



# **Rental Housing Pre-Inspection Checklist All Buildings & Dwelling Units**

## **ADDRESS NUMBERS**

Minimum of 4" in height with a minimum stroke width of 0.5". Must be legible and visible from the street.

## **ROOF**

Must be substantially watertight and in sound condition and repair.

## **FOUNDATION, WALLS, & SURFACES**

The foundation, exterior walls, and exterior roof must be substantially watertight and in sound condition and repair. The foundation must adequately support the building at all points. Every exterior wall must be free of deterioration, holes, breaks, loose or rotting boards or timbers, and any other condition that might admit rain or dampness to the interior portion of the walls or to the exterior spaces of the building. Exterior walls must be free of graffiti. All exterior wood surfaces must be protected from the elements by a protective covering or treatment. If 25% or more of the exterior surface is unprotected or the covering is blistered or peeling, the affected surface must be restored with a compatible protective covering or treatment. If the exterior surface of the pointing of any brick, block, or stone wall is loose or has fallen out, the surface must be repaired."

## **GARAGES, ACCESSORY BUILDINGS, FENCES & YARD**

Accessory structures or buildings must be structurally sound, and be maintained in good repair and appearance. The exterior of such structures must be made weather resistant through the use of decay resistant materials such as paint or other preservatives. Paint must be maintained. All fences and retaining walls shall be properly maintained, so as not to become unsightly, hazardous, or constitute a nuisance. Damaged and destroyed fences and retaining walls shall be removed and replaced within thirty (30) days upon written notice from the Community Development Director or his/her designee.

Except for wetland and approved ponds, every yard, court, walkway, driveway, and other portions of the premises on which a building stands must be graded and drained so as to be free of standing water. The water must not be drained onto adjacent properties except as provided in legally recorded easements or other documents

## **STAIRS, PORCHES, LANDINGS, BALCONIES, & DECKS**

Every stairway, inside or outside of a dwelling, and every porch, balcony, and deck must be kept in safe and structurally sound condition. Stairs, guardrails, and handrails must conform and comply with the edition of the to the Minnesota State Building Code in effect as of the date of construction or improvements thereto. Every porch, balcony, and deck 30 inches or more above grade must have a guardrail that conforms to the edition of the Minnesota State Building Code in effect as of the date of construction or improvements thereto. Except in a single occupancy residential facility, stairways having two or more risers must be provided with handrails on both sides.

There must be a floor or a landing on each side of a door having a width not less than the width of the door or, in the case of a sliding door or atrium door, a width not less than six feet, and a length measured in the direction of travel of not less than 36 inches for residential facilities and 44 inches for nonresidential facilities. Landing surfaces more than 30 inches above the grade below must include a guardrail complying with the Minnesota State Building Code.

## **DOORS, WINDOWS, & SECURITY**

Every door that is designed to provide ingress or egress for a dwelling unit within a common interest or rental facility must be equipped with an approved lock that has a dead locking bolt or sliding bolt lock. Such door must be openable from the inside without the use of a key or any special knowledge or effort.

Every window, exterior door, and other exterior opening must be substantially tight and in sound condition and repair. Every window, other than a fixed window or storm window, must be capable of being easily opened. Every window, door, and frame must be constructed and maintained in such relation to the adjacent wall construction as to exclude rain, wind, and pests from entering the building. Every openable window in a rental facility or unit must be supplied with screens of not less than 16 mesh per inch during the insect season. Every openable window in a residential rental unit must be equipped with an approved lock if located less than 6 feet above the adjacent grade.

## **RUBBISH & GARBAGE**

Garbage, rubbish, and recyclable materials must be stored and disposed of in a clean, sanitary, and safe manner.

## **RODENT & PEST HARBORAGE**

All structures and exterior property must be free from rodent harborage and infestation. Boxes, lumber, scrap metal, and similar materials that can provide shelter to pests may not be allowed to accumulate either in or outside a structure in a manner that attracts pests. Materials permitted and approved for exterior storage must be neatly stacked. Any materials that may serve as a food source for pests, whether within a structure or on the premises, must be appropriately stored so as not to attract pests. Structures. All openings with a diameter of 1/2 inch or more in the exterior surfaces of a structure must be sealed.

## **MECHANICAL EQUIPMENT**

Every supplied facility, fixture, piece of equipment, or utility required under this Code and every chimney and flue must be installed, maintained, and must function effectively in a safe, sound, and working condition.

## **HEATING**

Habitable rooms, bathrooms, and water closet compartments in every dwelling unit located therein to a temperature of at least 68° F., at a distance of three feet above floor level and three feet from exterior walls from October through May. Gas or electric appliances designed primarily for cooking or water heating purposes are not heating facilities within the meaning of this subsection. Cooking appliances and portable unvented fuel-burning space heaters may not be used to provide heating.

## **PLUMBING**

Every dwelling unit shall contain its own bathtub or shower in good working condition having an entrance door which affords privacy, unless the facilities are accessed only through a bedroom which does have such an entrance door.

## **WATER HEATING**

Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every sink, lavatory, bathtub, shower, and laundry facility at a temperature not less than 110°F. A gas-burning water heater shall not be in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided.

## **ELECTRICAL**

Every dwelling unit and all public and common areas must be supplied with electric service, functioning over current protection devices, electric outlets, and electric fixtures which are properly installed, maintained in safe and good working condition in compliance with the edition of the National Electric Code in effect as of the date of construction or improvements thereto, and connected to a source of electric power in a manner prescribed by state and local laws, ordinances, rules, and regulations

## **SMOKE ALARMS**

All units shall have the appropriate smoke and carbon monoxide detectors as required in the Minnesota State Building Code.

## **CARBON MONOXIDE ALARMS**

Carbon monoxide detectors shall be installed and maintained per Minn. Stat. § 299F.51

## **SYSTEM TESTING**

All sprinkler systems, fire alarm systems, standpipes, smoke and heat ventilators, smoke removal systems, and other fire protective or extinguishing systems must be tested and maintained in accordance with nationally recognized standards (quarterly for hi-rise).

## **FIRE EXTINGUISHERS FOR MULTIPLE FAMILY BUILDINGS**

All rental units shall be equipped with a fire extinguisher with a minimum rating of 2A 10BC. The extinguisher shall be located within the individual dwelling unit or common hallway or corridor within 75 feet of the dwelling unit door.

## **EXIT OBSTRUCTIONS**

All exits to the building must be unobstructed. No storage is allowed in stairwells, corridors, or in front of doors. Fire doors in multiple family dwellings must not be blocked open, secured shut, or obstructed with storage. Self-closures must be in operable condition.

Emergency escape and rescue openings must be unobstructed and accessible.

## **STAIRWAY IDENTIFICATION FOR MULTIPLE FAMILY BUILDINGS**

Stairways serving four or more stories must be identified with signs on each floor level that clearly indicate the floor level and whether there is roof access.

## **EXIT SIGNS AND ILLUMINATION FOR MULTIPLE FAMILY BUILDINGS**

Exterior parking areas and walkways must be illuminated a minimum of one footcandle at grade level. Public corridor and stairway light. Every public corridor and stairway in every common interest or rental facility must be adequately lighted by natural or electric light at all times at one footcandle at floor level. Every public corridor and stairway in structures containing not more than two dwelling units must be supplied with conveniently located light switches controlling the adequate lighting system which may be turned on when needed, instead of full-time lighting.

## **STAIRWELL UNLOCKING – HI-RISE BUILDINGS 75’ OR HIGHER**

Stairwell doors into exit stairways/enclosures must be unlocked from the stairway side on at least every fifth floor. These doors must be identified from the stairwell side. There are exceptions for door locking mechanisms deactivated by the fire alarm system.

## **DUCT DETECTORS – HI-RISE BUILDINGS 75’ OR HIGHER**

Smoke detectors must be installed in the main return and exhaust plenum of each air conditioning system and located in a serviceable area downstream of the last duct inlet, and at each connection to a vertical duct or riser serving two or more stories from a return air duct or plenum of an air conditioning system.

## **PERMITS**

Repairs, alterations, or additions must have proper permits obtained and work must be performed by a licensed contractor (if required) according to all federal, state, and local laws.

## CONDEMNATION

Equipment, a dwelling unit, or entire building may be condemned when it is determined to be a hazard to the safety or welfare of the tenant(s).

## OCCUPANCY LIMITATIONS

Except for families as defined in this chapter, the number of occupants of a rental dwelling unit must not exceed two times the number of bedrooms in the dwelling unit.

*These lists are not all inclusive. They are intended to summarize common situations.*

<i>Inspection</i>	<b>Pass</b>	<b>Fail</b>	<b>Notes</b>
<i>Address Numbers</i>			
<i>Roof</i>			
<i>Foundation, Walls, &amp; Surfaces</i>			
<i>Garages, Accessory Buildings, Fences, &amp; Yard</i>			
<i>Stairs, Porches, Landings, Balconies, &amp; Decks</i>			
<i>Doors, Window, &amp; Security</i>			
<i>Rubbish &amp; Garbage</i>			
<i>Rodent &amp; Pest Harborage</i>			
<i>Mechanical Equipment</i>			
<i>Heating</i>			
<i>Plumbing</i>			
<i>Water Heating</i>			
<i>Electrical</i>			
<i>Carbon Monoxide Alarms</i>			
<i>Smoke Alarms</i>			
<i>System Testing</i>			
<i>Fire Extinguishers</i>			
<i>Exit Obstructions</i>			
<i>Duct Detectors (Hi Rise Buildings over 75')</i>			
<i>Stairwell Unlocking (Hi Rise Buildings Over 75')</i>			
<i>Stairway Identification for Multiple Family Dwellings</i>			
<i>Exit Signs and Illumination for Multiple Family Dwellings</i>			