

City of Maple Heights
Rental & Point of Sale Inspection Guidelines

A. BASEMENT

- 1.) Must have handrail on all steps of three or more risers leading to basement.
- 2.) Smoke detector is required: Battery type for finished ceiling: Electrical type for joist ceiling.
- 3.) Main service panels must have COVER REMOVED FOR INSPECTION.
- 4.) (Floor) – basement floor must be concrete and in good general condition and free of hazards / serious cracks
- 5.) (Walls) – basement walls must be free of cracks. All mortar joints must be structurally sound and tight. Walls must be free of moisture, mold, mildew, etc...
- 6.) Paneling and drywall (plaster) shall be dry and free of rotting, mold, mildew and deterioration.
- 7.) Ceilings, if installed, shall be maintained as required for the type of ceiling surface presently installed.

ELECTRICAL

- 1.) Panel must be connected to the water pipe system per the code additional when system was last installed or updated.
- 2.) All openings must be closed up at breaker and knock out locations, per manufactures installation instructions. All terminations into and out of service panel must be installed as approved under any previous plan approval(s) and occupancy license (s).
- 3.) All over fusing is prohibited fuse / breaker sizing shall be as follows:
 - 30 ampere overcurrent protection for # 10 AWG wire;
 - 20 ampere overcurrent protection for # 12 AWG wire;
 - 15 ampere overcurrent protection for # 14 AWG wire;All knob and tube wiring shall have 15 ampere overcurrent protection.
- 4.) All electrical equipment must be maintained in working order as per manufacturer's installation instructions, unused electrical fixtures and equipment fixtures and equipment must be removed.
- 5.) Stairway / hallway lighting shall be maintained and operational.
- 6.) Splices that are not part of the knob and tube wiring shall be in work boxes with covers installed.
- 7.) Knob and tube wiring method may not be altered; altered knob and tube wiring shall be restored back to original or removed and replaced by new wiring method, (electrical permit required).
- 8.) All receptacles, wall switches, light fixtures and equipment shall be maintained in good working order free of hazards and violations as approved under any previous plan approval(s) and occupancy license(s).
- 9.) Use of extension cords is prohibited.

HOT WATER TANK

- 1.) Hot water tanks shall be maintained to be free of leaks and corrosion at tanks and supply and service water lines.
- 2.) Supply side water line shall be equipped with a listed water valve as originally approved and installed free if leaks and corrosion.
- 3.) Gas shut off valves shall be installed (packing style valves shall be free of leaks and corrosion).
- 4.) Gas line shall include the installation of dirt leg extending a minimum of 4" below the gas control valve.
- 5.) Flue pipe must be sealed at the chimney (where appropriate for the installation).

FURNACE

- 1.) Shall be maintained per manufacturers maintenance instructions and be free of lint and dirt.
- 2.) Shall have scheduled maintenance documentation posted on or at the furnace location.
- 3.) Gas valve shall be installed and maintained free of leaks and corrosion as approved under any previous plan approval(s) and occupancy licenses(s).
- 4.) Flue piping properly supported and free of deterioration, corrosion and be sealed to the chimney as approved under any plan approval(s) and occupancy license(s).

WINDOWS

- 1.) All basement windows shall properly seal out the infiltration of the outside elements.
- 2.) Open able window shall be equipped with screening.
- 3.) Open basement window shall be equipped so as to be lockable from the interior.
- 4.) Metal framed basement windows must be operational and maintained to be painted and free of rust and corrosion.
- 5.) Wood framed basement windows shall be free of decay, rotting, splinters and properly seal the opening, all windows shall be painted and glazed to protect the window from decay.
- 6.) Windows shall be equipped with glass in compliance with the requirement of the RCO to allow light and ventilation per the manufacturers maintenance and installation instructions.

B. KITCHEN

- 1.) Flooring must be water-tight and maintained per manufacturer's installation instructions.
- 2.) Kitchen plumbing fixtures shall be maintained in good working condition and free of leaks, corrosion and deterioration and maintained per the manufacturer's maintenance and installation instructions as approved under any previous plan approval(s) and occupancy license(s).
- 3.) Kitchen cabinets and countertop surfaces shall be maintained as approved under any previous plan approval(s) and occupancy license(s).
- 4.) Switches, receptacles and light fixtures shall be maintained per that manufacturer's maintenance and installation instructions as approved under any previous plan approval(s) and occupancy license(s).

C. BATHROOM(S)

- 1.) Windows and or exhaust fans shall be maintained in good working order as approved under any previous plan approval(s) and occupancy license(s).
- 2.) Floor and tub surround surfaced shall be maintained water-tight as approved under previous plan approval(s) and occupancy license(s).
- 3.) Plumbing fixtures shall be maintained in good working order free of any defects, leaks, mold or mildew.
- 4.) Toilet shall be maintained in good working order and be properly secured and sealed to the floor surface.

D. INTERIOR LIVING SPACE

- 1.) Interior walls and ceiling surfaces shall be free of cracks, holes, water damage and painted and maintained as approved under any previous plan approval(s) and occupancy license(s).
- 2.) Floor surfaces shall be maintained as approved under any previous plan approval(s) and occupancy license(s).
- 3.) Gas appliances must be maintained per manufacturer's installation (unvented heating appliances are not permitted), *exceptions: listed and labeled unvented heating units. Note Fuel fired heating units are prohibited in bedrooms.*

- 4.) Gas appliances must be connected to gas piping with approved, coated flexible connectors or be hard pipe as approved under any previous plan approval(s) and occupancy license(s).
- 5.) Structure shall be maintained so as to be free of insect, rat, roach infestation of any type.
- 6.) All windows and door security devices shall be maintained in good working order.
- 7.) Windows and door glass and screens shall be maintained as approved under any previous plan approval(s) and occupancy license(s), window(s) and door(s) openings may only be boarded up with approval and permit issued by the Building Commissioner.
- 8.) All hallways, stairs, stairwells and exits must be well lit and free of obstructions.
- 9.) Handrails must be securely mounted to the structure and maintained as approved under any previous plan approval(s) and occupancy license(s).
- 10.) Existing smoke detectors shall be installed and maintained as approved under any previous plan approval(s) and occupancy license(s).
- 11.) Stairwell lighting shall be maintained as approved under any previous plan approval(s) and occupancy license(s).
- 12.) Key type lock assemble are prohibited on the egress side of all exit doors.
- 13.) Bedroom(s) must have one switched lighting fixture or receptacle as approved under any previous plan approval(s) and occupancy license(s).

E. EXTERIOR BUILDING MAINTENANCE

- 1.) All gutters and down spouts shall be installed and maintained as approved under any previous plan approval(s) and occupancy license(s).
- 2.) All masonry foundation, brick veneer, brick stairs, porches, chimney(s), shall be maintained as approved under any previous plan approval(s) and occupancy license(s).
- 3.) All exterior building surface coverings wood, plastic, metal, aluminum, stucco, vinyl and masonry shall be present and maintained as approved under any previous plan approval(s) and occupancy license(s).
- 4.) All exterior doors and windows shall be maintained as to comply with any previous plan approval(s) under any previous plan approval(s) and occupancy license(s).
- 5.) All exterior lighting and electrical equipment shall be maintained so as to operate as per any previous plan approval(s) under any previous plan approval(s) and occupancy license(s).
- 6.) All wood stairs, porches, landings porch surfaces shall be maintained so as to comply with any previous plan approvals(s) and occupancy license(s).
- 7.) Roof(s) surfaces shall be maintained to be free of missing or deteriorated roof covering, so as to maintain interior of building to be free of leaks and water infiltration, as per any previous plan approval(s) and occupancy license(s), a maximum of two (2) layers of shingles are permitted.
- 8.) Fences and fence gates of all types shall be painted, maintained to be plumb, structurally sound and free of deterioration as per original permit approval.

F. PARKING LOTS, DRIVEWAYS, SIDEWALKS AND STAIRS

- 1.) Concrete that is multi-cracked with three (3) or more cracks in any one concrete block or slab shall be replaced (a permit is required).
- 2.) Concrete blocks with cracks in excess of 3/4 " wide or high must be replace (permit required).
- 3.) Asphalt driveway aprons in need of extensive repair must be replaced with concrete.
- 4.) Concrete blocks out of level more than 3/4 " wide must be leveled or replaced. Replacement concrete blocks require a permit to be issued.
- 5.) Replacement concrete blocks must have 90 degree right angle cuts and with a minimum size of 3 ft x 4 ft.
- 6.) Concrete driveway, sidewalk, patio, garage floor and private service walks require a minimum 4" thickness wire mesh or fiber mesh.

- 7.) Driveway aprons and sidewalk at the edge of the apron shall be 6" thick with wire mesh or fiber mesh concrete.
- 8.) Damaged and deteriorated curbs shall be replaced as one complete pour whenever an apron is replaced. Curbs shall be 18" deep, 10" wide at the bottom with two (2) rows of #4 rebar installed on chairs to maintain 3" clearance off the bottom of the curb.

G. GARAGES AND OR ACCESSORY STRUCTURES

- 1.) Garage and accessory structures shall be maintained so as to comply with any previous plan approval(s) and occupancy license(s).
- 2.) Concrete floors of garage and accessory structures shall be maintained so as to be free of serious cracks, spaulding or misaligned cracks with less than 3/4 " high or wide may be sealed with an approved vinyl concrete crack sealer.
- 3.) Garage electrical wiring shall be free of serious hazards and maintained so as to comply with any previous plan approval(s) or occupancy license(s).