**RESIDENTIAL RENTAL USE & OCCUPANCY INSPECTION REQUIREMENTS**

**BASIC GUIDELINES FOR NON-OWNER OCCUPIED AND RESIDENTIAL RENTALS**

1. Sidewalks, driveways, holes, etc. – NO TRIPPING HAZARDS

2. Grass – over 10” must be cut and weeds removed.

3. Foundation – free of major cracks.

4. Roof – No obvious defects.

5. Porches and Patios – free of holes and large cracks.

6. Siding, brick, stone – maintained in good condition.

7. House numbers – 4” high, easily visible on house.

8. Eight (8) foot ground rod – visible.

9. Central AC unit – disconnect switch at unit.

10. Walls, ceilings – free of large cracks, breaks or holes.

11. Floors – free of holes.

12. Plumbing – kitchen/bathroom sink, tub or shower with hot and cold water. No leaks.

13. Stairway/handrails – required on more than 4 risers (steps).

14. Guardrails – required on any surface that is more than 30” above the floor or grade level.

must be vertical and no more than 4” apart.

15. Smoke Detectors – All levels including basement, hallways, bedrooms and attics.

16. GFI’s – within six (6) feet of any spigots, sinks, tubs and showers. All outlets in a kitchen at the backsplash area require GFI’s regardless of distance from water source. Any

vertical surface above a countertop.

17. GFI”s needed on all receptacles located outside, in garages, sump pumps, crawl spaces

and unfinished basements.

18. GFI Receptacles – MUST be in all powder rooms and bathrooms.

19. Fire extinguisher readily accessible inside the rental unit.

20. Bath & Powder Rooms – Natural or mechanical ventilation.

21. Water Heater – Pressure relief valve extension maximum 6” off the floor.

22. Oil Heater – Remote emergency shutoff switch located outside the heater room.

23. Windows – Open properly. Glass not cracked or broken. Capable of staying open

on own.

24. Globes – required on all light fixtures located within clothing closets.

25. Heating system – Maintenance certificate issued by a duly licensed mechanical

contractor indicating that the heating system has been inspected and is in good working

condition. Also required for fireplace and flue/chimney. Not applicable for electric heat.

26. Exterior Doors – Must have tumble locks in the interior side.

27. Carbon Monoxide Detectors – Each Floor.

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