



### Pre-Inspection Checklist, Chapter 105 Housing Code

- The Building Official has the authority to make a final determination on potentially unsafe conditions discovered on the Rental inspection.
- Ensure there are No Changes to layout, structure or living arrangements (check existing layout on record, if a current layout is not on file, please update the file).
- **Fire Safety 8:527;8:509;8:504**
  - Smoke detectors must be in working order at the time of inspection.
  - Location: (In every sleeping area and every level, within 21 feet in the path of egress from each bedroom, must be 3 ft away from bathroom door, tip of ceiling fan blades, HVAC supply vents, and 10 feet from stove).
  - A smoke detector must be installed on the ceiling at the bottom of the basement /cellar stairs.
  - Replace outdated smoke detectors 10 year old or greater.
    - Exception: A fire alarm system that is inspected annually by a licensed fire alarm company.
  - Remove hasp/barrel bolt from egress doors.
  - Exit signs/emergency lights must be working properly and maintained per approved installation.
- **Fire Chase 8:509**
  - Seal penetrations in walls/ceilings with equivalent rated material to maintain approved constructed assembly.
- **Electrical 8:505**
  - GFCI
    - Ungrounded 3 prong outlets shall be grounded, 2 prong, or GFCI protected.
    - Limit extension cord usage to one properly rated cord per appliance, max 6' in length.
    - Install GFCI outlets anywhere within 6' of the edge of a sink or tub, all bath, and exterior.
  - Outlets / Switches
    - Repair/replace missing or damaged outlets/switches/covers.
    - Ensure outlets are properly wired. (check for reverse polarity and open ground)
    - Washers and dryers shall plug directly into an outlet.
  - Lighting
    - Must have ceiling/sidewall light or switched outlet in all habitable rooms, mechanical, storage, and rec rooms.
    - Lights must be in operable condition.
    - Globe/safety shield must be on light fixtures where required.
    - Ensure 3 way switches are properly wired.
  - Electrical Panel
    - Ensure fuses are properly sized and S rated.
    - Install approved dead front (inside cover) panel.
    - Unused but missing breaker knock-outs shall be properly covered with a breaker blank.
    - Provide a minimum 3 foot clearance in front and side of panel.
  - Misc Electrical
    - Garbage disposal must be working and electrical strain relief clamp in place.
    - Ensure there are no open junction boxes.
- **Basic Winterization 8:528,8:502,8:509**
  - There shall be no broken or cracked glass present at the time of inspection.
  - Windows must be weather tight and free of leaks.
  - Windows must be easily opened and have the ability to stay open without props.
  - Screens must be free of holes and tears and be installed between May 1 – September 30.
- **Exits 8:504**
  - Existing stairs must be kept in good repair and capable of supporting a live load of 100 lbs/sqft.
  - Existing handrails must be 26" to 38" above stair nosing and in good repair.
  - Guardrail and intermediate guard or balusters on open sides must be in good repair.
  - An emergency escape window must be in each bedroom (20" x 20" or min 14" w or 16" h with 500 sq in, clear window openings cannot be more than 54" above the floor).
  - Doors in the means of egress must self-close and latch (**multifamily only**).
- **Plumbing 8:507**



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- Water heaters installed within 5 years of the Rental inspection shall have City approved stickers affixed by the Building Department.
- Plumbing fixtures, drains and systems must be free from leaks, obstructions and defects and operating properly.
- Ensure adequate water pressure is maintained to allow fixtures to operate properly.
- Ensure both hot and cold water are operable (Hot water capable of a minimum 110 degrees).
- Vacuum breakers are required on all faucets capable of having a hose attached.
- Toilets must be secured to wall/floor.
- Maintain caulk around tub/shower, toilet, backsplash, sinks.
- **Mechanical 8:506**
  - Must provide furnace/boiler clean and check every 5 years. State certified boilers must have current State certificate. New boilers/furnaces with approved permits within 5 years are acceptable.
  - Wood burning fireplace must be inspected every 5 years or firebox front opening must be sealed from use.
  - Ensure gas lines are secured and shutoff valve is accessible.
  - Clothes dryer duct must be hard pipe metal and vented to the exterior with a damper (no screens). **A single length of transition duct no longer than 8 feet connecting the dryer to the exhaust duct is accepted only if it is listed and labeled (UL) in accordance with UL 2158A.**
  - Bath and Toilet rooms must have natural or mechanical ventilation.
- **Storage 8:509,8:504**
  - No storage within 5' of fuel fired furnace/boiler/water heater.
  - No storage on/under common area means of egress stairs in multifamily.
  - No storage within 2' of ceiling.
  - Storage in multifamily units must be 1 hour fire-rated rooms or sprinklered.
  - Must maintain 27" aisles throughout dwelling.
- **Sanitation 8:508**
  - Dwellings must be kept in a clean and sanitary condition.
  - Bathrooms, kitchens and toilet rooms must have impervious flooring.
  - Sink and tub coatings must be free of rust and chips.
- **Security 8:503**
  - Must have a privacy lock (chain, hotel bar, etc) on all unit entry doors.
    - Exception: Not required for Fraternity, Sorority, ICC Co-ops and State Licensed inspected group homes.
  - Must have deadbolts (1" throw) on all unit entry doors.
  - Must have peephole on main unit entry door unless door has window or sidelight.
  - Dowel rods (5/8") are required for all sliding windows/doors.
  - Pin locks or ventilation locks are required for double hung windows.
  - Window sash locks must be installed and operate properly.
- **Exterior 8:509**
  - Walkways/driveways/parking lots must be free from trip hazards, holes and projections.
  - Roof must be weather tight and free from leaks.
  - Exterior veneer must be weather tight, free of missing or loose brick and cracked mortar joints.
  - Chimney cap, brick, flashing must be in good condition.
  - Exterior surface must be in good condition, free of rot, holes and no more than 15% of surface peeling/chipping/bare.
- There shall be no open permits less than 5 years old on record for the property.
- Any un-permitted work completed within last 5 years will be subject to a citation at the time of the inspection.
- The following items are additional requirements for **First Time Rentals**:
  - Ensure rooms meet light and ventilation requirement of 8% and 4%.
  - The completion of the Cellar Occupancy Checklist is required for cellars with habitable space.
  - Room measurements are required to ensure they are adequate for habitable space and to determine occupant load.
  - Ensure stairs are  $\geq 27$ " wide, risers  $\leq 9$ " in height, treads  $\geq 9$ " in depth.
  - Measures must be retained to ensure there is adequate common area.
  - Adequate egress must be determined based on the type of structure (such as egress window, stairs, etc.)
  - Must have adequate insulation in the attic, this will require the owner/agent to provide a ladder on site.