

Inspection Preparation Checklist

This checklist may be used as a guide for property compliance with the City's rental unit inspection ordinance. The list contains commonly found violations but is not a comprehensive list of all violations that could be identified. Contact SAFEbuilt with questions.

Generally, the property premises, as well as exterior and interior of every structure, and the systems and equipment therein shall be maintained in good repair, structurally sound, and in sanitary condition so as not to pose a threat to health, safety, or welfare of occupants. All appliances shall be capable of safely performing their intended function.

Exterior

- Each unit's address numbers visible from the road and at least 3' high
- Chimney in good condition without rust or loose bricks
- Doors weatherproof and deadbolt lockable, all hardware operable
- Screen/storm doors in good condition, no broken/missing glass or torn/missing screens, all hardware intact and operable
- Driveway and sidewalk in good condition, free of trip hazards and standing water
- No driving/parking occurring on unpaved surfaces such as lawn/yard
- Foundation structurally sound and weatherproof, no open cracks, breaks
- Garage, shed and/or fences structurally sound, waterproof, and in good condition
- Handrails/guardrails sturdy weatherproof, at least 30" high, spindles less than 4" apart
- Openings sealed to prevent the entry of insects, animals
- Property graded so that water does not accumulate
- Roofs, shingles, eaves, soffits, and fascia in good repair (painted, weatherproof, not rotted)
- No rubbish or debris on property (except within a trash container)
- Siding, trim and paint in good condition (not missing, peeling, chipped)
- Steps, decks, porches, landings weatherproof in good/safe condition
- No unlicensed or inoperable vehicles parked outside a garage
- All yard growth maintained at less than 8" high (exception: typical landscaping)

Basement

- Stairs structurally sound, no trip hazards, handrail in place that extends the entire length of stairs. No opening greater than 4"
- An open side of stairs must have a guardrail at least 30" high with spindles less than 4" apart
- Water heater must have a pressure relief valve, drip leg, to within 4" of the floor, and be properly vented
- Dryer correctly vented to the outside using only metallic duct material (no vinyl)
- Washer properly hooked up and drained
- No combustible items stored within 3' of furnace or heating appliance

Interior

- At least 50 sq ft of bedroom are per occupant (including infants), at least 70 sq ft for a one-person bedroom
- Bathrooms must have a window that opens or a working vent fan
- Floor coverings clean, in good condition, and free from trip hazards (no torn carpet)
- Heat supplied to maintain all habitable rooms at a minimum of 68° F
- All mechanical equipment and systems functioning as designed
- All rooms must be a minimum of 7' x 7'; kitchens must have a clear passageway not less than 3' wide
- 7' minimum ceiling height in all rooms

- All sleeping rooms must have proper egress
- All surfaces properly maintained including trim, counters, cabinets, etc.
- Unit is clean, sanitary, and free from rodent or insect infestation
- Walls and ceilings free from holes, cracks, peeling paint, loose plaster

Electrical

- All outlet cover plates, switches, and junction boxes in place
- GFI outlets installed in bathroom, laundry room, and kitchen
- Each habitable room must have a minimum of 2 outlets which are remote from one another

Plumbing

- All drains work properly (not slow or plugged) and must hold water
- Fixtures in good repair, not rusted or corroded, and operable as designed
- Hot and cold water available, adequate water pressure
- No leaks in plumbing or dripping faucets
- Toilets flush completely and do not run

Windows

- All windows must be operable, hardware must work properly and hold the window in an open position
- All windows must have locking hardware that works properly
- Window sashes, sills, frames in good condition and neatly painted
- Windows weatherproof, not broken or cracked
- Windows 24" or less above floor need removable minimum 12" high guard

Smoke Detectors

Smoke detectors installed inside and outside of each sleeping area. One on entry level is required, including the basement. Hard wiring with battery backup is preferred. An electrical permit may be required.

Required Permits

Permits are required for many projects including new construction, some remodeling, garages, decks, porches, siding, roofing, mechanical work, electrical work, and new plumbing fixtures and work. Other permits that may be required are for fences, driveways, and land use. Building permits are issued by SAFEbuilt; electrical, mechanical, and plumbing permits are available through the State of Michigan.

