



*A practical guide
for preparing rental properties
prior to the first
or any bi-ennial
Rental Housing inspection.*



**CITY OF ROCHESTER
BUILDING SAFETY DEPARTMENT
HOUSING INSPECTION SERVICES DIVISION**
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Please visit our webpage for more Rental Housing Department information, forms and helpful links:
<http://www.rochestermn.gov/departments/building-safety/rental-housing>

Register as a landlord or manager at:
<https://aca.rochestermn.gov/CitizenAccess/>
to track properties, retrieve documents, and pay fees.

EXTERIOR

WINDOWS

- Bug and rodent-proof (tight fitting)
- Weather-tight
- Working hardware
- Free of defects

WALLS EXTERIOR

- Soffit and fascia in good repair
- House numbers in front; 4" in height
- Siding is weather-tight and intact

PAINT

- Wood surfaces weather-protected
- NO peeling, chipping, caulking, flaking or otherwise deteriorated paint; 25% or more

FOUNDATION

- Structurally sound
- Free from holes or gaps
- Proper grading

ROOF

- Free of leaks
- Structurally sound
- No loose or missing shingles

GUTTERS AND DOWNSPOUTS

- In good condition
- Properly attached and drains water away from structure

CHIMNEY

- Tuck-pointing/mortar in good repair
- Flue liner in good repair

PORCH/DECKS

- In good repair
- Guard railings required if over 30" above grade; 36" minimum height for single family dwellings; 42" minimum for multi-family buildings with a common entrance

STAIRS/STEPS

- Securely attached
- Handrails required if 4 or more risers on attached stairs
- Snow shoveled at all building exit doors, fire escapes and egress window wells

STRUCTURE

GARAGES

- In good repair
- Not open to trespass
- Exterior surfaces weather protected

FENCES

- Well maintained and structurally supported

YARD

- Proper grading
- No litter, debris, tires, auto parts, construction debris or other miscellaneous debris in yard(s)

GARBAGE AND RECYCLING

- Proper containers used
- Not left in boulevard
- Not overflowing with lids closed
- Refrigerators and freezers for removal must have doors removed

VEHICLES AND PARKING

- Parking only on approved parking surfaces in approved locations
- No abandoned, unlicensed, or inoperable vehicles

INTERIOR

WALLS AND CEILINGS

- In good repair
- No loose wallpaper
- Free from holes
- No loose plaster
- No flaking, chipping, caulking or peeling paint
- Free from water damage

FLOORS

- In good repair with no holes
- Structurally sound
- No trip hazards (i.e. torn carpet)

HALLWAY/LANDING

- Clear pathway
- Handrails/guardrails securely attached
- Graspable handrails
- Floor covering intact and secure

SLEEPING ROOMS

- Proper egress window or door open to the outside with unobstructed pathway required
- Floor space that shall be no less than 70 sq. ft. with a 7' minimum width and 7' minimum ceiling height
- Proper light fixtures with globe or light shades
- Minimum of 2 duplex electrical outlets or 1 duplex outlet and 1 switched overhead light fixture required per sleeping room
- Operable smoke detectors and carbon monoxide detectors*

WINDOWS

- No broken/cracked glass
- Easily openable
- Capable of being held in position by window hardware
- Openable windows must have screens free of holes/tears
- Weather-tight
- Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

DOORS

- Secure with proper hardware
- Fits in frame; weather-tight and rodent proof
- Exit and entrance (no keyed deadbolt locks)
- Chain locks no more than 48" from finished floor
- Storm/screen doors maintained in good condition with functioning closers

KITCHEN

- Must have a ceiling lighting fixture and 1 duplex outlet
- Hot- and cold-running water
- Kitchen sink must be properly connected to sanitary sewer
- No dripping faucets
- Drains must function properly, be free of obstruction
- Cabinets in good repair
- Supplied or provided appliances in good working condition
- Gas appliances must be connected properly with approved fittings/connectors/gas shut-off

BATHROOM

- A tub or shower properly installed, maintained and in good repair with caulking intact
- A washbasin properly installed, maintained and in good repair with caulking intact and with stopper in place
- Properly installed toilet with all components intact and properly secured, maintained and functioning
- Faucets must have a minimum 1" gap above the spill line
- One light fixture required

- Bathroom cabinets must be in good repair
- No leaking faucets
- Water-impervious flooring-NO CARPET
- Either an operable window or mechanical venting required
- Hot- and cold-running water required to each fixture

ELECTRICAL, HVAC, PLUMBING

ELECTRICAL

- Electrical service outlet and GFCI outlet test
- Properly installed service panel
- Fixtures must be intact and properly functioning
- All appliances and devices powered electrically must plug directly into approved outlet
- Cover plates required on all outlets, switches, and junction boxes
- All wiring must be intact and properly maintained

MECHANICAL

- Heating facility must be properly installed and maintained. Replacement requires permit.
- Maintain 68° temperature when outside temperature is under 50° within a 24-hour period. No cooling requirement.
- Temporary heating devices shall not be used as primary source of heat
- Fuel burning facility must be connected to an approved chimney, flue or vent

PLUMBING

- Faucets must be a minimum 1" above spill lines on all fixtures
- All plumbing must be installed and maintained to code
- Adequate hot- and cold-running water must be provided to all sinks and tubs
- All household drains must connect to sanitary sewer
- Waste lines must be properly installed, no flexible-style waste lines
- No leaking faucets or pipes
- Unused gas lines must be capped with approved device
- All pipes must be free from defects and obstruction, and properly secured and supported

FIRE PROTECTION*

- Storage of paint, paper boxes, rags or other combustible/flammable material not allowed within 3' of gas-fired appliances (furnaces, water heaters, etc.)

- Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- Third floor units require a second means of egress
- All stairways require continuous, graspable handrails
- Buildings with 3 or more units require fire extinguishers
- If multiple units of a 3-unit or greater building lead into a common area, doors leading from the units shall have a self-closing 1 3/8" thick solid bonded wood core doors
- All smoke detectors shall be installed to requirements with working batteries and functional connection
- Replace device if 10 years old or older
- Locate a smoke detector and carbon monoxide detector within 10' of sleeping rooms
- All smoke alarms shall be listed and installed in accordance with the provisions of this Code and the household fire-warning equipment provisions of the NFPA 72
- All smoke detectors shall be installed per the manufacturer's installation instructions and its listing. Hard-wired smoke detectors shall be wired to a proper un-switched circuit

OCCUPANCY

- Occupied sleeping rooms must have proper egress window or door opening to the outdoors
- Please refer to the rental license record for correct zoning/occupancy limits
- Cellars/crawlspace/attics shall not to be used as habitable space
- Basements must meet all permit construction requirements for light, ventilation, egress, etc., prior to being used as habitable space
- Attics must meet all construction requirements for light, ventilation, egress, etc., prior to being used as habitable space

PERMIT REQUIREMENTS

- Electrical, plumbing, and mechanical work in rental property requires a licensed contractor and inspections
- Any alteration requires a permit and inspection
- Any change in structure or building configuration requires a permit and inspections
- New dwelling units within an existing building requires Zoning approval, plan review, and proper permits PRIOR to habitation
- Installation of new egress windows