



Housing Inspection Checklist

The following is a list of the items the housing inspector will check for when an inspection is made. It is recommended that you review this list and conduct your own inspection prior to the housing inspectors visit.

- **GARBAGE & RUBBISH** - An adequate supply of containers for garbage and rubbish shall be available. These containers shall be both water and rodent proof.
- **RODENT & INSECTS** - Is there evidence of rodents, roaches or other insects?
- **HANDRAILS** - Handrails are required on all stairs having three or more risers. They should be placed 34" to 38" above the tread nosing. Porches and balconies more than thirty inches above ground shall have guardrails not less than 36" high. Handrails and guardrails shall have median rails or balusters on enclosed sides. Spaced no more than four inches apart.
- **FOUNDATION** - The foundation shall be structurally sound and in good repair. There should not be any holes, cracks, crumbling or loose bricks or plaster. The surface runoff water should drain away from the structure or building.
- **DOORS & LOCKS** - There shall be no doors or locks broken or missing. All hinges, knobs and closers shall be secure and working properly. Dead bolt locks must have turn knobs.
- **WINDOWS/SCREENS** - Windows shall be free from breaks or cracks in the glass. They shall be reasonably weather tight. All windows shall operate properly to provide for ventilation. Screens shall be in good condition. Screens shall be provided between April 15 through October 15. Screen doors shall have a working self-closing device.
- **STAIRWAYS, PORCHES AND STEPS** - All stairways, porches and steps (7 3/4" max height riser and 10" min. run) shall be in a safe and sound condition and well lighted.
- **ELECTRICAL** - The dwelling unit shall have a minimum of 100 amps. Electrical service and branch circuits capable of providing at least three watts per square foot of total floor area. Each habitable room (except the kitchen) shall have at least two separate electrical outlets. All electrical outlets within six feet of kitchen sinks, bath sink, garage, exterior and unfinished basements need to be GFCI protected. There shall be a sufficient number of electrical outlets in the unit as a whole. There shall be no excessive use or abuse of extension cords. These cords shall not be stapled to walls, under rugs, through windows, doors or walls. The electrical panel shall not be over-fused. The knob and tube wiring shall be safe from splices and add-on wiring. There shall be no electrical cables run on the floor, wall or ceiling surfaces. All switches, outlets and electrical fixtures and surface mounted conduit shall be secured and in good repair. The main electrical panel needs to be properly labeled. Has the washer head deteriorated where it may cause a safety hazard?
- **ADEQUATE LIGHTING** - The bathroom, kitchen, laundry room, furnace room or public hall shall contain at least one ceiling or wall light fixture. The public hall or stairway in multiple dwellings shall contain adequate natural or electric light at all times. The public hall or stairway in other units shall have a conveniently located light switch controlling an adequate lighting system, which can be turned on when needed. Closet lighting shall either be from a florescent fixture or incandescent fixture with protective globe.

- **PLUMBING** - All plumbing fixtures shall have proper water pressure and volume. All drain lines for each fixture shall have proper drainage. There shall not be any leaks underneath fixtures for both water and drain lines. Do any of the fixtures have chips, deterioration enamel or rustin conditions on their surfaces? Do faucets leak; have missing handles or bad spouts? All apartment units shall have private bathroom facilities. All galvanized water lines shall be free from rust pits and leaking threads. There shall be a clean out plug at the base of each main stack and at the sewer entrance to a building. Fixtures shall have proper "P" type drainage traps. The downspout system shall not drain into a sanitary sewer system in violation of City ordinance.
- **BATHROOM VENTILATION** - The bathroom shall have an operable window or mechanical ventilation device capable of providing five air changes per hour.
- **MECHANICAL** - The furnace shall supply enough heat to all rooms so that they can be heated at all times to a temperature of at least 68 F at a distance of 18" above floor level. The heating facility shall be properly operating, vented and connected with all safety devices present and functioning. The water heater shall have a pressure relief valve, diverter leg and drip leg on the gas line. All gas appliances shall have a gas shutoff valve on an approved gas line within three feet of the appliance where applicable. There shall be a pipe union placed between the valve and the appliance where applicable. Flexible dryer vents shall be no longer than six feet.
- **WALKWAYS** - The walkways and sidewalks shall be maintained and in good repair. Any abrupt change in elevation of 1/2 inch or more is considered a trip hazard and any excessively cracked, heaved, or settled areas will need to be replaced.
- **FENCE** - If an exit from a dwelling opens into a fenced area, there shall be a safe passage to an adjacent public area.
- **EXTERIOR WALL** - The exterior wall, siding or painting shall be in good repair and not peeling.
- **ROOF** - The roof shall be free from all leaks and in generally good repair.
- **CHIMNEY** - There shall not be any loose bricks. The chimney shall have a liner and a weather cap.
- **GUTTERS & DOWNSPOUTS** - There shall be no gutters and downspouts that are incomplete or loose.
- **USE OF BASEMENT SPACE** - If used as a habitable room, the floor and walls shall be impervious to leakage of underground and surface runoff water. It shall be insulated against dampness. There shall be two means of exit. There shall be adequate window area or artificial illumination.
- **INTERIOR CONDITION WALLS & CEILINGS** - The floors shall be structurally sound. Floor coverings shall be free from tears and unacceptable wear. Paint and/or wallpaper shall be in good condition. All ceilings in habitable rooms shall have a minimum height of seven feet. No holes or missing drywall present.
- **SANITATION** - The dwelling unit shall be kept clean, sanitary and fit for human occupancy.
- **SUPPLIED FACILITIES** - All lavatories, sinks, stoves, refrigerator and flush closets shall be in good working condition and sanitary. The kitchen shall contain cabinets and/or shelves for the storage of eating, drinking and cooking equipment. The kitchen shall have a counter or table for food preparation.
- **SLEEPING AREA SIZE** - When a dwelling houses more than two individuals, the floor area for the sleeping rooms shall increase by 50 square feet for each individual. Efficiency units shall have a living/sleeping room of not less than 220 square feet. An additional 100 sq/ft shall be provided for each occupant in excess of two. Each sleeping room shall contain two forms of egress. Each egress window shall have at least 5.7 sq/ft clear opening with a minimum height of 24" and a minimum width of 20" and the sill not more than 44" off the ground.

- **OVERCROWDED** - Every dwelling shall have at least one habitable room of not less than 120 square feet. Other habitable rooms, except the kitchen, shall have a floor area of not less than 70 square feet. No habitable room except kitchens shall be less than seven feet in any dimension. Habitable rooms shall have a minimum ceiling height of seven feet. Beams and girders, spaced not less than four feet apart may project not more than six inches.
- **LEAD-BASED PAINT** - All windowsills, handrails, stair treads and any other area, which may be accessible sealed.
- **ONE-HOUR FIRE WALL** - All living units and basements or areas adjacent to boiler rooms and furnace rooms shall have a one-hour fire separation with approved self-closing door.
- **EXITS** - A second means of egress remote from the primary means of exit is required when there are three or more units. The knockout panel shall be in an approved exit opening a minimum of 10" by 10". It should be clearly marked "Emergency Exit—Break Glass". The panel shall be located no more than 42" from the floor to the top of the panel. The door latch or lock shall be able to operate quickly and easily. Every exit doorway or change of direction of a corridor shall have an approved exit sign with letters of contrasting color at least five inches high. All exit ways shall be kept completely clear of anything which might prevent easy and rapid exit from the building in the event of fire. There shall be a second means of egress remote from the primary means of exit when there are three or more units.
- **FIRE EXTINGUISHERS** - There shall be adequate fire extinguishers hung on walls or in approved cabinets in approved locations and currently tagged.
- **FIRE ALARM SYSTEMS** - The fire alarm system shall be installed and maintained in proper working condition and kept currently tagged.
- **COMBUSTIBLES** - All combustible materials shall be properly stored or removed at least 36" or greater from furnace or water heater.
- **SMOKE DETECTORS** - A detector shall be located in each bedroom and any room that is to be used as a sleeping room and centrally located in the corridor. Hallway or area giving access to each separate sleeping area. When the dwelling unit has more than one story, and in dwellings with basements, a detector shall be installed on each story and in the basement. All detectors installed in a dwelling after April 2, 2010 are required to be dual censored units.
- **ACCESSORY STRUCTURE** - All garages and storage sheds shall be maintained and in good condition.
- **ROOMING UNITS** - A central kitchen must be provided for use by all rooming units.