

Property Maintenance Code Inspection Checklist
Rental or Vacant Exterior Inspection

302.1 Sanitation

- Property is free from litter, trash, discarded items, rubbish, and debris;
- Only furniture designed for exterior use is on the exterior of the property including porches;
- Property is free from accumulations of yard waste;
- Property is free from animal feces

302.3 Private Sidewalk/Driveway

- Sidewalk is good condition;
- Sidewalk is free from tripping hazards;
- Sidewalk is continuous;
- All vehicles on property are to be parked on an approved parking space

302.4 Weeds

- Grass is maintained to a height of less than 10 inches;
- Property is free from any noxious weeds;
- Property is free from hazardous or injurious weeds to human health

302.4.1.1 Weeds – Specified Areas

- All vegetation and weeds along a public right-of-way is trimmed back to allow the use of the public right-of-way

302.4.1.5 Weeds in the Sidewalk

- Sidewalk is free and clear of any grass or weeds

302.7 Accessory Structures (Garages, Sheds, fences, retaining walls, gazebos, carports, etc.)

- Structure is structurally sound;
- Structure is free from deterioration and in good repair;
- Roof shingles are in good repair and free from defects;
- All windows are free from breaks and holes;
- Vehicle and walk-in doors are intact and free from breaks or deterioration;
- Fences are intact and free from deteriorating conditions;
- Gates are capable of performing functions as intended;
- Materials used on carports are non-pliable

304.1 Fire Escape Condition

- Fire escape is free from rubbish and debris;
- All treads are capable of supporting imposed loads;
- All guardrails are intact, in place, proper spacing

304.2 Protective Treatment

- All surfaces painted are free from chipping and flaking;
- Wood surfaces are protected from the elements;
- Metal surfaces exposed to the elements are properly protected;

- Surfaces are protected to prevent the decay of untreated/non-weathered materials;
- The building's envelope and the perimeter of windows, doors, and skylights is in good repair, weather resistant and watertight

304.3 Premises ID

- Existing premise identification numbers are at least 3 inches high, numbers installed after 2003 must be 4 inches high;
- Identification numbers are contrasting to the background color;
- Identification numbers are plainly legible and visible from the street or road fronting the property

304.3 Premises ID Rear

- Identification numbers are plainly legible placed at the rear of the property and be affixed to a permanent structure, including but not limited to any building, accessory building or fence;
- Existing premise identification numbers are at least 3 inches high, numbers installed after 2008 must be 4 inches high;
- Identification numbers are contrasting to the background color

304.5 Foundation Walls

- Walls are intact with all components and plumb;
- Mortar is in sound condition and in place;
- Foundation walls are structurally sound

304.6 Exterior Walls

- Walls are intact with all components and plumb;
- Wall components are free from deteriorating conditions;
- Siding is in good repair and in place;
- Stucco is in good repair;
- Mortar is in sound condition and in place;
- Exterior wood components including trim are free from deteriorating conditions
- Walls are structurally sound;
- Lintels are intact and in good repair;
- Window framing is intact and in good repair

304.7 Roofs & Drainage

- Entire roof is covered with roofing material designed for direct contact;
- Roof materials are free from deterioration and leaks;
- Roof is free from holes;
- Maximum of 2 layers of roofing material;
- Roof soffit is in place and free from deterioration;
- Roof flashing is in place, intact, and free from deterioration;
- Spouting/gutter/downspouting are free from holes and breaks;
- All drainage system components are in place and properly supported;
- Water being discharged from a drainage system is not creating a hazard

304.8 Decorative Features (Corbels, spandrels, dental molding, shutters, overhang extensions, awning)

- Decorative features are properly attached and secured to the structure;
- Features are free from holes and deterioration

304.11 Chimneys

- Chimneys are plumb;
- All chimney components are in place;
- Bricks are properly secured to the chimney;
- Mortar is in place and free from deterioration;
- Chimney cap is installed and in good condition

304.12 Handrails/Guardrail Condition

- Handrails and guardrails are securely fastened and capable of supporting imposed loads;
- Handrails and guardrails are in place;
- Handrails are smooth;
- Handrails are in good condition

304.13 Windows & Door Frame Condition

- Windows are intact;
- All window components are free from deteriorating and rotting conditions;
- Windows and doors are properly installed;
- Thresholds are intact and in good repair;
- Weather stripping is in place and in good repair

304.15 Doors

- Door hardware is in place and capable of performing intended function;
- All door panels are in good repair;
- Windows in doors are intact;
- Screen doors are in good condition and have all door components;
- Screen doors are free from rips and screens are properly secured

304.16 Basement Hatchways (including Bilco doors, sidewalk doors)

- Hatchways are in good repair;
- Hatchways are weathertight;
- Hatchways are capable of supporting imposed loads

304.18.4 Basement Hatchways Secure

- Basement hatchways shall lock

306.1 Handrail & Guardrail condition

- Any stairs with more than four risers have a handrail;
- Handrails heights are between 30 inches and 42 inches;
- Surfaces over 30 inches above grade has guardrails;
- Spacing on guardrails is less than 4 inches measured from center of guard to center of guard;
- Doors with no landing have guards in place to prevent falls

604.2 100 Amp Service Min Required

- All units have the minimum of a 100 amp service

604.3 Electrical System Hazards

- Service wires are free from deterioration and sheathing is in good repair;
- Meter sockets are in good repair, properly sealed and tamper free;
- Main service drop is installed to prevent human contact;
- Panel boxes on the exterior are rated for exterior use;
- Panel boxes are free from holes and deterioration;
- Breakers are properly labeled in panel boxes;
- Wires are protected from physical damage under the panel box;
- Wires are secured to the structure;
- Wires installed in sunlight are UV rated;
- Wires are free from deterioration and are in good repair;
- Wire connections are concealed;
- Exterior receptacles are ground-fault protected;
- Exterior receptacles and switches have weatherproof covers;
- Faceplates are in good repair;
- Lighting fixtures are secure and in good repair

705.1 Accumulation on Fire Escape

- Fire escape egress paths are free from any items

302.9 Defacement of Property

- Property is free from graffiti

305.4 Stairs Condition

- Stairs are intact;
- Treads are in place;
- Treads are in good condition;
- Treads are secure;
- Stair stringers are capable of supporting imposed loads

302.8 Motor Vehicles

- All vehicles on property are to be parked on an approved parking space;
- All vehicles on property are to be operable and properly licensed

304.10 Stairs, Porches, Balconies

- All stairs, decks, porches and balconies are capable of supporting imposed loads;
- All components are structurally sound and properly anchored;
- All surfaces are free from deterioration and holes;