

## **RENTAL REGISTRATION PROGRAM INSPECTION GUIDE FOR LANDLORDS**

This guide is provided to make the rental inspection experience more successful for all parties. Please note that the following information is not all-inclusive. For more details, please consult the 2009 International Property Maintenance Code, which is on file at city hall.

### **EXTERIOR STRUCTURE**

- Dwelling unit must have structural integrity in foundation, walls, beams, chimneys, and columns.
- Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of one half inch.

### **INTERIOR STRUCTURE**

- Structural members in good condition, structural integrity and proper maintenance of the floors, ceilings, walls, stairs, railings, doors, and windows with screens.

### **LIGHT, VENTILATION, AND OCCUPANCY LIMITATIONS**

- Adequate lighting, operable windows, window or vent in the bathroom, independent vent for clothes dryers, 70 sq ft sleeping area, adequate ceiling heights (7'), zoned area occupancy limits.

### **PLUMBING FACILITIES AND FIXTURE REQUIREMENTS**

- Require bathtub or shower, lavatory, water closet (firmly secured), kitchen sink, all maintained in good working condition with no leaks, hot water maintained not less than 110 degrees F., properly located pressure relief valve on water heater, plumbing properly installed and maintained.

### **MECHANICAL REQUIRMENTS**

- Provide heating facility to maintain 65 degrees F. Gas appliances require a manual control valve adjacent to the appliance and must be provided with a thermocouple. Gas appliance must properly vent via chimney or stack to the outside with no leaks.

- Must have adequate combustion air, gas dryer required to have separate vent system, heating systems must be properly maintained and kept clean.

### **ELECTRICAL REQUIREMENTS**

- Minimum 60 amps. 3 wire service, no open splices or insulation damage. Must have correct wiring method (correct polarity, no open circuits). Two receptacles required in each habitable space, one GFCI protected receptacle required in the bathroom. Kitchen receptacles must be GFCI protected. Disconnects identified, correct over-current protection.

### **ALARM REQUIREMENTS**

- Smoke alarms in every bedroom and just outside the bedrooms and one on every floor including basement. If alarms are accessible from the attic, crawlspace, or basement, they must be hard wired and interconnected with one another. If there are any gas appliances or an attached garage there must be a carbon monoxide alarm located outside the bedrooms interconnected within the bedrooms when possible.

### **FIRE SAFTY REQUIREMENTS**

- Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor.