



INSPECTION INFORMATION FOR LANDLORDS

NOTICE – NEW CODE PROVISIONS -- PLEASE READ -- City Ordinances now require that every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter (GFCI) in addition, any new bathroom receptacle outlet (new meaning that if it is a three prong outlet) shall have ground fault circuit interrupter protection (Page 3, Item 1); smoke alarms in all bedrooms or sleeping areas (Page 4, Item 13); and dead bolt locks on all exterior doors (Page 2, Item 8) **PLEASE READ ALL HIGHLIGHTED AREAS FOR NEW OR IMPORTANT CODE REQUIREMENTS.**

ITEMS TO BE INSPECTED

This is a general explanation of what the inspector will check during the inspection. Please allow at least 30 minutes per unit for the inspection. You may use this list to inspect your property for compliance before the actual inspection date. This will help to insure that your property will meet the minimum code requirements and will not have to be re-inspected.

The yearly Occupational License fee provides for the initial inspection of the unit and one (1) re-inspection that will be scheduled if necessary to bring the unit into compliance with city regulations. However, if any violation/s is not corrected after the second inspection, an additional charge or charges may be imposed for subsequent inspections as determined by the Director of Community Development.

BUILDING EXTERIOR AND SITE CONDITIONS

1. Condition of Foundation -- Check foundation for deterioration, cracks or defects.
2. Exterior Walls -- Check for damaged wall coverings, leaning or buckled walls, missing paint or other protective coverings, deterioration, and broke or splitting members.
3. Exterior Trim Areas -- Check all trim surfaces for missing paint, deterioration or other defects.
4. Guttering -- Check guttering for loose and/or missing members.
5. Roof -- Check roof for holes, deterioration, sagging, or other defects including porch roof and supports.
6. Chimney -- Check chimney for deterioration, missing parts, settling and other defects.
7. Windows -- Check windows for defects. **Windows located within 6 feet above ground level must have locks.** Basement hatchways that provide access to a unit shall be equipped with devices

that secure the units from unauthorized entry. Basement windows must be provided with rodent shields, storm windows or other approved protection against the entry of rodents. Basement hatchways shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Check for required insect screens.

8. **Doors** -- Check doors for defects, damage and improper installation. All exterior doors must have deadbolt locks. Such deadbolt lock shall be operated only by the turning of a knob or a key and shall have a lock throw of not less than 1-inch. All deadbolt locks shall be designed so as to be operable inside the unit without the use of a key, tool combination thereof or any other special knowledge or effort.
9. **Stairs, Rails, Porches, Decks** -- Check these areas for defects, damage or safety hazards. A handrail is required for stairways with four or more risers. (Code requires that railing openings be no larger than 4 inches on dwellings constructed under 1994 and subsequent Uniform Building Codes.) Guards are required on every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck, ramp or other walking surface. Check for broken or missing steps. Check porches and decks for structural damage, missing rails or other members. Check for tripping hazards. Also check safety of electrical cords or outlets that are present on deck or porch.
10. **Driveway** -- Check driveway for excessive damage or large holes. Minor defects or damage should not be noted.
11. **Trees and Shrubs** -- Check for dead or damaged trees and broken limbs. Note any tree or tree roots that are growing into foundation of house.
12. **Outside Storage** -- Check all yard areas for unauthorized outside storage.
13. **Trash Cans and Storage of Solid Waste** -- Check for proper storage of trash containers if located outside. Trash containers must be located behind solid fencing if stored outside.
14. **Fence/s** -- Check for broken or missing slats, missing paint, and other defects. A building permit is required for replacement of fences. Repairs may be made without a permit.
15. **Weeds** -- Check for noxious weeds, weeds, grasses and other uncontrolled vegetation over 10 inches in height.
16. **Accessory Buildings and or Uses**-- Check condition of any accessory building located on property. Also inspect swimming pools and spas for compliance of screening and lock requirements. (Swimming pools ground wire and bond wire must be on GFC Circuits.)
17. **Other** -- Please note any other exterior condition that should be addressed. Inspect for improperly placed or stacked firewood, stagnant water, inoperable vehicles, obstructions in right-of-way areas, unauthorized off-street parking, gas fumes, bare areas in yard on non-paved areas, or other such conditions. Firewood should be neatly stacked and located behind the front building line, but not within three (3) feet of any property line. Check for address numbers on house or unit. (Numbers must be legible from street and contrast with background color. Numbers must be a minimum of 4 inches high.) Note any peeling or flaking paint on any area accessible to small children on

exterior wood surfaces of dwellings built before 1978, due to the possibility of lead paint on building. If such conditions are noted, the owner will be asked if the dwelling has a State Lead Free Certification, or if disclosure information on lead based paint has been made available to the tenant as required by Federal law. If neither has been done, the owner will be advised of the requirements by presenting him/her with a copy of the pamphlet entitled "EPA and HUD Real Estate Notification and Disclosure Rule". A copy of the pamphlet "Protect Your Family from Lead in Your Home" may also be presented to tenant.

INTERIOR INSPECTION

1. **Electrical Service and Electrical Hazards** -- Every dwelling unit must be provided with electrical service that is not less than 60 amperes, three wires. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities. Check for broken or hazardous wiring, improper use of extension cords, missing cover plates on switches or outlets, cracked outlets, and other electrical problems. **Every laundry room shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle and any new bathroom receptacle outlet (new meaning that if it is a three prong outlet) shall have ground fault circuit interrupter protection.**
2. **Windows** -- Check for broken or cracked panes, evidence of leaking and other defects. Every habitable space shall have at least one window of approved size facing directly to the outdoors or to a court for light and ventilation. (See windows under exterior inspection section.)
3. **Ceilings** -- Check for holes, missing sections, loose surface materials, cracks, bulging or buckling, missing ceiling tiles, unpainted surfaces, water stains, and other similar defects. Habitable spaces, hallways, corridors, laundry areas bathrooms and habitable basement areas must have a clear ceiling height of not less than 7 feet.
4. **Walls** -- Check for unsound conditions such as severe bulging or buckling, leaning, damaged or loose structural members, large holes and air infiltration. (Minor cracks or holes should not be noted.)
5. **Floors** -- Check for unsound or hazardous defects, large cracks, tripping hazards, buckling or major movement under walking stress, air infiltration and damaged or missing parts or sections.
6. **Other** -- Check for and note any other hazard or safety condition existing in room. Include inspection for peeling or flaking paint in areas accessible to children in dwelling units built before 1978 due to the possibility of lead paint existing in these dwellings. Areas of concern for lead paint include windowsills, handrails and other areas where small children can reach and chew on painted surfaces. Also look for flaking of paint from ceilings or walls onto the floor or other reachable surface. In apartment buildings or duplexes built before 1978, also check common areas for peeling or flaking paint. If such condition is observed proceed as outlined in Number 17 above, under Exterior Conditions. Check for minimum room widths. A habitable room, other than a kitchen shall not be less than 7 feet in any plan dimension. Kitchens shall have a clear passageway of not less than 3 feet between counterfronts and appliances or counterfronts and walls. **Also check for required venting of clothes dryer exhaust.**
7. **Sink** -- Every dwelling unit must be provided with a kitchen with a sink equipped with hot and cold running water. Plumbing fixtures must be properly connected to an approved sewage disposal system. Check for leaks under sink.

8. **Stove or Range** -- Check stove or range for safety hazards only. Check for any apparent electrical hazards (broken wires or elements) on electric ranges. On gas ranges inspect connector (flexible pipe) and observe if there is a gas smell from appliance. The range connector must not pass through the floor or any wall. If a problem is noted with the range, bring to attention of owner and/or tenant and advise that appliance should be either repaired or replaced. Gas smells may also be reported to the gas service company.
9. **Toilet** -- Every dwelling unit must be provided with at least one (1) toilet in a room that will afford privacy. (Efficiency units must also be provided with a separate bathroom containing a toilet, lavatory and bathtub or shower.) Flush toilet to determine if it is operational. Check for leaks.
10. **Wash Basin** -- Every dwelling unit must be provided with a bathroom containing a wash basin. Check basin for leaks. Check faucets.
11. **Tub or Shower** -- Every dwelling unit must be provided with a bathroom containing a shower or bathtub in a room which affords privacy. Check for presence of tub or shower and if operational.
12. **Ventilation in Bathroom** -- Check for ventilation in bathrooms. A bathroom must have a window or mechanical ventilation.
13. **Smoke Detectors** - Check for presence of smoke detectors in units and determine if detectors are operational. Smoke alarms must be installed as follows: (1) on the ceiling or wall outside each separate sleeping area in the vicinity of the bedrooms; (2) in each room used for sleeping; and (3) on each story of a dwelling unit, including basements and cellars. Detectors connected to the building wiring with battery backups are required in all sleeping room in new construction (construction built under 1994 and subsequent UBC.) If major construction occurs in any residence, all smoke alarms must be hardwired as part of the construction.
14. **Heating Equipment** -- Every dwelling unit must be provided with heating facilities. Check safety of heating equipment. Check for improper connection of flues, improper installation of equipment, determine if panels are in place, check for damage from rust or leaks, and make sure that no combustible materials are near a heat source. (A three feet clearance must be maintained free of storage around heating equipment, furnace and gas water heater.) If furnace has been red-tagged by utility company, the owner will be advised that equipment must be replaced or repaired before unit can be occupied. If the unit is occupied make sure any red-tagged equipment is not being used. The owner will be given a specific time to make repair or replacement. The city can order the unit vacated if the problem is not corrected. If heating equipment is inaccessible (*may be the case in a large complex*) owners can provide written verification of safety of the system from professional heating contractor. Un-vented fuel-burning heaters are not permitted. Also check any gas logs for proper connection, if gas smell is present in area. If wood burning fireplace is being used, check for presence and adequacy of fire screen. If tenants are present and complain that heating equipment is inadequate, check temperature in unit for code compliance. Facilities must be capable of maintaining a room temperature of 68 degrees at a point 3 feet above the floor in all habitable rooms. A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment must be provided for the fuel burning equipment.
15. **Hot Water Heater** -- Check for any apparent safety hazards. Water heaters must have a pressure relief valve and discharge line. The discharge line should be installed in a manner to prevent injury

if discharged. Check for combustible materials near gas water heaters. A clearance of 18 inches must be maintained. If gas water heater is located in bedroom or other living areas, it must have safety dividers or shields. If water heater is not accessible (located in crawl space or other inaccessible place), owner can provide written verification of safety of the unit from a licensed mechanical contractor. **If hot water heater is located in a garage it must be elevated 18 inches from the floor. (Most new hot water heaters may not require elevation. However, a copy of the manufacturer's installation requirements must be present showing that unit does not require elevating.)**

16. **Exits** – Check for proper exits. Individual dwelling units must have access directly to the outside or to a public corridor. Sleeping rooms below the fourth story must have at least one accessible window or exterior door (operable for inside). **Sleeping areas in basement must have one emergency escape opening leading direction to the outside through a door or accessible window.** To meet exiting requirements, windows must be at least 5.7 square feet in size and no less than 44 inches from floor. Check for blocked exits due to storage, or due to a window and/or door being nailed shut. **Emergency escape openings must be operations from the inside of the room without the use of keys or tools. Bars, grills, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided they can be released or removed from the inside without the use of a key tool or force greater than that which is required for normal operation of the opening.**
17. **Evidence of Infestation** – Check for presence of rats, mice, roaches or other vermin. If noted, owner or tenant must provide effective extermination.
18. **Garbage and Debris** – Check for heavy accumulations of trash and garbage, discarded furniture or other debris inside unit or in interior common areas. If a large amount of trash or garbage is observed, ask if the unit has weekly trash collections. **Solid waste must be collected in residential areas at least once weekly.** You may contact the City Clerk's Office at 322-5500 for a list of licensed solid waste collectors.
19. **Interior stairs and Common Halls** – Check for loose, broken or missing steps. Check for handrails (*see item 4 under Exterior Conditions*) and tripping hazards. **All public hallways, stairs and other exitways shall be adequately lighted at all times.**
20. **Interior Air Quality** – If air quality is questionable determine source of problem, if possible. If gas smell is present report to the gas service company. May also contact Fire Department to investigate any unidentifiable fumes, storage of questionable materials or other similar conditions. If the presence of carbon monoxide is suspected because of faulty or improper use of equipment or because of complaints of symptoms of CO poisoning or suspicions from tenants, call fire department immediately to test for presence of the gas. If mold and mildew odors are present, check for water leaks or seepage. Mold and mildew can affect air quality and cause respiratory problems. **All interior surface areas with mold and/or mildew must be thoroughly cleaned of such mold or mildew to completely eliminate the substances. (Information published by the EPA on residential mold is available at City Hall, Community Development Department.)** If air quality is being affected by extremely poor housekeeping or improper refuse storage that could cause health or safety problems, address problem with tenant or owner. (Minor housekeeping problems are not addressed.)

21. **Elevators** -- In residential buildings with elevators, the owner or manager should have a record of elevator inspections. If there is problem with elevator, inspector may ask to see latest inspection record and can request that the elevator be inspected.
22. **Access to Unit** -- Access to individual units in multiple family dwellings or duplexes should be possible directly from outside or from a public corridor and not by passage through another dwelling unit.
23. **Other Comments** -- This space is provided to make additional comments on any other condition that should be addressed.

Information updated January 2010