

RENTAL/SALE/COMMERICAL INSPECTION CHECKLIST

PLEASE NOTE THIS IS NOT A COMPLETE LIST – ONLY A GUIDE THERE MAY BE OTHER ITEMS/VIOLATIONS THAT ARE CITED THAT ARE NOT ON THE BELOW CHECKLIST

BUILDING:

- Chimneys, foundations, porches & brick work must be in good condition. Tuck-point and/or replace as needed.
- Porches and stairs over 30" in height require a guardrail
- Handrails are required on porches that have 4 risers
- Any peeling/chipping paint must be scraped and painted
- Storm doors, windows and screens must all be in working order and well maintained.
- No broken or boarded up windows
- Gutters, fascia, and soffits must be in good condition
- Must have 3' extensions on all outside downspouts installed away from adjoining properties
- Downspouts cannot be connected to any sewers, water returns
- Area around home must be sloped away from home for drainage
- No debris, junk, weeds or noxious trees on property
- Address must be displayed on front of home
- All accessory structures must be maintained and in good condition
- Any tripping hazards in flatwork/concrete must be repaired
- No cracking or crumbling of any concrete/flatwork
- Roof – No missing shingles, holes or leaks – must be repaired/replaced
- Any and all fencing must be in good condition
- Exterior Protective Treatments – any and all missing siding etc. must be replaced/repared
- Any interior stairway that has more than 3 stairs must have a handrail with return ends
- Block any open sides of a stairway
- No sleeping in a basement without means of egress
- Repair any leaks in basement
- Clean basement walls of any mildew or mold
- All floor coverings must be in good condition
- Any and all chipping or peeling paint must be scraped and painted
- All windows must open and remain open without any props
- All units must be clean and in sanitary conditions, free of any infestations
- Smoke detectors are required with a 10 yr. lithium battery – one in each bedroom, outside sleeping areas and each floor
- Carbon Monoxide detector is required
- All interior doors must be operable with secure frames
- All cabinets and drawers must be in good working condition.

MECHANICAL

- Furnace must be tested and certified by a licensed contractor within 30 days of the initial inspection and a report filed with the city
- All gas lines to furnace, water heater, dryer and stove must have approved AGA shut off valves
- Dryer vent must be 4" and smooth metal, no plastic
- Dryer installation requires flexible connector 3/8" copper or aluminum approved
- Bathrooms require venting either by mechanical means or window
- Duct work must be provided in all rooms
- Chimney must be in good condition
- Chimney liner is required on all furnaces of 80% or more with a permit

RENTAL/SALE/COMMERCIAL INSPECTION CHECKLIST

PLEASE NOTE THIS IS NOT A COMPLETE LIST – ONLY A GUIDE THERE MAY BE OTHER ITEMS/VIOLATIONS THAT ARE CITED THAT ARE NOT ON THE BELOW CHECKLIST

- Condensate pump required on A/C discharge when installation to a floor drain causes a trip hazard
- All gas pipe to appliances shall be properly supported

PLUMBING

- All plumbing fixtures must be clear of any leaks and obstructions
- Both hot and cold water must be operable at all sinks in building
- Vacuum breakers are required on all faucets capable of having any type of hose attached
- Toilets must be secured to the floor
- All sinks and tubs must be clear of any chips
- No water heaters are allowed in bathrooms or bedrooms
- Laundry tub must be secure to floor
- Must not have a cement laundry tub
- No saddle valves on water heater allowed
- Toilet must have approved ballcock which has integrated approved vacuum breaker – critical line of device must be 1" above overflow
- No flexible drain lines allowed
- No S trap allowed – must be P trap
- Water Hammer Resisters for both hot and cold on laundry feed
- Vanities must be secure to wall
- Garbage disposal must be in working order
- No corrugated pipes under sinks, must be smooth material
- Water heaters must have drop pipe on relief valve

ELECTRICAL

- Provide wall switch to control ceiling fixtures or wall plug in all rooms
- Install 3 way switch controls at head and foot of stairs to second story and basement with lighting outlet so place to adequately illuminate the stairs
- Install additional lighting outlets in basement to provide one lighting outlet per 200 square feet of floor space
- Provide a separate wall mounted 20 amp GFCI laundry circuit
- Install correct ampere rated type "S" fuses
- Repair/Replace defective electrical receptacles, wall switches, fixtures, ceiling fixtures in room as needed
- Discontinue use of extension cords in lieu of permanent wiring
- Remove/protect surface wiring located below joists or on walls
- All switches and receptacles must have cover plates
- Provide junction box for open slice wiring as needed
- Replace/Remove unapproved wiring
- Install separate 20 amp circuit for kitchen, supplying 3 duplex outlets
- Bond water meter with a No 6 copper conductor using approved ground clamps. Must be installed into electrical panel
- Remove unused wiring
- GFCI receptacles are necessary; in all receptacles in bathrooms; any plug within six (6) feet of a kitchen sink; and any plug outdoors or in a garage
- All rooms require a minimum of two receptacles locations on different walls
- Install 2 ground rods a minimum of 6 ft apart with a #6 awg copper wire between them and into electrical panel.