

What to Expect at Your Inspection

Your rental licensing inspections have been scheduled, now you need to prepare for them. Our inspectors will conduct an inspection of each dwelling and prepare a notice of violation for any code violations found during the inspection. Each inspection will be based on the 2018 International Property Maintenance Code, as amended and adopted by the city.

We strongly recommend that you conduct your own inspection, or walk thru, of each dwelling prior to the City's inspection to assure they are in the best condition possible and correct any potential violations. A guide describing most IPMC violations can be found at www.Lawrenceks.org/pds/rental-licensing.



◆ Who needs to be present for the inspection?

We only require that the owner or agent be present for the inspection. Tenants can be present, but do not have to be. 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 each building/unit

◆ 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).
- ◇ **Carbon monoxide alarms shall be installed outside of each sleeping area in the immediate vicinity of the bedrooms.**

◆ 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) will be prepared by staff and emailed or mailed to the owner or agent's address.
- ◇ Notification will include whether a physical re-inspection is required or if photographic or other evidence of repair will be accepted.

◆ How will re-inspections be scheduled and conducted

- ◇ Owner or agent will contact staff prior to deadline date stated in Notice of Violation to schedule the re-inspection. A new consent form must be signed by the tenant for any 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 will be placed on probation.