
- No unsafe storage of combustible materials.

The above list of inspection items is not intended to be all-inclusive. Rather it is intended to provide the owner and the tenant with a summary of items to be inspected.

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