

Short-Term Residential Rental Property Licensing/Inspection Program, Inspection Form/Checklist Ordinance No.9560 - Chapter 6, Article 13A

The inspector performs a visual inspection of the Short-term Residential Rental Property based on Chapter 6, Article 13A11 of Ordinance 9560, and shall be compliant with the City's Property Maintenance Code (PMC), codified as amended at Chapter 9, Article 6 of the City Code. The inspection is limited to observations readily visible without moving or removing any item. Furnishings are not moved. Concealed, internal or hidden damages or defects may not be observed.

Date: _____ Owner/Agent Name: _____

Property Address: _____ Owner/Agent Email: _____

Inspector Name: _____ Phone# _____

The items outlined below are typical Property Maintenance Code requirements that the inspector will verify are compliant during the inspection to comply with Section 6-13A14 of the Short-term Residential Rental Property Code.

	P	F	Location and Description of Violation
Windows and doors, general (PMC Ch. 3)			
(304.13)(304.16) Windows, skylights, doors or frames are not maintained in sound condition, good repair and weather tight. Window glass or glazing is missing, rotted or has cracks or holes. Basement hatchways are not maintained to prevent entry of rodents and drainage water.	✓		
(304.13.2) Windows, other than fixed windows, are not openable.	✓		
(304.14) Minimum one window per habitable space is not supplied with a tight fitting screen.	✓		
(304.18.2) Openable windows within 6 ft. of adjacent grade are missing locks or have inoperable locks.	✓		
(304.15) (305.6) Exterior and interior doors, door assemblies and/or hardware is not maintained in good condition, do not fit reasonably well in their frame and are not capable of being opened and closed by being properly and securely attached to jambs, headers or tracks. Locks at all dwelling unit entrances and sleeping units do not tightly secure the door.	✓		
(304.18.1) Doors providing access to a dwelling unit or rooming unit are not equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys or special knowledge, with a minimum throw of 1 inch.	✓		
Other:	✓		



Interior & exterior general conditions: decks, porches, handrails, guards, foundations, walls, floors, ceilings, stairs, chimneys and roofs (Ch. 3)			
(304.2) (305.3) Exterior and interior surfaces are not maintained in good, sanitary condition and all wood surfaces, other than decay-resistant woods, are not protected from the elements and decay by painting or other protective treatment or covering. There is peeling, chipping, cracking of paint or plaster	✓		
(304.3) Address numbers on exterior are missing or are not visible from street	✓		
(304.4, 305.2) Exterior or interior structural members supporting floors, ceilings, walls, stairs and/or landings are not sound and capable of supporting imposed loads.	✓		
(304.5) Foundations are not firmly supported by footings, or foundation walls are not maintained plumb and free from open cracks and breaks, or maintained to prevent entry of rodents or other pests.	✓		
(304.6) Exterior walls or wall coverings have holes, breaks or loose or rotting/rotted siding materials.	✓		
(304.7) The roof and flashing are not sound or have defects that admit rain. Roof drainage is not adequate to prevent dampness or deterioration of the interior structure. Roof drains and downspouts are not maintained.	✓		
(304.8, 304.9) Exterior cornices, belt courses, corbels or similar features, or exterior overhang extensions such as metal awnings, fire escapes or exhaust ducts, are not rotted, deteriorated or improperly attached.	✓		
(304.10) (305.4) Walking surfaces of stairs, landings, balconies, decks and floors are not maintained in sound condition and good repair.	✓		
(304.11) Chimneys are not maintained in good repair.	✓		
(307.1.1) (307.2.1) (307.2.2) Required handrails or guards for interior stairs, exterior stairs, porches, decks or balconies are missing, structurally unsound or not properly installed or maintained.	✓		
(309.1) There is an insect or rodent infestation	✓		
(309.6) There is a bed bug infestation	✓		
Other:	✓		
Occupancy requirements (PMC Ch. 3 & 4)			
(402.2) - Common hallways and stairways (other than in single-dwelling residences or duplexes) fail to meet minimum illumination or lighting requirements.	✓		



(403.2) Bathrooms and toilet rooms are not equipped with an openable window or a mechanical ventilation system discharging directly to the outdoors.	✓		
(403.5) Clothes dryer exhaust system is not independent, exceeds maximum allowed lengths for flex or rigid pipe or does not exhaust directly to the outside.	✓		
(403.3) Cooking appliances being used in a rooming unit	✓		
(404.2) Habitable rooms do not have a minimum width of 7 feet (in any dimension), or the kitchen does not have at least 3 feet minimum passageway clearance.	✓		
(404.3) Habitable spaces, hallways, corridors, bathroom, toilet rooms and/or habitable basement areas do not have a minimum ceiling height of 7 feet (unless meeting a listed exception for rooms with sloped ceilings or for habitable basement rooms).	✓		
(404.4.1) There is not a living room area containing at least 120 sq. ft., nor any bedroom containing less than 70 sq. ft. for a single person, or less than 50 sq. ft. per occupant when occupied by more than one person.	✓		
(404.4.3) Bedroom/s cannot access at least one water closet and one lavatory without passing through another bedroom.	✓		
Other:	✓		
Plumbing/Heating/Electrical (PMC Ch. 5 & 6)			
(503.1) Toilet rooms and bathrooms do not provide privacy, or constitute the only passageway to a hall or other space, or to the exterior.	✓		
(502.1) - The Dwelling Unit (other than rooming houses or boarding houses) does not have its own water closet (toilet), lavatory (bathroom sink with faucet), bathtub or shower, and kitchen sink.	✓		
(504.1, 505.1, 505.2, 505.3) Plumbing fixtures are not properly installed and maintained in working order; are not free from obstructions, breaks or leaks; is not free from contamination; are not capable of performing intended function; or do not provide adequate supply of water to allow plumbing fixtures to function properly.	✓		
(506.1, 506.2) Plumbing and sanitary drainage does not function properly or is not free from obstructions, breaks or leaks.	✓		
(603.1) (603.3) (603.4) Mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and/or water heating appliances are not properly installed and maintained, required clearances to combustible materials is not maintained or lack proper safety controls	✓		
(604.3) (605.1) Electrical equipment is not properly installed and maintained or is otherwise hazardous.	✓		



(605.2) Every habitable space or room in a dwelling does not contain at least two separate and remote receptacles. Washer receptacles are not grounded or GFCI protected. Every bathroom does not contain a GFCI protected receptacle and every receptacle within six feet of a water source is not GFCI protected. There are missing or broken receptacle or switch covers.	✓		
(605.4) There are no flexible cords used for permanent wiring, run through windows, doors or cabinets, or concealed within walls, floors or ceilings.	✓		
Other:	✓		
Fire Safety (PMC Ch. 7)			
(702.1) No safe, continuous or unobstructed path of travel is provided from any point in the building to the exterior of the structure.	✓		
(701.2) Required interior emergency exit lights or emergency backup lighting for shared or common path of travel is not installed, is missing, or is inoperable.	✓		
(702.4.1) Basement sleeping rooms do not provide properly sized emergency escape and rescue openings or minimum egress requirements	✓		
(702.4) Required emergency escape windows are missing, fail to meet minimum clear opening requirements, exceed maximum sill height requirements or are inoperable without the use of special tools or keys	✓		
(702.4.2) Dwellings with sleeping rooms more than two stories above grade are not provided with a properly sized egress window, do not have a fire escape or there are not interconnected smoke alarms installed	✓		
(704.1.3) Building alarm systems, sprinkler systems or fire extinguishers (1A 10BC) are either missing or out of service in buildings where they are required.	✓		
(704.6.1-704.7) Required smoke alarms are not installed or do not function	✓		
(705.1-705.1.3) Required carbon monoxide alarms are not installed or do not function	✓		
Exterior Yard Areas & Parking (PMC Ch. 3)			
(302.8) There are no inoperative motor vehicle/s kept or stored outside, and/or there are no vehicle/s kept or stored outside in a major state of disassembly or disrepair, or in the process of being stripped or dismantled.	✓		
(302.9-302.9.12) There are motor vehicles, trailers RV's or heavy equipment that are improperly parked, stored or used	✓		

(302.10) There is outside accumulation on yards, porches, exterior decks or exterior balconies of old lumber, wire, metal, tires, concrete, masonry products, plastic products, supplies, equipment, machinery, auto parts, stoves, refrigerators, televisions, sinks, garbage, rubbish, refuse, junk or the like.	✓		
(302.12) There is upholstered furniture, including but not limited to upholstered chairs, upholstered couches, mattresses or similar items on exterior yard areas or on unenclosed porches, decks or balconies (unless manufactured and rated for outdoor use).	✓		
(302.13) There are dead or substantially dead trees, or dead or damaged tree limbs that create a hazardous condition, on the premises (as determined by the Parks & Recreation Dept.).	✓		
(302.14) Tarp(s) are being used for covering vehicles, garage doors or other openings, including doors and windows, are being used as screening or are being used on a long term basis.	✓		
(302.16) PODS (Portable on demand storage unit) are being used on a long term basis or are not in compliance with the Land Development Code (20-533)	✓		
(308.4) Garbage, rubbish and trash is not properly contained and disposed. (See 308.2 and 308.3 for occupant and owner responsibilities).	✓		
Other:	✓		

This completed Short-term Residential Rental Property Inspection Form/Checklist shall serve as the Owner's official Notice of Violation as required by Section 6-13A16 of Rental Licensing Ordinance No. 9560. By this Notice of Violation, you are required to correct the violations noted and have them re-inspected by your inspector by _____, unless a different compliance date is noted in the right-hand column above. If you are unable to correct the violations by the compliance date, please contact your inspector to discuss the reasons why a reasonable time extension may be warranted.

Any Person 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 6-13A17. 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 believes that the Notice of Denial or Notice of Violation was issued in error. A \$50.00 docketing fee is due and payable at the time a Notice of Appeal is filed.

Inspector Printed Name: _____ Signature: _____ Date: _____

Recipient Printed Name: _____ Signature: _____ Date: _____