

## PRE-INSPECTION ADDENDUM

Listed below are items that will be checked for code compliance when a rental inspection is performed by the City's Department of Housing & Neighborhood Development (HAND). A pre-inspection by the owner, manager, or maintenance personnel using this as a checklist may identify and help you eliminate potential violations prior to your City inspection. The [Residential Rental Unit & Lodging Establishment Inspection Program, adopted under Title 16 of the Bloomington Municipal Code](#) is available at the Housing & Neighborhood Development office which is located in Showers City Hall, 401 N. Morton Street.

**Grading & Structural Elements:** The structure shall be designed, constructed and maintained to safely support all intended and imposed loads, without exceeding allowable material and connection stress. The finish grade shall drain surface water away from the structure.

**General Conditions:** The premises shall be maintained in a sanitary condition with no excessive accumulation of trash, rubbish or debris, and shall be free of rodent or insect infestations. Wall, ceiling and floor coverings shall be maintained in good condition, free of hazards and deteriorating materials. Bathroom and kitchen floors shall be constructed and maintained to be substantially impervious to water. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered and done in accordance with any applicable rules or regulations established by the United States Environmental Protection Agency or the Indiana Department of Environmental Management.

**Smoke Detectors:** Smoke detectors must be installed: (1) outside each sleeping room, within 15 feet of the door; (2) on the ceiling at least four inches from the wall; or on the wall between 6 and 12 inches from the ceiling; (3) on each additional story of the dwelling, including basements, cellars and habitable attics. Smoke detectors in newly constructed structures shall be hard-wired, inter-connected, and placed in accordance with all applicable code(s).

**Stairs and Stairwells:** All must meet code for the time of construction or renovation. The following is the general guideline - staircases consisting of 3 or more risers shall have a handrail installed between 30 and 34 inches as measured from the nose of the treads. Stairwell landings, 30" inches or more above the floor below, shall have a guardrail 36" inches in height, with intermediate members spaced not more than 4" inches apart as measured in any direction.

**Bathrooms:** All fixtures shall function as intended and meet code at the time of construction.

**Windows & Doors:** All required openable windows shall be capable of remaining open on their own hardware. First floor, basement, and accessible upper story windows shall be capable of being locked. Windows and doors shall be maintained in a safe, weather-tight, and operational condition, with all glazing secure.

**Bedroom Egress Requirements:** Bedroom egress shall meet the state adopted code for the time the structure was built or renovated.

**Mechanical Equipment and Systems:** Heating equipment and water heaters; duct, flue and vent systems; piping, connections and valves; appliances and appurtenances shall be installed and maintained in accordance with manufacturer's instructions and code requirements for location, combustion air, clearance distances, and accessibility. Furnaces shall be properly cleaned and maintained, and fitted with clean air filters.

An accessible, approved shutoff valve shall be installed in the fuel-gas piping outside of each appliance and ahead of the union connection thereto in addition to any valve provided on the appliance. Such valve shall be within 6 feet of the appliance (4 feet for fireplace outlets) and in the same room or space where the appliance is located.

Water heater temperature/pressure (TPR) valve discharge tubes: shall not be reduced in size from the valve outlet; shall be rigid galvanized, rigid copper, or any CPVC pipe; shall not have a threaded discharge end; shall drain by gravity; shall extend to within 6" of the floor; shall have a minimum 1" air gap where discharging into a sanitary drain, or an approved air break.

**Electrical Systems:** Access to the main disconnect must be provided to the occupant(s) at all times. Circuits shall have correct fuse or breaker size; service to panels shall be adequately sized, with labeled directory. Receptacles, switches, fixtures and junction boxes shall be securely mounted, cover plated, and correctly wired.

Existing rooms shall have a minimum of 2 electrical receptacles, one of which may be a switched ceiling or wall type light fixture. Kitchens shall have 3 remote receptacles, one of which may be a switched light fixture as per above; bathrooms and laundry rooms, shall have one electric receptacle and one separate light fixture.

**Unfinished Basements, crawl spaces, storage areas and accessory structures:** These areas shall be reasonably free of excessive dampness, and free of stored combustibles, trash or refuse.

**Plumbing:** Drainage Waste & Vent/Water Service & Distribution: Piping, connections, fittings, valves, fixtures, appliances and appurtenances shall conform to code. Sewer systems include fixture traps, vents and clean-outs, conveying wastes to the public sewer or private septic system. Water distribution systems include back-flow and freeze protection. Sump pumps shall not discharge into the sanitary sewer, and must discharge to the exterior of a structure, unless used as a lift station for grey water from a washing machine or laundry basin.

**Exterior:** Roofs shall be structurally sound and free from leaks. Gutters shall be secure and shall carry water away from the foundation of the structure. Masonry works shall be structurally sound, and securely tuck-pointed. Foundations shall have no openings, which may admit rodents, moisture, or excessive intrusion of air. Porches, decks, steps, handrails, guardrails and landings shall be in sound condition.

Each structure shall have a permanent identifying address number, with minimum 3" letters that are visible from the street.

Each dwelling unit shall have an adequate number of trash containers with tight fitting covers.

Peeling, chipping, flaking or abraded paint on the exterior of a residential rental unit or its accessory structures shall be eliminated in accordance with any applicable rules or regulations established by the United States Environmental Protection Agency or the Indiana Department of Environmental Management.

**Required Documentation:**

1. **Occupancy Affidavit:** A completed copy of the [Occupancy Affidavit](#) must be provided to the HAND office or reviewed with the inspector within 60 days of the date stamped on the inspection report or a \$25.00 fine will be levied. BMC 16.12.050 (d) and 16.10.030(b).
2. **Inventory & Damage List:** The owner or their agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner/agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. A copy of this document must be provided to the HAND office or reviewed with the inspector within 60 days of the date stamped on the inspection report or a \$25.00 fine will be levied. BMC 16.12.040 and 16.10.030(b)
3. **Gas Furnace Inspection Report:** The furnace inspection report must indicate that the gas furnace has been thoroughly cleaned and serviced, including inspection and testing of shut off valves for proper operation, and testing for carbon monoxide. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Acceptable levels of carbon monoxide are as follows: Desired level: 0 parts per million (ppm) Acceptable level in a living space: 9 ppm Maximum concentration for flue products: 50 ppm. A copy of this document must be provided to the HAND office or reviewed with the inspector within 60 days of the date stamped on the inspection report. BMC 16.01.060(f), BMC 16.04.060(c), BMC 16.04.060(b)

**Fee Reductions:**

There shall be a 25% fee reduction for any residential rental unit that has no violations on the initial Cycle Inspection. If the required documentation is not provided to the HAND inspector during the inspection, an owner will have until 5:00 pm on the day of the inspection to provide HAND with the required documentation in order to receive the 25% fee reduction. BMC 16.03.080(b)(6)

In recognition of the importance of ensuring affordable housing, the Board of Public Works shall ensure that the City continues to subsidize the inspection of certain types of low-income housing units by providing the following discounts to any inspection fees said Board establishes:

- Public housing units owned and operated by the Bloomington Housing Authority shall be provided free inspections and shall not be assessed a fee;
- Section 8 dwelling units, Low Income Tax Credit dwelling units, HAND Department subsidized dwelling units and dwelling units that have a monthly rent in accordance with the United States Department of Housing and Urban Development's Low Rent Rates shall receive a 30% discount on any fee. A copy of the lease showing the unit's rental rate shall be provided in order to receive the discounted fee. A copy of the HUD Low Rent Rates is available on HAND's website; said rates are updated annually.