



**Ord. 8840 Draft 5, Art. 1314(a) (pp. 1-3) & PMC Reference Guide (pp. 4-6) – 3/14/14**

**Residential Rental Property Licensing Program, Inspection Form and Checklist  
Chapter 6, Article 1314(a) and Chapter 20 (Land Development Code)**

The inspector performs a visual inspection of the structure, dwelling unit/s and premise based on Chapter 6, Article 1314(a) of Ordinance 8840, the City’s currently adopted edition of Property Maintenance Code (PMC) and the Land Development Code. 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. *For purposes of Ordinance 8840, only those violations outlined in Chapter 6, Article 1314(a), as identified in this Form and Checklist, will be cited as part of the Rental Licensing Program.* Other noted potential PMC violations may be noted and referred for additional follow-up under the City’s regular PMC enforcement program.

Date: \_\_\_\_\_ Owner/Agent Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Owner/Agent email: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Inspector Name: \_\_\_\_\_

	Y	N	Location and Description of Violation	Compl. Date
<b>Windows and doors, general</b>				
<b>6-1314(a)(5)</b> – Windows are defective, including but not limited to missing window frames, sashes or panes, such that the interior of the structure is exposed to the elements.				
<b>6-1314(a)(6)</b> - Exterior doors are missing, will not close, or have inoperable locks.				
<b>6-1314(a)(7)</b> - Openable windows within 6 ft. of adjacent grade are missing locks or have inoperable locks.				
<b>Interior and exterior foundations, walls, floors, ceilings, stairs, chimneys and roofs</b>				
<b>6-1314(a)(1)</b> – The roof is unsound, including but not limited to holes through roof sheathing, large areas of missing shingles, or major leaks.				
<b>6-1314(a)(2)</b> - There are defects affecting structural integrity and safety of the building, including foundation or roof framing, exterior stairs, porches, decks, balconies, exterior ceilings, exterior walls, exterior floors, interior stairs, interior ceilings or interior floors.				
<b>6-1314(a)(3)</b> – There are defects affecting the structural integrity and safety of any chimney, such that it poses an imminent danger.				
<b>6-1314(a)(4)</b> – Required handrails or guards for interior stairs, exterior stairs, porches, decks or balconies are missing or structurally unsound.				
<b>6-1314(a)(8)</b> There exist large patches (or multiple areas) of fungus – that is most likely mold – on walls, ceilings or floors.				

<b>Occupancy requirements</b>			
<b>6-1314(a)(9)</b> – The Dwelling Unit lacks minimum kitchen cooking facilities, a refrigerator and freezer, or food preparation areas.			
<b>Plumbing/Heating/Electrical</b>			
<b>6-1314(a)(11)</b> - Plumbing fixtures are not safely connected to the water supply; or required plumbing traps are not properly installed.			
<b>6-1314(a)(12)</b> - The water service line is not functioning properly because it is broken, leaking, or simply not delivering water.			
<b>6-1314(a)(13)</b> - The water heater is not operational or is missing temperature and pressure relief valves or, if such are installed, the temperature and pressure relief valves are damaged or leaking, or have spring-loaded operating mechanisms that are sticking or obstructed.			
<b>6-1314(a)(10)</b> - The sanitary sewer service line is not functioning because it has backed up, collapsed, or otherwise failed.			
<b>6-13a14(a)(16)</b> - Heating facilities are not operable, safe and capable of maintaining 68 degrees Fahrenheit in habitable rooms.			
<b>6-1314(a)(14)</b> - Gas-fired furnaces, water heaters, solid fuel-burning appliances, or gas-fired or electric clothes dryers are not properly vented or safely installed, or lack safety controls.			
<b>6-1314(a)(15)</b> - Combustion “makeup” air and minimum clearance requirements are not satisfied for gas furnaces or water heaters; or minimum clearance requirements are not satisfied for solid fuel-burning appliances.			
<b>6-1314(a)(17)</b> - Due to improper fusing, improper wiring or installation, deterioration, or damage, the electrical system constitutes a hazard to the occupants, the Dwelling Unit, or the structure.			
<b>6-1314(a)(18)</b> – The electrical wiring is exposed, frayed, or otherwise unsafe as defined by the City Code.			
<b>6-1314(a)(19)</b> - Ground Fault Circuit Interrupter (GFCI) receptacle outlets are not provided in every bathroom and at kitchen countertops, and at least one grounded type or GFCI protected receptacle is not provided in every laundry area.			
<b>6-1314(a)(20)</b> - Receptacle outlets are missing appropriate faceplate covers.			
<b>6-1314(a)(21)</b> – An exterior electrical panel is missing required ports or covers.			
<b>Fire Safety</b>			
<b>6-1314(a)(22)</b> - Required emergency escape windows are missing, fail to meet the requirements for minimum clear opening, height or width, exceed the maximum finished sill distance above the floor, or are inoperable from the inside without the use of keys or tools.			
<b>6-1314(a)(23)</b> - Required smoke detectors for the Dwelling Unit are missing or inoperable.			
<b>6-1314(a)(24)</b> - Any structure containing three or more Dwelling Units that fails to provide, in each Dwelling Unit, one portable fire extinguisher, with a minimum rating of 1A 10BC that is less than one year old or that has been serviced within the past year.			
<b>Exterior Yard Areas</b>			
<b>6-1314(a)(25)</b> – Any accessory structure, including but not limited			

to garages, carports or sheds, is deteriorating or leaning to such an extent that it is in imminent danger of collapse.			
<b>Land Development Code (Ch. 20)</b>			
<b>6-1314(a)(26)</b> - The Dwelling Unit does not comply with the occupancy requirements established in the Land Development Code (Chapter 20).			
<b>6-1314(a)(27)</b> - The use of the property does not comply with requirements established in the Land Development Code (Chapter 20).			

This completed *Rental Housing Inspection Form and 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 above. 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 6-13a17 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. A \$25.00 docketing fee is due and payable at time a Notice of Appeal is filed.

Inspector Printed Name: \_\_\_\_\_ Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient Printed Name: \_\_\_\_\_ Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Non-Rental Inspection Property Maintenance Code Reference Guide

Property Address: \_\_\_\_\_ Inspector: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

The items outlined below are typical Property Maintenance Code requirements that are outside the scope of violations set forth for the Residential Rental Property Licensing Program (Ordinance 8840 - Chapter 6, Article 1314(a)). If, in the course of inspecting a rental unit, a violation of one of the standards noted below is observed, the violation may be enforced under the City's regular Property Maintenance Code enforcement program. *Enforcement of Property Maintenance Code or other city code items outside the scope of Chapter 6, Article 1314(a) will not be counted as violations for Rental Licensing purposes.*

	<b>Location and Description of Violation</b>
<b>Windows and doors, general (PMC Ch. 3)</b>	
(304.13) Windows, skylights, doors or frames are not maintained in sound condition, good repair and weather tight.	
(304.13.1) Window glass or window glazing material is missing, rotted or has cracks or holes.	
(304.13.2) Window/s, other than fixed windows, are not openable.	
(304.14) Windows required for ventilation are not supplied with tight fitting screens of not less than 16-mesh per inch.	
(304.15) Exterior doors, door assemblies and/or hardware is not maintained in good condition. Locks at all dwelling unit entrances and sleeping units do not tightly secure the door.	
(304.18.1) Doors providing access to a dwelling unit or rooming unit are not equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys or special knowledge, with a minimum throw of 1 inch.	
(305.6) Interior door/s do not fit reasonably well in their frame and are not capable of being opened and closed by being properly and securely attached to jambs, headers or tracks.	
Other:	
<b>Interior and exterior foundations, walls, floors, ceilings, stairs, chimneys and roofs (PMC Ch. 3)</b>	
(304.2) Exterior wood surfaces, other than decay-resistant woods, are not protected from the elements and decay by painting or other protective treatment or covering. There is exterior peeling or flaking paint.	
(304.6) Exterior walls or wall coverings have holes, breaks or loose or rotting/rotted siding materials.	
(304.8, 304.9) Exterior cornices, belt courses, corbels or similar features, or exterior overhang extensions such as metal awnings, fire escapes or exhaust ducts, are not rotted, deteriorated or improperly attached.	
(304.11) Chimneys are not maintained in good repair.	
(304.1, 304.4, 305.1, 305.2) Exterior or interior structural members supporting floors, ceilings, walls, stairs and/or landings are not sound and capable of supporting imposed loads.	
(305.3) There is no fungus that is most likely mold present on walls, ceilings floors or other interior areas.	

(305.4) Walking surfaces of stairs, landings, balconies and floors are not maintained in sound condition and good repair.	
(304.1, 304.5) Foundations are not firmly supported by footings, or foundation walls are not maintained plumb and free from open cracks and breaks, or maintained to prevent entry of rodents or other pests.	
(304.7) Roof coverings or flashings are not sound and tight, or have defects that admit rain, snow or ice. Roof drainage does not adequately prevent deterioration to walls or interior of the structure. Roofs drains, gutters and downspouts are not maintained in good repair and free from obstructions. Roof drainage does not divert water away from foundation.	
Other:	
<b>Occupancy requirements (PMC Ch. 3 &amp; 4)</b>	
(402.1) Habitable rooms (excluding bathrooms or toilet rooms) do not have at least one window facing directly to the outside to provide natural light. (Glazed area is less than 8% of the floor area of each habitable room, unless meeting an exception listed in 402.1.).	
(402.2) - Common hallways and stairways (other than in single-dwelling residences or duplexes) fail to meet minimum illumination or lighting requirements.	
(403.1, 403.2) Habitable rooms do not have at least one openable window for natural ventilation (unless meeting an exception listed in 403.1.). In lieu of an openable window, bathrooms and toilet rooms are not equipped with a mechanical ventilation system discharging directly to the outdoors.	
(404.2) Habitable rooms do not have a minimum width of 7 feet (in any dimension), or the kitchen does not have at least 3 feet minimum passageway clearance.	
(404.3) Habitable spaces, hallways, corridors, bathroom, toilet rooms and/or habitable basement areas do not have a minimum ceiling height of 7 feet (unless meeting a listed exception for rooms with sloped ceilings or for habitable basement rooms).	
(404.4.1) There is not a living room area containing at least 120 sq. ft., nor any bedroom containing less than 70 sq. ft. for a single person, or less than 50 sq. ft. per occupant when occupied by more than one person.	
(404.4.3) Bedroom/s cannot access at least one water closet and one lavatory without passing through another bedroom.	
(309) The structure and/or dwelling unit are not free of insect and/or rodent infestation. (See Sec. 309.2 – 309.5 for occupant and owner responsibilities).	
Other:	
<b>Plumbing/Heating/Electrical (PMC Ch. 5 &amp; 6)</b>	
(503.1) Toilet rooms and bathrooms do not provide privacy, or constitute the only passageway to a hall or other space, or to the exterior.	
(502.1) - The Dwelling Unit (other than rooming houses or boarding houses) does not have its own water closet (toilet), lavatory (bathroom sink with faucet), bathtub or shower, and kitchen sink.	
(502.2) - The Dwelling Unit, if a rooming house or boarding house, fails to provide at least one water closet (toilet), lavatory (bathroom sink with faucet) and bathtub or shower for each four bedrooms contained within the rooming house or boarding house.	
(504.1, 505.1, 505.2, 505.3) Plumbing fixtures are not properly installed and	

maintained in working order; are not free from obstructions, breaks or leaks; are not capable of performing intended function; or do not provide adequate supply of water to allow plumbing fixtures to function properly.	
(506.1, 506.2) Plumbing and sanitary drainage does not function properly or is not free from obstructions, breaks or leaks.	
(603.1) Mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and/or water heating appliances are not properly installed and maintained.	
(605.1, 605.2) Electrical equipment is not properly installed and maintained.	
(605.2) Every habitable space or room in a dwelling does not contain at least two separate and remote receptacle outlets.	
(604.1, 604.2) - The Dwelling Unit is not provided with a three wire, 120/240 volt single phase electrical service having a minimum rating of 60 amperes.	
(605.4) There are no flexible cords used for permanent wiring, run through windows, doors or cabinets, or concealed within walls, floors or ceilings.	
Other:	
<b>Fire Safety (PMC Ch. 7)</b>	
(701.2) - Required interior emergency exit lights or emergency backup lighting for shared or common path of travel is not installed, is missing, or is inoperable.	
(702) - No safe, continuous or unobstructed path of travel is provided from any point in the building to the exterior of the structure.	
(Proposed amended 702.4.1) - For existing structures more than two stories above grade, for which no building permit exists or can be found, the structure fails to meet the requirements of Section 702.4.1 of the Property Maintenance Code, as amended.	
<b>Exterior Yard Areas (PMC Ch. 3)</b>	
(302.8) There are no inoperative motor vehicle/s kept or stored outside, and/or there are no vehicle/s kept or stored outside in a major state of disassembly or disrepair, or in the process of being stripped or dismantled.	
(302.10) There is no outside accumulation on yards, porches, exterior decks or exterior balconies of old lumber, wire, metal, tires, concrete, masonry products, plastic products, supplies, equipment, machinery, auto parts, stoves, refrigerators, televisions, sinks, garbage, rubbish, refuse, junk or the like.	
(302.12) There is no upholstered furniture, including but not limited to upholstered chairs, upholstered couches, mattresses or similar items on exterior yard areas or on unenclosed porches, decks or balconies (unless manufactured and rated for outdoor use).	
(302.13) There are no dead or substantially dead trees, or dead or damaged tree limbs that create a hazardous condition, on the premises (as determined by the Parks & Recreation Dept.).	
(308.4) Garbage, rubbish and trash is properly contained and disposed. (See 308.2 and 308.3 for occupant and owner responsibilities).	
Other:	