

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 cracks.
4. Roof – No obvious defects.
5. Porches and Patios – free of holes and cracks.
6. Siding, brick, stone – maintained in good condition.
7. House numbers – 4" high, **easily** visible on house from the street.
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 is a Level 2 certification for the vent system/flue/chimney for the heating unit and any fireplaces/pellet stoves within the rental unit.** Not applicable for electric heat.
26. Exterior Doors – Must have tumble locks in the interior side.
27. Carbon Monoxide Detectors – Required on each floor and basements.