



## PROPERTY MAINTENANCE CODE

### BASIC GUIDELINES

*Adopted 9/15/08*

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### PLUMBING FACILITIES

- ✓ Check all pipes and faucets for leakage and corrosion.
- ✓ Check that all drains are in proper working condition.
- ✓ Toilets should be secured to floor and in working condition.

### HEATING FACILITIES

- ✓ Furnace should be clean.
- ✓ Gas furnaces must have a shut off valve.
- ✓ Carbon Monoxide Detector must be installed within 15 feet of bedrooms and on each level of home.

### BATHROOM/KITCHEN

- ✓ All bathrooms must have a window or an operable exhaust fan for ventilation.
- ✓ There must be at least one (1) GFCI outlet in each bathroom.
- ✓ Check all pipes for leakage of sewer gas.
- ✓ Floors to be impervious to water
- ✓ Walls around tub/shower must be in good condition.
- ✓ Bathroom must have adequate lighting.
- ✓ Kitchen must have a sink in proper working order, cabinets, shelves, counter, stove hook-up and refrigerator hook-up and GFI outlets.

### BASEMENT

- ✓ Basement must be clean and free from rubbish.
- ✓ Basement must be structurally sound.

### STAIRS AND PORCHES

- ✓ All stairs must be properly attached and secure.
- ✓ Stairs with more than four (4) risers must have a handrail.
- ✓ All balconies and porches that are thirty (30) inches above floor or grade must have a guardrail.
- ✓ All guardrail spindles must be no greater than four (4) inches apart.
- ✓ All balconies, guardrails and handrails must be kept in good condition and painted.

### ROOFS AND GUTTERS

- ✓ All gutters and down spouts must be in working order and free from leaks.
- ✓ Roof must be free of leaks.
- ✓ Check for rotted wood on overhangs, fascia, etc. all exterior wood must be painted.

### MASONRY

- ✓ Any cracks, missing brick must be made not to let in water, insects or rodents.

### DOORS, WINDOWS AND EXTERIOR WOODWORK

- ✓ Replace all rotted wood and paint.
- ✓ All windows must have locks and be in operable working condition.
- ✓ All windows must have screens.
- ✓ Windows must be free of cracks and broken glass, screens free of tears or holes.
- ✓ Scrape and paint all wood around windows that is peeling and chipping.
- ✓ Re-glaze windows where compound is dried, cracked or missing.
- ✓ All doors must be sealed properly.
- ✓ Deadbolts must be turn style, double key not allowed.
- ✓ All rooms must have windows in good repair.

#### ACCESSORY STRUCTURES (GARAGES, SHEDS, ETC.)

- ✓ All accessory structures/ fences must be in compliance and in good repair.
- ✓ All accessory structures must be kept free of trash, debris and vermin.

#### BEDROOMS

- ✓ All bedrooms must meet the following requirements for occupancy:
  - a. For one person – minimum of 70 square feet.
  - b. For two people – minimum of 100 square feet.
  - c. For three people – minimum of 150 square feet.
  - d. 50 square feet increase in footage per extra person.
- ✓ All bedrooms are required to have a closet of at least five (5) square feet with a rod to hang clothes.
- ✓ All bedrooms must have a door for privacy.
- ✓ If you have to pass through a room to get to another room it does not qualify as a legal bedroom.
- ✓ All bedrooms must have a working smoke detector.

#### YARDS

- ✓ Standing water – grading must be so water runs away from rental unit.
- ✓ Trees, shrubs and grass properly maintained.
- ✓ Free of trash and rubbish, generally clean.

**These items are some of the things that are looked at when an inspection is ordered. Try to complete as many of these repairs as you can before you call for an inspection.**

*A \$75.00 inspection fee is required to be paid before an inspection will be schedule. The fee includes the cost of an occupancy permit which is issued after a successful inspection.*

**If you have any questions please feel free to contact us.**