



## **SALE OF RENTAL INSPECTION CHECKLIST**

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CERTIFICATES OF RE-OCCUPANCY AND RENTAL CERTIFICATES ARE REQUIRED: INKSTER ORDINANCE CHAPTER 150

IT IS EXTREMELY IMPORTANT THAT WHEN YOU DECIDE TO SELL OR RENT YOUR HOME, YOU START THE CERTIFICATE OF RE-OCCUPANCY PROCESS IMMEDIATELY. CITY ORDINANCE REQUIRES INSPECTIONS AND CERTIFICATE OF RE-OCCUPANCY FROM THE CITY BEFORE A NEW OCUPANT CAN MOVE IN.

The items listed below are a summary of items the City Inspector will be checking. These are items that will be checked for the safety and welfare of the new occupant. Note: Please check the list and take care of any items that need attention prior to the inspection. This is a checklist provided for your convenience. Additional safety and welfare items not listed may be found.

1. FURNACE – THE FOLLOWING MUST ALSO BE PROVIDED BY YOU TO THE CITY BEFORE A CERTIFICATE OF RE-OCCUPANCY CAN BE ISSUED: Provide proof (dated receipt signed by the contractor) of inspection of furnace by a licensed heating contractor, showing the type of test performed, and heat exchanger inspection. Include technician license number, with address and phone number and include results of carbon monoxide test readings.
2. ROOF/ROOF AFFIDAVIT – letter signed by the owner or purchaser of the inspected property.
3. FIREPLACES – All natural solid fuel fireplaces need a clean and safety check by a licensed chimney contractor.

### **EXTERIOR**

- a. PREMISES IDENTIFICATION. Buildings shall have address numbers placed in a position plainly legible and visible from the street fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inch high with a minimum stroke width of 0.5 inches. IPMC 304.3
- b. EXTERIOR PROPERTY shall be maintained in a clean, safe, and sanitary condition. IPMC 302.1
- c. CONCRETE must have no trip hazards. Including all sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept free of hazards. IPMC 302.3 & Ord. 94.37
- d. WEEDS. All exterior property shall be maintained and free of weeds or grass exceeding 6 inches in height. IPMC 302.4; Ord. 157.10, 156.02.
- e. RODENT HARBORAGE. All accessory structures, including detached garages fences and walls, shall be maintained structurally sound and in good repair. Pertaining to all city ordinances. IPMC 302.5
- f. SWIMMING POOLS. Swimming pools shall be maintained in a clean and sanitary condition, and in good repair. IPMC 303.1
- g. FOUNDATION. Foundation walls shall be maintained plumb and free from open cracks and breaks. IPMC 304.5
- h. EXTERIOR WALLS. Exterior walls shall be from holes, breaks, and loose or rotting materials; maintained weatherproof and properly surface coated where required to prevent deterioration. IPMC 304.6
- i. ROOFS AND DRAINAGE. Roof and flashing shall be sound, tight and free of defects that admit water. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the

structure. Gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance. IPMC 304.7

- j. SCREENS. Every door, window and other outside opening shall be supplied with approved tightly fitting screens. IPMC 304.14
- k. WINDOWS. Windows shall be maintained in good repair, operable, weather tight and all locks to work properly. IPMC 304.13
- l. SIDING AND MASONRY. All siding and masonry joints, as well as those between the building envelope and the perimeter of window, doors and skylights shall be maintained weather resistant and water tight. IPMC 304.2
- m. PAVED PARKING. Residence must have minimum 9' x 40' paved off-street parking (driveway) and street approach. Ord. 155.077
- n. CHIMNEYS. Chimneys shall be maintained structurally safe, sound and in good repair. IPMC 304.11

## **BUILDING**

- a. INTERIOR GENERAL. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure contained a rooming house, housekeeping units, a hotel, dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property. IPMC 305.1
- b. PAINT. Peeling, chipping, flaking or abraded paint shall be repaired or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected. IPMC 305.3
- c. HANDRAILS. Handrails must be in place, secure and in good condition at all stairways to code. IPMC 305.5, 307.1
- d. STAIRS AND WALKING SURFACES. Maintain every stair, ramp, landing, balcony, porch, deck or other walking surface shall be structurally sound, in good repair, with proper anchorage. Steps shall be a maximum 8 ¼" h rise and equal spacing of each other riser. IPMC 305.4; M RC R311.7.4.1
- e. GUARDRAIL. Open side of stairs, landing, balcony, porch deck ramp other walking surfaces which is more than 30 inches above the floor or grade below shall have guards. IPMC 307.1
- f. INTERIOR DOORS. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware. IPMC 305.6
- g. INFESTATIONS. All structures shall be kept free from insect and rodent infestation. IPMC 309.1
- h. LOCKED DOORS. All means of egress doors shall be readily open able from the side from which egress is to be made without the need for keys, special knowledge or effort. IPMC 307.1
- i. EMERGENCY ESCAPE OPENINGS. Required emergency escape openings shall be maintained in accordance with the code. Required emergency escape and rescue opening shall be operational from the inside of the room without the use of keys or tools. IPMC 702

## **ELECTRICAL**

- a. ELECTRICAL SYSTEM HAZARDS. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by the reason of inadequate service, Improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected or eliminate the hazard. IPMC 604.3
- b. SMOKE ALARMS MUST BE ON EACH LEVEL OF THE HOUSE, IMMEDIATE VICINITY OF BEDROOMS, AND IN EACH BEDROOM. Battery operated smoke detectors are acceptable in dwellings where no construction is taking place, or buildings not served by a commercial power source. MRCCR314, IPMC 704.2.
- c. HARDWIRED SMOKE DETECTORS. Any units installed in the structure shall all be maintained in operational condition, maintain interconnection and shall receive their primary power from the building wiring. Wiring

shall be permanent and without a disconnecting switch other than as required for over current protection. IPMC 704.3, 704.4.

- d. Three prong, grounded outlets required in kitchen with the GFCI protection IPMC 604.3 & 605; MRC E3902, MRC E3802.6.
- e. Replace all paint covered outlets IPMC 604.3; NEC 110.12
- f. Grounded outlet for washer/dryer -- & GFCI laundry outlets within 6' of water IPMC 604.3.1 & 605.2; MRC E802.7.
- g. GFCI GARAGE OUTLETS and accessory buildings. IPMC 604.3; MRC E3802.2.
- h. Any exterior outlets must be waterproofed and have a G.F.I. IPMC 604.3; MRC E3802.3
- i. Grounded GFCI plugs must be in all bathrooms IPMC 605.2; MRC E3902, E3802.1; NEC 210.8
- j. Bathrooms without operable window must have a working exhaust fan. IPMC 403.1 & 403.2
- k. Dwellings shall be served by a three wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amps. IPMC 6042
- l. Exterior electric service must have a 10' clearance for electrical lines from ground to overhead. E3504.2.2
- m. Bond (Ground) electric panel to code IPMC 604.3, 605; MRC E3607
- n. Bonding wire required for water meter IPMC 604.3; MRC E3609
- o. All wiring must be to code. (Provide covers on all junction boxes, outlets and switches) IPMC 605
- p. Any unused wiring must be removed. Overhead wiring to the garage is not allowed. IPMC 605
- q. NOTE: Electrical panel CANNOT be located in any bathroom. MRC 3901.7

#### **PLUMBING**

- a. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. IPMC 504
- b. Hot Water tank and approved combination temperature and pressure-relief valve and relief valve pipe within 4" of floor shall be properly installed and maintained on water heaters. IPMC 505.4
- c. Dryer Venting. Provide a rigid (smooth) metal pipe for the dryer exhaust (accordion type is not acceptable). IPMC 607.1; M1502.4.1
- d. Provide gas shut-off valve for hot water heater (within 6' feet of hot water heater). MRC G24.20.5
- e. Seal around furnace and hot water tank vent at chimney. IPMC 505.4, 603; IMC M1803.3
- f. Provide back flow preventer on laundry tub and all exterior hose bibs. IPMC 504.3

#### **FURTHER HELPFUL INFORMATION:**

- a. IF INSPECTOR IS UNABLE TO ENTER ADDRESS FOR ANY SCHEDULED INSPECTION. AN ADDITIONAL \$40.00 FEE WILL BE REQUIRED.
- b. All violations need to be corrected within 6 months of initial inspection and pass inspection by the end of the compliance period; or a Certificate of Re-Occupancy must be obtained, whichever comes first.
- c. It is important that arrangements be made for an adult to be at the home between the hours of 8:30am and 4pm on the day of the inspection. An A.M. or P.M. time frame will be requested by you.
- d. CERTIFICATES OF RE-OCCUPANCY AND RENTAL CERTIFICATES ARE NOT TRANSFERABLE.
- e. Inspections are for visible defects. Hidden conditions may be present.

THANK YOU FOR YOUR COOPERATION AND MAINTAINING YOUR PROPERTY.

BUILDING DEPARTMENT