

## Rental Registration Checklist 2/27/18

Area	Provision	Acceptable	Unacceptable	Not Applicable
<b>Occupancy</b>				
922.02 Certificate of Occupancy	Current use must correspond with current Certificate of Occupancy			
Zoning	No more than 3 unrelated individuals shall be living in each dwelling unit			
Failure to Allow Entry	Failure to allow entry of a scheduled inspection			
<b>EXTERIOR</b>				
302.3 Sidewalks and Driveways	Shall be kept in a proper state of repair, and maintained free from hazardous conditions			
302.4 Weeds	Shall be free from weeds and noxious plants greater than 10"			
302.5 Infestation	Free from rodent harborage or insect infestation			
304.3 Premise Identification	Address numbers shall be legible and visible from street facing the property with a minimum size .5" x 4"			
304.5 Foundation Walls	Shall be free from open cracks, holes, breaks, and loose or rotting material			
304.6 Exterior walls	Shall be free from open cracks, holes, breaks, and loose or rotting material			
304.7 Roofs and Drainage	Roof drains, downspouts, box gutters, and gutters shall be maintained in good repair and properly anchored			
	Roof water shall not be discharged in a manner that creates a nuisance			
304.10 Stairways, Decks, Porches and Balconies.	Shall be structurally sound, in good repair, and capable of supporting normal loads			
304.11 Chimneys and Towers.	Shall be structurally sound, in good repair and capable of supporting normal loads			
304.12 Handrails and Guards	Shall be firmly fastened, capable of supporting loads and maintained in good condition.			

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304.13 Windows, Skylights and Door Frames	Shall be kept in sound condition, good repair, and weather tight.			
	Every window and door shall be openable and capable of being held in position by hardware. Windows that are fixed by design do not need to comply.			
304.15 Exterior Doors	Doors, hardware, and assemblies shall be maintained in good condition			
	Locks on means of egress shall be operational without the use of keys or special tools			
304.18 Building Security	Doors and windows for dwelling unit, room units, or housekeeping units shall be provided with devices designed to provide security for the occupants			
	Exterior doors shall have a deadbolt that is readily openable from the inside			
	Windows must be equipped with a window sash locking device			
<b>INTERIOR</b>				
305.1 General Interior	Any structure with 2 or more units any shared space or public area shall be maintained in a clean and sanitary condition.			
305.3 Interior Surfaces	All interior surfaces maintained in good, clean and sanitary condition. Free from peeling, chipping, flaking paint, cracked or loose plaster, decayed wood, or any other defective surface			
	Shall be free from peeling, chipping or flaking paint, cracked or loose plaster, decayed wood, or any other defective surface			
305.4 Stairs and Walking Surfaces	Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair			
305.5 Handrails and Guards	Shall be firmly fastened and capable of supporting normal loads.			

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305.6 Interior Doors	Capable of being opened and closed by being properly installed and securely attached			
306.1 Handrails & Guards, Interior & Exterior	Required on all internal and external stair cases having four or more risers			
	Guards required on walking surfaces where the drop to grade is 30" or greater			
<b>RUBBISH AND GARBAGE</b>				
307.1 Rubbish and Garbage	All exterior and interior of a parcel free from accumulation of garbage and debris			
307.2 Garbage Storage Facilities	The owner must supply an approved covered container for rubbish with lid			
<b>LIGHT</b>				
402.1 or 403.1 Habitable Spaces	Every habitable space must have at least one operable window			
402.2 Common Halls and Staircases.	Shall be lit at all times. Motion sensor lights are acceptable if they are in good operating order			
	Lights cannot be greater than 30ft apart.			
<b>VENTILATION</b>				
403.2 Bathrooms and Toilet Rooms	Air must be ventilated out either by a window or air exhausted by a mechanical ventilation system to the outdoors and not recirculated			
403.3 Cooking Facilities	Cooking not permitted in any rooming unit			
<b>PLUMBING FACILITIES</b>				
502.1 Dwelling Unit	Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink maintained in a sanitary and safe condition			
504.1 General Plumbing	All plumbing fixtures shall be properly installed and in working order			

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<b>HEATING FACILITIES</b>				
602.2 Residential Occupancies	Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees for winter months in all habitable rooms and bathrooms			
<b>ELECTRICAL FACILITIES</b>				
604.3 Electrical Hazards	Light switches shall be operational			
	Large appliances must be plugged into a wall outlet			
	Electrical panel must be maintained in good condition			
<b>EGRESS</b>				
702.1 General	Path of egress shall be maintained free of obstructions at all times			
<b>FIRE PROTECTION SYSTEMS</b>				
704.2 Smoke Detectors	All residential occupancies require the following smoke detector placement: 1.) Outside of each sleeping unit 2.) In each room used for sleeping purposes and 3.) On each story of a dwelling unit including basements			