

RENTAL INSPECTION CHECKLIST

The City of Columbia wants rental property owners or managers to be prepared for inspections. **Our inspector will plan to meet the owner or manager outside the property.** Please make us aware in advance if we are meeting a tenant. This review of codes that our staff inspects for should help you prepare and pass your inspection! *This is a summary list and may not include every possible violation.*

EXTERIOR PROPERTY AREAS

Sanitation (302.1 IPMC)

- Accumulation of litter, garbage or waste

Grading/Drainage (302.2 IPMC)

- Areas of Erosion
- Low areas allowing ponding of water
- Discharging storm water on Public Right of Way or neighboring property

Sidewalks/Driveways (302.3 IPMC)

- Shall be kept in a property state of repair and maintained free from hazardous conditions.

Accessory Structures (302.7 IPMC amended):

fences, detached garages, walls, retaining walls.

- Structurally sound
- Peeling or flaking paint
- Good repair

Nuisance Issues (Chapter 11 Columbia Code of Ordinances)

- Landscape Management, grass and weeds above 12" (11-251)

- Furniture, limbs, trash accumulation (11-230 and 11-231)
- Unlicensed, inoperable or dismantled vehicles (11-262)

Parking (Chapter 29)

- No vehicle shall be parked in a required front or side yard except on a permitted driveway.
- All new and expanded vehicle parking, vehicle storage and maneuvering area must be paved with concrete, asphalt or an alternative paving material approved by the director.
- Storage of RV's, trailers, boats, camper trailers and camper shells: shall be stored only in the side or rear yard and shall not be stored within 2 ft. of any property line. No vehicle shall be used for living or sleeping purposes for more than 2 consecutive weeks while stored on the premises.

STRUCTURE

Street Numbers (304.3 IPMC amended)

- Visible from street - at least 4" high and ½" stroke of contrasting color; existing 2" high with 1/2 " stroke may remain until replaced

Protective treatment (304.2 IPMC)

Exterior surfaces shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.

Foundation Walls (304.1.1 6 IPMC)

Foundation systems must be firmly supported by footings, be plumb and free from open cracks and breaks.

Windows, skylights and door frames (304.13

IPMC) Shall be kept in sound condition, good repair and weather tight. (304.13.2 IPMC) Openable

windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Roofs and drainage (304.7 IPMC)

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drains, gutters and downspouts shall be maintained in good repair

and free from obstructions. Roof water shall not be discharged to create a public nuisance.

Chimneys and towers (304.11 IPMC)

Must be structurally safe and in good repair.

Stairways/Porches/Decks (304.10 IPMC)

Shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed load.

Exterior Doors & Doors (304.15, 304.18.1 IPMC)

- Shall be maintained in good condition. Locks at all entrances to dwelling units shall tightly secure the door. Doors providing egress from a dwelling unit shall be equipped with a **deadbolt lock with a throw of not less than 1"** and be able to operate without the use of a key, tool or special knowledge. (The interior door between the garage and interior of the house would not need to have a deadbolt lock.)
- **Windows** with in 6' above the ground level or walking surface shall be provided with a **locking sash.**

Structural Members (305.2 IPMC) Structurally sound, capable of supporting the imposed loads.

City of Columbia – Housing & Neighborhood Services Department

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Life Safety (704.6 IPMC)

Smoke detectors in sleeping and outside of areas and on each floor level in working order. All **sleeping rooms** are required to have **smoke detectors** installed inside the sleeping room. Smoke alarms are required just outside of the sleeping room or rooms located in a common area such as a hallway and one on each floor, including the basement.

10 Year life (704.7 IPMC) Smoke alarms that do not function shall be replaced. Smoke alarms installed in one- and two-family dwellings should be replaced not more than 10 years from the date of manufacture or should be replaced if the date of manufacture cannot be determined.

UL listing requirement from the International Residential Code: Smoke alarms shall be listed in accordance with UL 217. Combination smoke and carbon monoxide alarms shall be listed in accordance with UL 217 and UL 2034. Carbon monoxide alarms shall be listed in accordance with UL 3024.

INSPECTION TIP: *Please bring along extra batteries for smoke alarms! This may save us all the time and hassle of a reinspection.*

2018 IFC Section 915, Carbon monoxide detection

CO detection shall be provided in dwelling units and sleeping units that contain a fuel-burning appliance or fuel-burning fireplace and with attached private garages. 915.2.1: CO detection shall be installed in dwelling units outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, CO detection shall be installed within the bedroom.

2018 IFC Section 906, Portable Fire Extinguishers (PFE)

Portable fire extinguishers are required to be installed in R-2 occupancies that include buildings with more than 2 dwelling units. **Note:** *Occupancy groups in the fire code are completely separate from City zoning districts. This requirement does not apply to single family homes or duplexes regardless of zoning.*

From the code commentary: *Under the revised exception, the installation of 1-A:10-B:C PFEs within individual units allows apartment owners to eliminate their installation in common areas such as corridors, laundry rooms and swimming pool areas. PFEs in these areas are susceptible to vandalism or theft.*

PFE's shall be located in a conspicuous location with ready access and shall not be obstructed or obscured from view.

Interior Surfaces (305.3 IPMC)

Shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered.

Some repairs require building permits, such as structural repairs or renovation of existing space involving plumbing, electrical, or mechanical installations. Property owners or managers have the right to appeal the inspector's findings to the Building Codes Construction Commission.

Sanitary (307.1, 308.2.1 308.3.1 IPMC)

- Free from any accumulation of rubbish or garbage.
- Rubbish & garbage storage facilities: The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish. The local exception is that in one and two family residences the owner may require the tenant to provide a leak proof, covered, outside rubbish container. The owner may be held responsible for compliance.

Stairs and walking surfaces (305.4 IPMC)

Shall be maintained in sound condition and in good repair.

Handrails and Guardrails (305.5 IPMC)

Firmly fastened and capable of supporting normally imposed loads and be maintained in good condition.

Interior Doors (305.6 IPMC) Every interior door shall fit reasonably well within its frame and be capable of being opened and closed...

Heating Facilities (Chapter 6 IPMC)

- Capable of maintaining a room temperature of 65 degrees Fahrenheit
- Required clearances to combustible materials shall be maintained.

Electrical System (604 and 605 IPMC)

- Adequately sized
- Switches and outlets - working order, cover plates
- Lighting fixtures - working order, secure
- Loose or frayed wires
- Excessive use of extension cords

Plumbing System (Chapter 5 IPMC)

- Plumbing fixtures - working order, free of obstructions and leaks, properly installed
- Water heater properly installed and in working order
- Sanitary drainage system in working order

Zoning Occupancy

- Occupancy meets the definition of Family as found in Chapter 29 of City Code and does not have more than three or four unrelated occupants for the zoning district.
- Occupancy disclosure must be included in your lease or a separate disclosure form must be signed by those on the lease to indicate that all parties are aware of the zoning district and the occupancy limitation