



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 and located: in every sleeping area, on every level, within 21 feet in the path of egress from each bedroom, at least 3 feet away from bathroom door, at least 3 feet away from the tip of ceiling fan blades and HVAC supply vents, at least 10 feet from stove, and 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 - Replace outdated smoke detectors 10 year old or greater.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**).



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o Plumbing 8:507

- o Water heaters installed within 5 years of the Rental inspection shall have City approved stickers affixed by the Building Department.
- o Plumbing fixtures, drains and systems must be free from leaks, obstructions and defects and operating properly.
- o Ensure adequate water pressure is maintained to allow fixtures to operate properly.
- o Ensure both hot and cold water are operable (Hot water capable of a minimum 110 degrees).
- o Vacuum breakers are required on all faucets capable of having a hose attached.
- o Toilets must be secured to wall/floor.
- o Maintain caulk around tub/shower, toilet, backsplash, sinks.

o Mechanical 8:506

- o 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.
- o Wood burning fireplace must be inspected every 5 years or firebox front opening must be sealed from use.
- o Ensure gas lines are secured and shutoff valve is accessible.
- o 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.**
- o Bath and Toilet rooms must have natural or mechanical ventilation.

o Storage 8:509,8:504

- o No storage within 5' of fuel fired furnace/boiler/water heater.
- o No storage on/under common area means of egress stairs in multifamily.
- o No storage within 2' of ceiling.
- o Storage in multifamily units must be 1 hour fire-rated rooms or sprinklered.
- o Must maintain 27" aisles throughout dwelling.

o Sanitation 8:508

- o Dwellings must be kept in a clean and sanitary condition.
- o Bathrooms, kitchens and toilet rooms must have impervious flooring.
- o Sink and tub coatings must be free of rust and chips.

o Security 8:503

- o Must have a privacy lock (chain, hotel bar, etc) on all unit entry doors.
 - o Exception: Not required for Fraternity, Sorority, ICC Co-ops and State Licensed inspected group homes.
- o Must have deadbolts (1" throw) on all unit entry doors.
- o Must have peephole on main unit entry door unless door has window or sidelight.
- o Dowel rods (5/8") are required for all sliding windows/doors.
- o Pin locks or ventilation locks are required for double hung windows.
- o Window sash locks must be installed and operate properly.

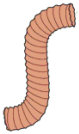
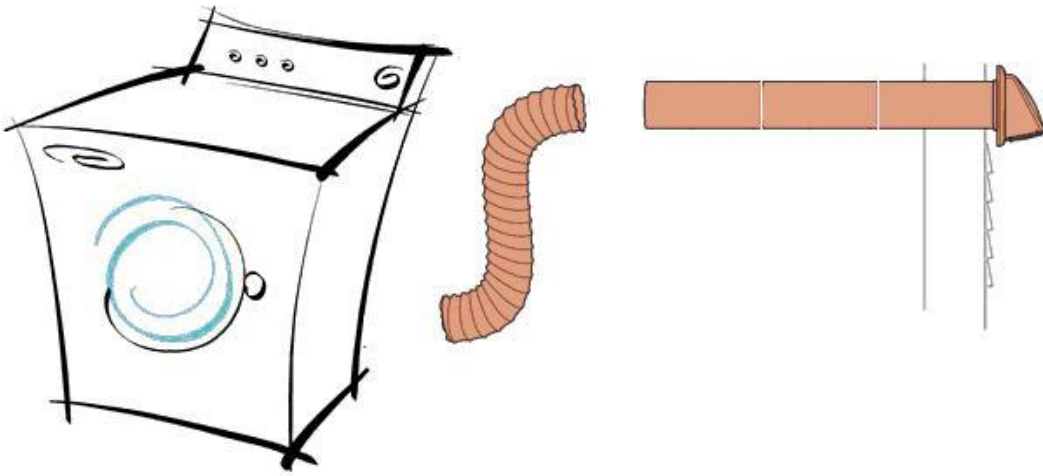
o Exterior 8:509

- o Walkways/driveways/parking lots must be free from trip hazards, holes and projections.
- o Roof must be weather tight and free from leaks.
- o Exterior veneer must be weather tight, free of missing or loose brick and cracked mortar joints.
- o Chimney cap, brick, flashing must be in good condition.
- o 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.

- o 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**:

- o Ensure rooms meet light and ventilation requirement of 8% and 4%.
- o The completion of the Cellar Occupancy Checklist is required for cellars with habitable space.
- o Room measurements are required to ensure they are adequate for habitable space and to determine occupant load.
- o Ensure stairs are $\geq 27"$ wide, risers $\leq 9"$ in height, treads $\geq 9"$ in depth.
- o Measures must be retained to ensure there is adequate common area.
- o Adequate egress must be determined based on the type of structure (such as egress window, stairs, etc.)
- o Must have adequate insulation in the attic, this will require the owner/agent to provide a ladder on site.



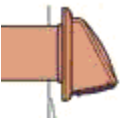
TRANSITION DUCT

1. Connects DRYER to DRYER EXHAUST DUCT
2. May not be concealed in construction
3. Single length of duct no longer than 8 feet
4. Must be listed and labeled(UL) in accordance with UL 2158A



DRYER EXHAUST DUCT

1. Connects TRANSITION DUCT to the DUCT TERMINATION
2. Must be supported at 4 foot intervals and secure, and may be concealed in construction
3. At least 4 inches in diameter and meet dryer manufacturer's installation instructions
4. Smooth interior finish with at least 0.016 inch thick (28 gauge) galvanized steel
5. Smooth interior finish with at least 0.016 inch thick (24 gauge) aluminum
6. Duct ends shall be inserted in direction of airflow
7. No screws or other fasteners that protrude into the duct, metal foil tape and/or clamps only
8. 35 foot maximum length, less 2.5 feet for 45 degree elbows and less 5 feet for 90 degree elbows, for 4 inch diameter duct unless manufacturer's installation instructions allows otherwise



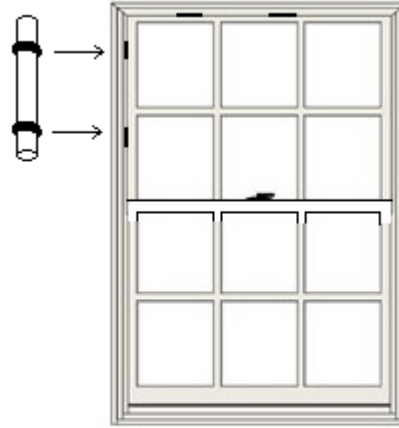
DUCT TERMINATION

1. Connects DRYER EXHAUST DUCT to the exterior
2. Must terminate outside of the building
3. Requires a back draft damper
4. Must be located at least 3 feet from any building openings
5. No screens or other lint blocking attachments are allowed

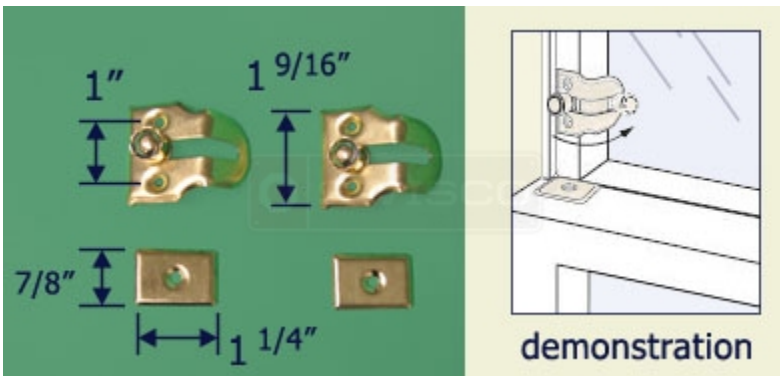
We recommend having a licensed contractor clean the dryer and duct work annually

Window Locks and Ventilation Locks

All first floor windows or windows accessible by a platform or fire escape are required to have both regular locks (which do not allow the window to open at all) and ventilation locks (which allow the window to open up to 6 inches for ventilation but not wide enough to allow entry). These locks, when installed and used properly, will not allow entry without breaking glass.



PVC pipe with Velcro attachment on side of upper pane and at top of upper pane for location to store PVC pipe.



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