

Routine Rental Inspection Checklist

This document is being provided to assist property owners with preparing for an inspection required by the rental registration program. The following checklist is a guideline of the items that will be inspected; however, it is not an all-encompassing list of all code requirements. The Code Official will mark pass: yes or no, conditions observed, action needed and time frame for repair. All items must be corrected prior to being forwarded for the license issuance process.

| 2021 IPMC | |
|---------------------------|---|
| Exterior Structure | |
| <input type="checkbox"/> | 302.3 Sidewalks/driveways maintain proper repair, free from hazards (tripping, ice ponding) |
| <input type="checkbox"/> | 302.8 Vehicles parked on approved surface, no inoperable unlicensed or junk vehicles |
| <input type="checkbox"/> | 304.1 Structure in sound condition and sealed from the weather |
| <input type="checkbox"/> | 307.1 Handrail/guardrail provided when necessary |
| <input type="checkbox"/> | 308.1 All exterior property and premises free of accumulation of rubbish and trash |
| <input type="checkbox"/> | 308.3.2 Sufficient leak proof trash cans and recycle containers |
| <input type="checkbox"/> | 604.3 Electric meter base and service secure-and safe |
| Interior Structure | |
| <input type="checkbox"/> | 305.6 All doors, door assemblies and hardware maintained in good condition and secure |
| <input type="checkbox"/> | 304.13/304.14 Windows and screens intact and working properly |
| <input type="checkbox"/> | 305.4/305.5 Stairs and railings intact and firmly fastened |
| <input type="checkbox"/> | 305.2/305.4 Flooring is in good condition and able to-support load |
| <input type="checkbox"/> | 305.2/305.3 Walls intact with no holes that pose a safety issue |
| <input type="checkbox"/> | 305.2/305.3 Ceilings in good condition w/ no holes or large cracks that pose a safety issue |
| <input type="checkbox"/> | 305.3 Drop ceiling panels must be free of water stains and not have missing panels |
| <input type="checkbox"/> | 309.1/309.5 All structures kept free from insect and rodent infestation |
| <input type="checkbox"/> | 305.4/305.5 Porches and balconies in sound condition; railings and guards intact and able to support load |
| <input type="checkbox"/> | 404.5 No overcrowding/ exceeding occupancy limitations |
| Electrical | |
| <input type="checkbox"/> | 604.3/605.2 Receptacle outlets covered and in good working order |
| <input type="checkbox"/> | 605.2 One receptacle in each bathroom; 2 separate & remote receptacles in other habitable rooms |
| <input type="checkbox"/> | 604.3/605.2 GFI outlets installed and working in bathrooms and within 6' of the sink in a kitchen or laundry |
| <input type="checkbox"/> | 604.3/605.3 Light switch covers in place, ceiling and/or wall lights secured, working and with shade |
| <input type="checkbox"/> | 604.3 Junction boxes covered and no exposed wiring |
| <input type="checkbox"/> | 604.3 All electrical boxes shall be properly grounded or bonded |
| <input type="checkbox"/> | 604.3 Every circuit in panel(s) shall be properly labeled, no open spaces permitted |

Routine Rental Inspection Checklist

| Plumbing |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> 505.1 There is approved potable water supply <input type="checkbox"/> 504.1 All plumbing fixtures properly installed and maintained in working order <input type="checkbox"/> 506.1 Every plumbing stack, vent, waste and sewer line functioning properly and kept free from obstructions, leaks and defects <input type="checkbox"/> 505.4 Water heating facilities properly installed, maintained and provide an adequate amount of water at every required sink, lavatory, bathtub, shower and laundry at a temperature of not less than 110° F or greater than 120° F <input type="checkbox"/> 505.4/IPC 504.6 Pressure relief valves to extend within 6" from floor |
| Mechanical |
| <ul style="list-style-type: none"> <input type="checkbox"/> 602.3 Heating facilities capable of maintaining a room temperature of 68° F in all habitable rooms <input type="checkbox"/> 603.2 All fuel burning equipment and appliances connected to an approved chimney or vent <input type="checkbox"/> 603.3 All required clearances (36") to combustible materials maintained <input type="checkbox"/> 603.5 An air supply for complete combustion of fuel and ventilation of the space containing the fuel-burning equipment provided <input type="checkbox"/> 607.1 Duct systems maintained free of obstructions and capable of performing the required function |
| Fire Safety |
| <ul style="list-style-type: none"> <input type="checkbox"/> 704.6.1.1 Single or multiple-station smoke alarms installed and maintained in all rental units <input type="checkbox"/> 704.6.1.2 One and two family rentals may use battery operated single-station smoke alarms <input type="checkbox"/> 704.6.2 Three or more units smoke alarms are inter-connected (<i>hard-wired or wireless</i>) with battery backup |
| Miscellaneous |
| <ul style="list-style-type: none"> <input type="checkbox"/> 304.3 Address numbers legible/visible from the street front; minimum 4" high and contrasting background |

General:

Housing inspections are intended to promote the health, safety, and livability of the housing stock in the City of Piqua. Regular inspections of rental properties are conducted to ensure they are safe and well-maintained. During the inspection the code official may identify conditions that are unsafe/dangerous or that otherwise fail to conform with the adopted standards. The inspection results will be promptly reported to the property owner and items deemed unsafe/dangerous will require the owner to take immediate action to abate/correct the condition and the owner will be required to report completion of the repairs (and provide proof) to the code official within 72 hours. For items that otherwise fail to conform to the adopted standards, and are not an immediate threat to the health, safety, or welfare of the occupants, the owner will be required to abate/correct the condition and report the repairs (and provide proof) to the code official within 30 days. In those instances where the scope of repairs or securement of contracted services necessitates additional time, such as needing to repaint an entire house, the code official will work with the owner to allow reasonable time to abate/correct the condition.