

INSPECTION CHECKLIST

Residential - Interior

Please review the following checklist prior to the inspection. This checklist is not intended to include every possible violation of code provisions that apply to rental dwelling units; however, it contains violations that are most commonly found during routine inspections. Owners are expected to have these requirements met prior to the inspection. Failure to have your property in compliance with code provisions may result in costly re-inspection fees.

ALL PETS MUST BE CONFINED DURING INSPECTION

Smoke Detectors

- Smoke Detectors should be located on every floor and be properly functioning
- Recommended to be placed outside of sleeping areas and above the base of stairs
- Supplied by the owner, maintained by the occupant
- Must be installed and properly functioning upon the **first inspection**. (\$50 re-inspection fee for each failed dwelling unit.)

Carbon Monoxide Detectors

- Carbon Monoxide Detectors should be located on every floor and be properly functioning
- Exempt if there is no attached garage or no fuel burning appliances present in the home
- Supplied by the owner, maintained by the occupant
- Must be installed and properly functioning upon the **first inspection**. (\$50 re-inspection fee for each failed dwelling unit.)

Interior Surfaces/Peeling Paint

- All interior surfaces shall be maintained in good, clean and sanitary condition.
- Carpet/flooring shall have no tripping hazards
- No peeling paint, cracked or loose plaster, decayed wood, and other defective surface conditions shall be repaired, removed or otherwise corrected. This includes walls, ceilings, doors, windows, and the like.
- Carpet/flooring shall have no tripping hazards

Doors

- All doors must be properly sealed, be in good repair, have necessary hardware installed, and open and close freely.
- All deadbolt locks must be "thumb-turn" type. Keyed deadbolts (use of key to unlock door from the inside) are prohibited.
- Every entry/exit door must lock.

Ceilings

- Minimum ceiling height of 7'0" in structures built after 6/1/1980; 6'8" for those structures built before 6/1/1980.
- No peeling paint, cracked or loose plaster, decayed wood, and other defective surface conditions shall be repaired, removed or otherwise corrected.

Windows

- Every window shall be substantially tight and shall be kept in sound condition and repair, including screens, when required.
- Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware.
- All windows shall be free of cracks and chips, be in good maintenance, have properly sealed glazing, and work as the manufacturer intended.

Handrails/Guardrails

- Every handrail or railing shall be firmly fastened and maintained in good condition.
- Every stairwell and every flight of stairs, which is more than 3 risers high, shall have handrails or railings located in accordance with the provisions of the Building Code.
- Properly balustrade railings, capable of bearing normally imposed loads as required by the Building Code, shall be placed on the open portions of stairs, balconies, landings and stairwells.

Stairs

- Shall be structurally sound, in a safe condition, without any trip hazards.
- Treads and risers that are broken, warped, loose, or evidence excessive wear shall be replaced.
- Every inside stair shall be constructed and maintained so as to be safe to use and capable of supporting the load required by the Building Code.
- No obstructions of hallways, stairs of exits.

Electrical

- Light fixtures, protective covers and wiring shall be installed properly and be intact and safe, without hazardous conditions.
- Every habitable space in a dwelling shall contain at least one separate and remote receptacle outlet. Upgraded properties must contain two such receptacles.
- Outlets and switches are to be free of damage, defects, and paint.
- Electrical panels shall have clearance of at least 36 inches in front of the panel.

Bathrooms

- Every bathroom must have a window openable to the outside or an approved mechanical ventilation system.
- There must be at least one bathroom that contains a tub or shower installed and maintained in accordance with state plumbing codes.
- Each bathroom must contain a toilet and hand sink installed and maintained in accordance with state plumbing codes.
- Bathroom floors shall be impervious to water so as to permit such floor to be easily kept in a clean and sanitary condition.
- Carpeting is not allowed.

Plumbing

- Pipes and connections shall be free of leaks, obstructions and defects.
- All sinks, toilets, showers, tubs, and plumbing shall be free from leaks, properly maintained, and correctly installed.

Kitchen

- Kitchen floors shall be impervious to water so as to permit such floor to be easily kept in a clean and sanitary condition. Carpeting is not allowed.
- Cooking equipment cannot have any leaks, health or accident hazards
- If unused gas line, it must be capped
- If upgraded, at least 3 outlets (GFI if within 6 feet of sink, 2 appliance circuits)

Basement

- Sleeping areas are not allowed in basements unless proper egress windows or equivalent are installed.
- Adequate lighting.
- Floor joists, foundation in good condition.
- No overhead wires/open wires/open junction boxes.
- Floor drains present and no standing water.
- No dampness.

Bedrooms

- Lighting fixtures (wall switch to control a light as you enter the room)
- Windows – must have at least one openable window
- Must have a heat source
- Shall contain at least one separate and remote receptacle outlet. Upgraded properties must contain two such receptacles.

Mechanicals

- Fuse box/Panel: Must be accessible, no open fuse slots, circuit breaker knock-outs all in place. Must be properly fused and not overloaded. If upgraded electrical, must be at least 100-amp.
- Furnace: Duct work must be in-tact, properly ventilated, filter cover in place, properly vented, clearance of at least 30 inches from combustible materials.
- Water Heater: Must be properly vented, have discharge line, no leaks, no major corrosion, Clearance of at least 30 inches from combustible materials.
- Dryer: Proper ventilation, including cover. Unused gas line(s) must be capped.

Other General Interior

- Every interior stairway, toilet room, kitchen, bathroom, laundry room, boiler and furnace room shall contain at least one electric luminaire (hard wired light).
- All structures shall be kept free from insect and rodent infestation.
- No obstructions of hallways, stairs or exits.

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You are encouraged to review the City's Municipal Code at www.beloitwi.gov. Alternately you can call the number below or visit City Hall on 3rd floor at 100 State Street, Beloit to inquire how to obtain a copy of the ordinance(s).

If you have any further questions or concerns, please call (608) 364-6650.