

What to Expect at Your Inspection

Your Short-term Residential Rental Property inspection has been or will soon be scheduled; now you need to prepare. Our inspectors will conduct an inspection (interior and exterior) of the dwelling unit and will provide an inspection report (Notice of Violation) for any code violations found during the inspection. Each inspection will be based on the standards within the 2018 International Property Maintenance Code (PMC), as adopted and amended by the city.

We strongly recommend that you conduct your own inspection of your Short-term Residential Rental Property prior to the City's inspection to assure you have the most common violations (listed below) in compliance with the PMC.



◆ Who needs to be present for the inspection?

We require that the owner or resident agent be present for the inspection. The consent form must be signed prior to our entry.

◆ What should I bring to the inspection?

Some violations can be corrected during the inspection and we encourage you to do so. The following items would be helpful in resolving potential violations.

- ◇ Smoke alarm batteries
- ◇ Step stool or ladder
- ◇ Outlet & light switch covers
- ◇ Screwdriver
- ◇ Pen & paper
- ◇ Keys for unit(s)

◆ What are the most common violations?

- ◇ GFCI's are not installed or inoperable on kitchen countertops and/or in bathrooms (each bathroom must have one duplex GFCI outlet)
- ◇ Washing machine outlets are not grounded or GFCI protected.
- ◇ Outlets and/or light switch covers are missing or the outlet is not secured to the wall.
- ◇ Smoke alarms are not present or they are inoperable on each level, outside sleeping areas and in every sleeping room.
- ◇ Windows do not open or locks are not present (within 6 ft. of grade) or they are inoperable.
- ◇ Gas fired furnaces and/or water heaters do not have adequate combustion air openings.
- ◇ Water heater does not have a temperature & pressure relief valve drain pipe installed.
- ◇ Required handrails (over four risers) are missing or not secured.
- ◇ Plumbing traps are of the "S" shape style and not a "P" shape ("P" shape required, or must be equipped with an air admittance valve).
- ◇ Fire extinguishers (required in buildings with three or more units) are missing or out of service (must be new or serviced annually).
- ◇ FYI: Beginning **January 1, 2019**, carbon monoxide alarms will be required to be installed outside each separate sleeping area in the immediate vicinity of the bedrooms when there is an attached garage that opens directly into the dwelling unit or when there are fuel-burning appliances within the dwelling unit.

◆ What happens if there are violations found that could not be corrected on site?

- ◇ A Notice of Violation, including a deadline date by which to correct all violations (generally 30 days or less) will be prepared by staff and provided to the owner or the owner's resident agent if designated to receive correspondence in behalf of the owner.

◆ How will re-inspections be scheduled and conducted

- ◇ Owner or agent will contact staff prior to deadline date stated in Notice of Violation (inspection form) to schedule the re-inspection.
- ◇ If a re-inspection is not scheduled by the deadline, you will be contacted by staff to schedule and/or the license for the dwelling unit may be placed on probation.