



RENTAL PERMIT INSPECTION CHECKLIST

- All outstanding service fees and liens must be paid
- Correct any code violations within the timeframe cited
- Comply with the Disruptive Conduct provisions
- If the property is not owner occupied it must be registered as a rental & follow the rental process
- The interior & exterior of property and premises must be maintained in a clean, safe & sanitary condition
- Evidence of rodent or other infestations must be remedied as stated in the 2009 IPMC
- A minimum of 4" street numbers are required to be easily seen and readable from the street or road fronting the property (and are *recommended* at the rear of the property, if applicable, to help emergency personnel identify where an emergency may be located)
- Public & private sidewalks and driveways shall be in good repair and free from hazards
- Weeds and plant growth must be maintained less than 6"; noxious weeds are prohibited (poison ivy, poison oak, all state regulated vines & plants)
- Approved trash & recycle containers must be present on the property
- Accessory structures must be structurally sound, properly surface coated (no peeling paint) and in good repair. To include garages, sheds & fences; swimming pools must be sanitary.
- All roofs shall be maintained in good condition; loose, warped or crumbling shingles shall be repaired/replaced
- Chimneys shall be maintained safe and in good repair
- The exterior of the structure shall be maintained in good repair and free from rotting materials
- Gutter systems, fascia, soffits and other exterior features shall be in place where required, shall be secured and in good repair
- Gutters systems shall be directed away from foundations and any neighboring property if reasonably possible
- Exterior doors, window & door framing must be weather tight and in good repair
- Interior doors must be in good repair and function as intended
- Every exterior & interior flight of stairs having more than 4 risers shall have one handrail
- Every open portion of stairs, landing, porch or other walking surface which is 30" above the floor or grade below shall have guards (vertical railing or balusters)
- When guards are required they may not have an opening greater than 4"; a solid enclosure may be provided instead of guards
- All handrails must be secure and capable of supporting the imposed load
- The interior & exterior surfaces shall be kept free of flaking & peeling paint; rust shall be eliminated
- All interior surfaces must be maintained in good repair; holes and large cracks in walls or floors are prohibited. Linoleum or tiles must be secured, in good condition and capable of serving their purpose; carpets must be clean & sanitary without damage other than normal wear and tear
- Broken window glass or holes is prohibited
- Approved insect screens must be available for use between April 15th to October 1st
- Windows must open easily and stay open without any supports
- Window locks must function as intended and are required in accessible locations; i.e. first floor, near exterior stairs, roof decks, etc.
- Single cylinder deadbolts (thumb latch) are required on all exterior doors; sliding bolts are not acceptable
- Ground fault circuit interrupters (GFCI) are required within 6' of any water source including the interior of garages; exterior outlets shall be GFCI and approved for outdoor use

- Two electrical outlets on remote or opposite walls are required in every habitable space; a minimum of one in bathrooms
- All outlets, junction boxes and switches must be secure and have approved covers
- Use of multiple extension cords and/or gang plugs are prohibited and none shall run underneath floor coverings or extend across or through doorways, transoms or similar places
- Dwelling units shall be served by a minimum three wire single phase service of not less than 60 amps
- All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner; service panels must be clearly labeled
- Must have adequate heating facilities and be maintained in good repair; heat shall be supplied between October 1st to April 15th
- All plumbing facilities & fixtures shall be properly installed and maintained in working order and shall be kept free from leaks and defects
- Approved mechanical ventilation (exhaust fan) is required if no window exists in a bathroom or powder room
- Toilets must be stable & secure, free from leaks and function as intended
- Dryer vents must be independent of all other systems and shall be exhausted to the outside of the structure in accordance with the manufacturer's instructions
- All mechanical appliances, fireplaces, solid fuel burning appliances, cooking appliances and water heating must be properly installed and in safe working condition. If cooking appliances is supplied by the landlord it is his/her responsibility unless noted differently in the lease; if provided by the tenant it is his/her responsibility to maintain the appliance
- All interior doors, cabinets or shelves and other supplied facilities which are permanently affixed to the structure shall be kept in sound condition and good repair
- Gas ranges shall have an emergency shut-off behind the range; an electric stove shall have a permanently affixed receptacle behind the stove
- Smoke detectors must be located on every floor, within 10' of bedrooms and in every bedroom; smoke detectors shall be installed according to manufacturer's instructions
- Hard wired smoke detectors are required when there are more than 3 units in the same building
- Water heaters require a pressure relief valve and ¾" hard piping to within 6" of the floor surface
- A carbon monoxide detector is required whenever fossil fuel equipment is present; wood or gas burning fire places, gas and/or oil heat and water heater equipment **or** if the unit has an attached garage. Placement of a carbon monoxide detector shall be centrally located in the vicinity of the bedrooms and another one in the area of the applicable service equipment according to manufacturers specifications

The 2009 IBC Property Maintenance Code and adopted Ordinances are the principle documents used to provide these guidelines. This checklist was created to offer assistance with rental inspections as well as used as a basis for most property maintenance notices that may be sent to all property owners in the Borough. Although comprehensive, the list may not be all inclusive and is subject to change. You may contact the Codes Official with questions or clarifications Monday through Thursday from 8:30 am until 4:00 pm and Fridays from 8:30 am through 1:00 pm.

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