

RENTAL INSPECTION CHECKLIST

The City of Columbia wants landlords to be prepared for inspections. This review of codes that our staff inspects for should help you prepare and pass your inspection! Please note that this is a summary list and may not include every possible violation.

EXTERIOR PROPERTY AREAS

Sanitation (302.1 IPMC)

- Accumulation of litter, garbage or waste

Grading/Drainage (302.2 IPMC)

- Areas of Erosion
- Low areas allowing ponding of water
- Discharging storm water on Public Right of Way or neighboring property

Sidewalks/Driveways (302.3 IPMC)

- Cracks
- Broken areas
- Uneven slabs, trip hazard

Accessory Structures (302.7 IPMC): fences, detached garages, sheds, retaining walls.

- Structurally sound
- Peeling or flaking paint
- Good repair

Nuisance Issues (Chapter 11 Columbia Code of Ordinances)

- Weeds (11-251)
- Furniture, limbs, trash accumulation (11-230 and 11-231)
- Unlicensed, inoperable or dismantled vehicles (11-262)

EXTERIOR OF STRUCTURE

Street Numbers (304.3 IPMC)

- Visible from street

Exterior – General (304.2 IPMC)

- Peeling, flaking paint
- Exterior finishes free from holes/breaks
- Deterioration

Foundation Walls (304.2 IPMC)

- Cracks/breaks
- Tuckpointing

Windows and Doors (304.13 IPMC)

- Glass free from cracks and breaks
- Trim free of deterioration
- Trim free of peeling and flaking paint

Roofs (304.7 IPMC)

- Loose shingles
- Condition of roofing materials
- Flashing
- Fascia & soffits in good repair

Drainage (304.7 IPMC)

- Gutters and downspouts connected, secured and free of missing sections
- Free from accumulation of leaves
- Downspouts discharge not creating a problem on neighboring property

Chimneys (304.11 IPMC)

- Tuck-pointing
- Plumb

Porches/Decks (304.10 IPMC)

- Handrails and guardrails secure and in good repair
- Stairways
- Flooring
- Structural members

Structural Members (305.2 IPMC)

- Structurally sound, free of deterioration
- Excessive notching of joists

Life Safety (704.2 IPMC)

• Smoke detectors in sleeping and outside of areas and on each floor level in working order. All sleeping rooms are required to have smoke detectors installed inside the sleeping room. You will still be required to have a working smoke alarm just outside of the sleeping room or rooms located in a common area such as a hallway and one on each floor, including the basement.

***INSPECTION TIP:** Please bring along extra batteries for smoke alarms! This may save us all the time and hassle of a reinspection.*

2012 IFC Section 908, Emergency Alarm Systems, 908.7 Carbon monoxide alarms

Group I or R (all residential use groups) occupancies located in a building containing a fuel-burning appliance or in a building which has an attached garage shall be equipped with single-station carbon monoxide alarms....

NFPA 720 requires a CO alarm outside of each sleeping unit in the immediate vicinity of the bedroom and on every occupiable level of a dwelling, including basements. CO alarms are not required in attics or crawl spaces. When a combination CO/smoke alarm is provided, the fire alarm signal takes precedence over any other alarm signals. NFPA 720 requires the CO alarm be capable of transmitting a distinct audible signal that is different than the smoke alarm signal.

Exception: *Sleeping units or dwelling units* which do not themselves contain a fuel-burning appliance or have an attached garage, but which are located in a building with a

fuel-burning appliance or an attached garage, need not be equipped with single-station carbon monoxide alarms provided that:

1. The *sleeping unit* or *dwelling unit* is located more than one story above or below any story which contains a fuel-burning appliance or an attached garage;
2. The *sleeping unit* or *dwelling unit* is not connected by duct work or ventilation shafts to any room containing a fuel-burning appliance or to an attached garage; and
3. The building is equipped with a common area carbon monoxide alarm system.

Carbon monoxide detectors are required in all R use groups if there is an attached garage or fuel burning appliance in the dwelling unit.

2012 IFC Section 906, Portable Fire Extinguishers,

Portable fire extinguishers are required to be installed in R-2 occupancies that include buildings with more than 2 dwelling units. ***Note:** Occupancy groups in the fire code are completely separate from City zoning districts. This requirement does not apply to single family homes or duplexes regardless of zoning.*

Summary: Portable fire extinguishers do not need to be in public or common areas of Group R-2 occupancies (residential occupancies containing more than two dwelling units where the occupants are primarily permanent in nature i.e. apartment buildings) if portable fire extinguishers with a minimum rating of 1-A:10-B:C is provided in each dwelling unit. **From the code commentary:** *Under the revised exception, the installation of 1-A:10-B:C PFEs within individual units allows apartment owners to eliminate their installation in common areas such as corridors, laundry rooms and swimming pool areas. PFEs in these areas are susceptible to vandalism or theft.*

Interior Surfaces (305.3 IPMC)

- Clean and sanitary conditions
- Free of peeling paint
- Free of cracked or loose plaster
- Defective surfaces

Sanitary (307.1, 208.2.1 IPMC)

- Free from any accumulation of rubbish or garbage.
- Rubbish storage facilities: The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the

premises shall be responsible for the removal of rubbish. The local exception is that in one and two family residences the tenant shall provide a leak proof, covered, outside rubbish container.

Stairs and Railings (305.4 IPMC)

Handrails and Guardrails (305.5 IPMC)

- Sound Condition • Good repair

Windows and Doors (305.6 IPMC)

- Easily opened
- Hardware
- **Doors** providing egress from a dwelling unit

shall be equipped with a **deadbolt lock** with a throw of not less than 1" and be able to operate without the use of a key, tool or special knowledge. (The interior door between the garage and interior of the house would not need to have a deadbolt lock.)

- **Windows** with in 6' above the ground level or walking surface shall be provided with a **locking sash**.

Heating Facilities (601 IPMC)

- Capable of maintaining a room temperature of 65 degrees Fahrenheit
- Accumulation of debris around furnace
- Flue properly installed and in good repair

Electrical System (604 and 605 IPMC)

- Adequately sized
- Switches and outlets - working order, cover plates
- Lighting fixtures - working order, secure
- Loose or frayed wires
- Excessive use of extension cords

Plumbing System (Chapter 5 IPMC)

- Plumbing fixtures - working order, free of obstructions and leaks, properly installed
- Water heater properly installed and in working order
- Sanitary drainage system in working order

Zoning Occupancy

- Occupancy meets the definition of Family as found in Chapter 29 of City Code and does not have more than three or four unrelated occupants for the zoning district.
- Occupancy disclosure must be included in your lease or a separate disclosure form must be signed by those on the lease to indicate that all parties are aware of the zoning district and the occupancy limitations.

REMEMBER. . . . Some repairs require building permits, such as structural repairs or renovation of existing space involving plumbing, electrical, or mechanical installations.

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