



Development Services/Code Enforcement Division
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PROPERTY MAINT. CODE STANDARDS – COMPLETE LIST OF ORD. 8840 DRAFT 1

Ord. 8840 Draft 2 proposed standards shown in turquoise

Rental Housing Inspection Checklist - Ch. 9-601 (2012 International Property Maintenance Code) and Ch. 20 (Land Development Code)

The inspector performs a visual inspection of the premises based on the City's currently adopted edition of the Property Maintenance Code (PMC) and the Land Development Code. The inspection is limited to observations readily visible without moving or removing any item. Furnishings are not moved. Concealed, internal or hidden PMC damages or defects may not be observed. *The below list shows commonly found violations. It is NOT intended to be a comprehensive list of all code violations that could occur.*

Date: _____

Owner/Agent Name: _____

Property Address: _____

Owner/Agent email: _____

Unit Number: _____

Inspector Name: _____

	Pass	Fail	Location and Description of Violation	Compliance Date
Fire Safety (PMC Ch. 7)				
Major Items:				
(701.2) Required emergency exit lighting and or emergency lighting for shared/common path of travel are properly maintained and operable. Added back in since listed in ord.				
(702) A safe, continuous and unobstructed path of travel is provided from any point in the building to the exterior premise. (no obstruction that is permanent in nature or not easily removed)				
(702, 305) Stairs and required handrails/ and/or guards serving the required path of egress are in place and structurally sound.				
(702.4) Required emergency escape/rescue windows meet requirements for minimum clear opening area, height and width, and maximum finished sill height above the floor, and are operable from the inside without keys or use of special tools. – Draft 2 ordinance notes this standard only applies to sleeping areas. Other habitable space where emergency escape is required would not be inspected.				
(Proposed amended 702.4.1) For existing structures containing habitable space more than two stories above grade, for which no building permit exists or can be found, the requirements of Section 702.4.1 are met. (This standard would be an alternative to potentially having to sprinkle a space and requires a code amendment)				
(704.2) Smoke detectors present and operable in each bedroom, on ceiling or wall outside each separate sleeping area in immediate vicinity of bedrooms, and on each story within a dwelling unit.				
Minor Items:				
(702) A safe, continuous and unobstructed path of travel is provided from any point in the building to the exterior premise. (obstruction temporary in nature and easily removed)				
(702, 305) Stairs and required handrails or guards serving required path of egress are structurally sound, but need minor repair and/or maintenance.				
(704.2) Smoke detector(s) inoperable (missing or dead batteries, missing protective cover).				
Windows and Doors (PMC Ch. 3)				
Major Items:				
(304.13) Windows have no cracked, broken or missing window frames, sashes or pane/s that expose the interior to the elements.				

(304.15) Exterior doors are in place and have operable locks.				
(304.18.2) Windows within 6 ft. of grade have operable locks.				
Minor Items:				
(304.13) Windows and exterior doors are weather tight and in good repair.				
(304.18.1) Deadbolt lock(s) installed on exterior doors that otherwise have a non-deadbolt lock.				
(305.6) Doors (interior) properly fit in jamb and are in sound condition.				
Interior walls, floors & ceilings (PMC Ch. 3,4)				
Major Items:				
(305) Floors, ceilings, stairs and landings are safe and structurally sound.				
(305.3) Fungus that is most likely mold that is located on walls, ceilings, or floors (large or multiple areas).				
(305.5, 307.1) Handrails and guards for stairs are installed where required and are structurally sound.				
(404.3) Minimum ceiling height requirement met in habitable rooms.				
Minor Items:				
(305.3) Fungus that is most likely mold that is located on walls, ceilings, or floors (small area)				
Occupancy requirements (PMC Ch. 4)				
Major Items:				
(402.2) Minimum illumination/lighting requirements are met in common halls & stairways (other than 1 & 2-family dwellings).				
(404.4) Minimum habitable room widths (7 ft.) and clear passageway clearance for kitchens (3 ft.) are met.				
(404.7, 502.1) Minimum kitchen, cooking facility and food preparation area requirements are met.				
Minor Items:				
(402.1) Minimum natural light requirements for habitable spaces are met.				
(403) Minimum natural ventilation requirements for habitable spaces met.				
(404) Minimum area requirements for occupants of habitable areas met.				
Plumbing/Heating/Electrical (PMC Ch. 4, 5, 6)				
Major Items:				
(403.5) Clothes dryer properly vented to the exterior of the structure.				
(502 and 503) Minimum bathtub or shower, bathroom lavatory, toilet/water closet and kitchen sink requirements are met.				
(502.2) For rooming houses/congregate residences, at least one water closet, lavatory and bathtub or shower is provided for each four rooming units.				
(504.1, 504.3) Sanitary sewer line functions (not collapsed or backed up).				
(504.1) Plumbing fixture drains are safely installed and/or connected.				
(505) Water service line functions properly (not broken, badly leaking or nonfunctioning).				

(505.4) Temperature and pressure relief valve drain pipe on water heater is installed and adequate.			
(505.4) Water heating facilities operate properly.			
(603.1, 603.2) Gas fired furnace, water heater and clothes dryer properly vented and safely installed (clearances, combustion air, safety controls).			
(603.1, 603.5, 603.3) Combustion "makeup" air and minimum clearance requirements met for gas furnace and/or water heater.			
(602) Heating facilities provided for habitable spaces are operable, safe, and capable of maintaining 68 degrees in habitable rooms.			
(604) Electric service panel is safe, undamaged by water and has a minimum rating of 60 amperes to serve a dwelling unit.			
(604) Electrical wiring is not exposed, frayed or unsafe as defined by code.			
Minor Items:			
(504.1) Plumbing fixture drains are functioning (not clogged), and/or plumbing fixtures do not leak.			
(403.2) Bathroom window openable, or bathroom ventilation fan installed and operable.			
(603.1) Furnace and/or filter cleaned and maintained.			
(605.1) Electrical panel has ports and/or cover in place.			
(605.4) Extension cords are not used as a permanent power source.			
(604.3) Receptacles are properly wired and operating.			
(605.2) Receptacles and/or light switches have cover plates.			
(605.2) GFCI receptacles installed in wet areas, bathrooms and/or kitchens, and are operable.			
(605.2) Clothes washer receptacle grounded or GFCI protected.			
Exterior Structure (PMC Ch. 3, Sec. 304)			
Major Items:			
(304) Roof is in sound condition with no holes through roof sheathing, large area/s with missing shingles and/or major leaks.			
(304) There are no defects that affect the structural integrity and safety of foundations, roof framing, or exterior stairs, ceilings, walls, floors, porches, decks and/or balconies.			
(304.11) Chimneys are structurally safe and sound, and do not pose an imminent hazard.			
(305.5, 307.1) Required handrails and guards for exterior stairs, porches, decks and/or balconies are structurally sound.			
Minor Items:			
(304) Small areas of damaged or missing roof shingles, minor roof leaks.			
(304) Exterior surfaces (siding, brick, stone, etc.) and door and window frames are structurally sound (no large areas of missing siding, collapsing brick/stone, or large areas of wood rot and/or holes in window and/or door frames).			
(304.2) Exterior wood surfaces, other than decay-resistant woods, are protected from the elements and decay by painting or other protective covering or treatment.			
(304.7) Inadequate exterior storm drainage to divert water away from structure foundation.			

(304.11) Chimneys are maintained and in good repair (do not require tuck-pointing, for example).				
(305.5, 307.1) Required handrails and guards for stairs, porches, decks and/or balconies need some replacement or repair.				
Exterior Yard Areas (PMC Ch. 3)				
Major Items:				
(302.10) There is no substantial accumulation of improperly contained garbage.				
Minor Items:				
(302.7) Accessory structure/s including detached garages, walls and fences, are structurally sound and in good repair.				
(302.8) No inoperative motor vehicle/s are kept or stored on premises, and/or no vehicle is in a major state of disassembly.				
(302.10) There is no accumulation of old lumber, wire, metal, tires, concrete, masonry, auto parts, stoves, refrigerators, TVs, sinks, rubbish, refuse, junk, minor amount of garbage or the like.				
(302.12) No upholstered furniture (unless rated for outdoor use) in exterior yard areas or on unenclosed porches, decks or balconies.				
(302.13) No dead or substantially dead trees, or dead or damaged tree limbs that create a hazardous condition on the premises (as determined by the Director of Parks & Recreation or designee).				
Land Development Code (Ch. 20)				
Major Items:				
Occupancy violation of the Land Development Code (Chapter 20)				
Land use violation of the Land Development Code (Chapter 20)				

This completed *Rental Housing Inspection Checklist* shall serve as the Owner's official Notice of Violation as required by Section 6-1316 of Rental Licensing Ordinance No. 8840. By this Notice of Violation, you are required to correct the violations noted and have them re-inspected by City staff by [DATE], unless a different compliance date is noted in the right-hand column. If you are unable to correct noted violations by the compliance date, please contact City staff to discuss the reasons why a reasonable time extension may be warranted.

Any Owner/Licensee or Tenant aggrieved by the action of the Code Official in issuing a Notice of Violation shall have the right to appeal that action to the Building Code Board of Appeals in accordance with Section 6-1317 of Ordinance 8840. Such appeal shall be taken by filing with the Department of Planning and Development Services a Notice of Appeal within fourteen (14) days of the date of this Notice of Violation. The Notice of Appeal shall be in writing and shall set forth in sufficient detail why the Owner/Licensee or Tenant believes that the Notice of Denial or Notice of Violation was issued in error.

Inspector Printed Name: _____ Inspector Signature: _____ Date: _____

Recipient Printed Name: _____ Recipient Signature: _____ Date: _____