



RENTAL INSPECTION CHECKLIST
(Effective July 1, 2018)

TO GET A HEAD START...Use this checklist prior to your scheduled inspection. Please note, this list is not intended to include every violation of the housing code but it does contain violations that are most commonly found during routine inspections.

The Cedar Rapids City Council adopted the 2015 version of the International Property Maintenance Code on July 28, 2015.

Each Housing Structure:

- ✓ Does the landlord have a landlord business permit to rent? There is a one-time landlord business permit fee (section 29.04 & 29.09) of \$50.00
- ✓ Does the landlord business permit have a representative who has attended a landlord training class?
- ✓ Are all properties the landlord owns registered? All SFD/Duplexes/Multi-family dwellings need an annual registration Single-family Dwelling or Owner-occupied Duplex-\$38.00; Duplex (both units rental).\$38.00; Multiple Dwelling-3 or more units (structure plus per unit fee).\$30.00; Dwelling/rooming Unit *\$10.00. * This fee shall not apply to owner-occupied dwelling units within multiple dwellings.
- ✓ **NOTE: Any Rental Registration fees paid are only good until June 30th. The fiscal year for Rental Unit Registration is July 1st – June 30th of the following year. Fees will NOT be pro-rated.**

Outside

- ✓ Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. If there is a detached garage and it faces an alley, it is also required to have address numbers. Numbers shall be a minimum of 4 inches in height with a minimum stroke width of 0.5 inch.
- ✓ Exterior surfaces, including but not limited to doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints shall be maintained weather resistant and weather tight.
- ✓ All accessory structures, including detached garages, fences and walls, shall be maintained in good repair at all times. Garage doors required – all garages, where a garage door was intended or installed, must be provided with a functioning garage door. If an electrical garage door opener is installed, it must plug directly into an outlet (no extension cords allowed). The garage door opener must be in good repair and work properly.
- ✓ 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 in a manner that creates a public nuisance.
- ✓ Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
- ✓ Every exterior and interior flight of stairs having four or more risers shall have a handrail on one side of the stair and every portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches in height or more than 42 inches in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches in height above the floor of the landing, balcony, porch, deck, ramp or other walking surface.
- ✓ Concrete sidewalks, patios and driveways must be in safe and sound condition with no trip hazards.
- ✓ Foundation must be in good repair.
- ✓ Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage which includes unused appliances. No indoor furniture can be stored outside.

Throughout the Housing Unit

Smoke Detectors, Fire Extinguishers and Combustibles

- ✓ **As of 7/1/2018, a carbon monoxide detector is required on each floor that has sleeping rooms. This detector must be within 15 feet outside of the sleeping rooms. If the carbon monoxide detector is a standalone type detector, a dual sensor smoke/fire detector is also required along with the standalone carbon monoxide detector. Instead of the two alarms, you may also use a carbon monoxide/smoke combination detector.**
- ✓ A dual sensor smoke/fire detector (either photoelectric and ionization or ionization/carbon monoxide) is required to be located inside each room used for sleeping purposes. A dual sensor smoke/fire alarm is also required in the basement and in the attic (if the attic is accessible to the tenant).
- ✓ In multi-family dwellings, a dual sensor smoke/fire detector must be located every 30 feet in common corridors and at the top of each interior stairway.
- ✓ Single family structures shall have one 1A10BC minimum rated fire extinguisher provided in a properly mounted readily accessible location, preferably located near an exit and near the kitchen. Fire extinguishers cannot be more than 10 years old.
- ✓ Each multi-family structure shall be provided with one 1A10BC fire extinguisher for each dwelling unit, properly mounted in a readily accessible location preferably located near an exit and near the kitchen, or, for those structures with common corridors in lieu of the 1A10BC fire extinguishers in each unit, the owner may provide one 2A10BC fire extinguisher on each occupied level within 75 feet of each dwelling unit, properly mounted in a readily accessible location for occupants for which they are provided. Fire extinguishers cannot be more than 10 years old.

OVER

Doors

- ✓ All entry doors providing access to a dwelling unit, rooming unit or housekeeping unit is required to have a deadbolt lock designed to be readily operable from the side from which egress is to be made without the need for keys. It shall have a minimum lock throw of 1 inch.
- ✓ Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

Windows

- ✓ All window glazing shall be maintained free of cracks and holes.
- ✓ Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.
- ✓ Windows must be capable of opening easily and remaining open without a means of support.
- ✓ Operable windows within 6 feet above ground level or a walking surface require a locking device.
- ✓ Every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service requires a screen. Screens must be in good condition – free of any tears.
- ✓ Every habitable space shall have not less than one openable window.

Walls, Ceilings and Floors

- ✓ Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
- ✓ Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and in good repair and free of trip hazards.
- ✓ Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a minimum clear ceiling height of 7 feet.
- ✓ Bedroom size is a minimum 70 square feet.

Electrical System

- ✓ Every habitable room must have at least a switched light fixture and 2 duplex outlets or 1 switched duplex outlet plus another duplex outlet.
- ✓ All cover plates for outlets, switches and junction boxes are required.
- ✓ All switches, outlets and electrical fixtures must be in good working order.
- ✓ Extension cords are not allowed to be run through doorways and under carpets.
- ✓ All receptacles located above and adjacent to work counters within 3 feet of a sink or water distribution fixture shall be ground fault type
- ✓ Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire.
- ✓ Exterior outlets need to be GFCI protected with an approved cover.

Mechanical

- ✓ All habitable rooms, bathrooms and toilet rooms shall be supplied with heat to maintain a minimum temperature of 68 degrees F. (Cooking appliances shall not be used to provide space heating to meet the requirements of this section.)
- ✓ The water heater must have a temperature pressure relief valve with an extension pipe that extends to within 3 – 6 inches of the floor. (If the temperature pressure relief valve is made of PVC type material, it must be secured to the base of the water heater).
- ✓ All combustion gases must be vented to the outside.
- ✓ Fuel burning devices cannot be located in bathrooms or sleeping areas.

Plumbing

- ✓ The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume (1 gallon per minute) and a pressure adequate to enable the fixtures to function properly, safely and free from defects and leaks.
- ✓ Plumbing pipes must be made of rigid type material. (No flexible plumbing pipes are allowed).
- ✓ All plumbing fixtures must have a trap.

In the Basement

- ✓ See note for handrail and guardrail requirements in the "Outside" section above.
- ✓ In order to be used as a sleeping area, the space must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress. Escape windows must have a net clear openable height of 24" and width of 20".
- ✓ Clean out openings and floor drains must have proper covers.
- ✓ A switched ceiling or wall type light fixture is required.

In the Kitchen

- ✓ There must be separate outlets for the stove and refrigerator in addition to 2 duplex outlets.
- ✓ A switched ceiling or wall type light fixture is required.
- ✓ All receptacles located above and adjacent to work counters within 3 feet of a sink or water distribution fixture shall be ground fault type.
- ✓ If a garbage disposal is supplied, it must be in operable condition. If it is not working correctly, it must be repaired, replaced or removed.
- ✓ Flooring shall be maintained in good, clean and sanitary condition.
- ✓ If appliances are supplied, they must be in a safe working condition.

In the Bathroom

- ✓ A switched ceiling or wall type light fixture is required.
- ✓ At least one ground fault electrical outlet is required in each bathroom or toilet room.
- ✓ Flooring shall be maintained in good, clean and sanitary condition.
- ✓ An openable window with a screen or a mechanical ventilation fan is required.