



ORDINANCE 8840 DRAFT 2 LIST

Rental Housing Inspection Checklist

The inspector performs a visual inspection of the premises based on the standards of Ordinance 8840 noted below. 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: _____
Property Address: _____
Unit Number: _____

Owner/Agent Name: _____
Owner/Agent email: _____
Inspector Name: _____

	Pass	Fail	Location and Description of Violation	Compliance Date
Fire Safety (PMC Ch. 7)				
Major Items:				
(701.2) Required emergency exit lighting and or emergency lighting for shared/common path of travel are properly maintained and operable. Added back in since listed in ord.				
(702) A safe, continuous and unobstructed path of travel is provided from any point in the building to the exterior premise. (no obstruction that is permanent in nature or not easily removed)				
(702, 305) Stairs and required handrails/ and/or guards serving the required path of egress are in place and structurally sound.				
(702.4) Required emergency escape/rescue windows (in sleeping areas only) meet requirements for minimum clear opening area, height and width, and maximum finished sill height above the floor, and are operable from the inside without keys or use of special tools.				
(Proposed 702.4.1) For existing structures containing habitable space more than two stories above grade, for which no building permit exists or can be found, the requirements of Section 702.4.1 are met. (This standard would be an alternative to potentially having to sprinkle a space and requires a code amendment)				
(704.2) Smoke detectors present and operable in each bedroom, on ceiling or wall outside each separate sleeping area in immediate vicinity of bedrooms, and on each story within a dwelling unit.				
Minor Items:				
(702) A safe, continuous and unobstructed path of travel is provided from any point in the building to the exterior premise. (obstruction temporary in nature and easily removed)				
(702, 305) Stairs and required handrails or guards serving required path of egress are structurally sound, but need minor repair and/or maintenance.				
(704.2) Smoke detector(s) inoperable (missing or dead batteries, missing protective cover).				
Windows and Doors (PMC Ch. 3)				
Major Items:				
(304.13) Windows have no cracked, broken or missing window frames, sashes or pane/s that expose the interior to the elements.				
(304.15) Exterior doors are in place and have operable locks.				
(304.18.2) Windows within 6 ft. of grade have operable locks.				

Interior walls, floors & ceilings (PMC Ch. 3,4)				
Major Items:				
(305.3) Fungus that is most likely mold that is located on walls, ceilings, or floors (large or multiple areas).				
Minor Items:				
(305.3) Fungus that is most likely mold that is located on walls, ceilings, or floors (small area).				
Occupancy requirements (PMC Ch. 4)				
Minor Items:				
(402.2) Minimum illumination/lighting requirements are met in common halls & stairways (other than 1 & 2-family dwellings).				
Plumbing/Heating/Electrical (PMC Ch. 4, 5, 6)				
Major Items:				
(504.1, 504.3) Sanitary sewer line functions (not collapsed or backed up).				
(505.4) Temperature and pressure relief valve drain pipe on water heater is installed and adequate.				
(603.1, 603.2) Gas fired furnace, water heater and clothes dryer properly vented and safely installed (clearances, combustion air, safety controls).				
(603.1, 603.5, 603.3) Combustion "makeup" air and minimum clearance requirements met for gas furnace and/or water heater.				
(602) Heating facilities provided for habitable spaces are operable, safe, and capable of maintaining 68 degrees in habitable rooms.				
(604) Electrical wiring is not exposed, frayed or unsafe as defined by code.				
Minor Items:				
(603.1) Furnace and/or filter cleaned and maintained.				
(605.1) Electrical panel has ports and/or cover in place.				
(605.2) GFCI receptacles installed in wet areas, bathrooms and/or kitchens, and are operable.				
Exterior Structure (PMC Ch. 3, Sec. 304)				
Major Items:				
(304) Roof is in sound condition with no holes through roof sheathing, large area/s with missing shingles and/or major leaks.				
(304) There are no defects that affect the structural integrity and safety of foundations, roof framing, or exterior stairs, ceilings, walls, floors, porches, decks and/or balconies.				
Land Development Code (Ch. 20)				
Major Items:				
Occupancy violation of the Land Development Code (Chapter 20).				
Land use violation of the Land Development Code (Chapter 20).				

This completed *Rental Housing Inspection Checklist* shall serve as the Owner's official Notice of Violation as required by Section 6-1316 of Rental Licensing Ordinance No. 8840. By this Notice of Violation, you are required to correct the violations noted and have them re-inspected by City staff by [DATE], unless a different compliance date is noted in the right-hand column. If you are unable to correct noted violations by the compliance date, please contact City staff to discuss the reasons why a reasonable time extension may be warranted.

Any Owner/Licensee or Tenant 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 6-1317 of Ordinance 8840. 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/Licensee or Tenant believes that the Notice of Denial or Notice of Violation was issued in error.

Inspector Printed Name: _____ Inspector Signature: _____ Date: _____

Recipient Printed Name: _____ Recipient Signature: _____ Date: _____