



Rental Property Permit Ordinance (§176) Checklist

- Common Areas: Egress/Entry – Clear path to exit; no hollow core door on main entry
- Common Areas: Railings & Stairs – In good repair
- Common Areas: Maintenance Of Area – Clean and clear
- Common Areas: Posting, Exit Signs – In good repair, visible (Only for 10 or more units)
- Common Areas: Locks – No double keyed locks
- Kitchen: Sink/Appliance Condition – No leaks and in working order
- Kitchen: Lighting & Outlets – Plates and covers; GFI plugs near water sources
- Kitchen: Ceiling Heights/Grade – Ceiling heights over 7 feet
- Kitchen: Floor – In good repair
- Kitchen: Water, Water Temp – No leaks, temperature between 110 and 130 degrees F
- Bath: Sink, Toilet Tub/Shower – No leaks, temperature between 110 and 130 degrees F
- Bath: Lighting & Outlets – Plates and covers; GFI plugs near water sources
- Bath: Ventilation – Appropriate ventilation
- Bath: Floors/Walls – In good repair
- Bath: Water, Water Temp – No leaks, temperature between 110 and 130 degrees F
- General: Heating Facilities – Operational, in good repair
- General: Sanitary Drainage – Operational, in good repair
- General: Metering Electrical, Gas – No cross wiring; common areas need separate meters
- General: Pest Control – No pests evident in unit
- General: Clear Paths & Halls – Clear path to exit
- General: Floors, Walls, And Ceiling – In good repair
- General: Rubbish Storage, Disposal – Appropriate, secure rubbish storage and disposal
- General: Smoke Detection & Co Alarms – Working smoke detectors (photoelectric preferred) and CO detectors within 10 feet of each bedroom; smoke detectors in every bedroom immediately adjacent to kitchen
- General: Shared Facilities – In good repair (Only for Rooming Houses)
- General: Occupancy, Space And Use – Appropriate occupancy and use for unit
- All Bedrooms: Ventilation – Appropriate ventilation
- All Bedrooms: Ceiling Height – Ceiling heights over 7 feet (special rules for dormers)
- All Bedrooms: Windows, Screens – All windows have screens, no broken glass
- All Bedrooms: Natural Light, Outlets – At least 1 window, 2 outlets, plates and covers
- All Dining Rooms: Ventilation – Appropriate ventilation
- All Dining Rooms: Ceiling Height – Ceiling heights over 7 feet
- All Dining Rooms: Windows, Screens – All windows have screens, no broken glass
- All Dining Rooms: Natural Light, Outlets – At least 1 window, 2 outlets, plates and covers
- All Living Rooms: Ventilation – Appropriate ventilation
- All Living Rooms: Ceiling Height – Ceiling heights over 7 feet
- All Living Rooms: Windows, Screens – All windows have screens, no broken glass
- All Living Rooms: Natural Light, Outlets – At least 1 window, 2 outlets, plates and covers