



### Mechanical/Utilities

- Heating systems

The inspector shall visually inspect the heating system for the following conditions:

- Excessive rust or discoloration of the draft hood
- Signs of rust or deterioration of the furnace cabinet
- Check for missing sheet metal, airtight connections, and general conditions of ductwork
- Determine if more than one heating system and list types
- Verify that all vent piping has 1-inch clearance to combustibles for class "B" type pipe (double wall) and 6-inch clearance to all class "C" (single wall) pipe
  - **All asbestos (transite) chimneys must be removed by a qualified person**
  - Check drip-tee at bottom of chimney
- Check for clearances to combustibles. The clearances to combustibles are often noted on the nameplate and usually are 6 inches for space heaters.
  - If clearances are not met corrections must be made
- Unlisted appliances shall be noted and unlisted wood burning appliances must be removed
- Verify gas fired heating system has the following controls:
  - Thermostat
  - Gas shut-off valve at each appliance
  - Combustion air intake (shall not be less in area than the area of the common flue or flues of the appliances within the placement area)
- Hot water system
  - Verify the expansion tank has been designed for the system
  - Check shut-off valve between expansion tank and boiler (valve to be kept open during boiler operation)
  - Check backflow preventer on city water fill line to boiler
  - Check minimum, Double Check Valve with Intermittent Vent Assembly (DCIVA)
  - Check if chemicals in system are protected with a Reduced Pressure Zone, (RPZ). RPZ must be inspected each year and rebuilt every 5 years
- Space heaters
  - Portable heating equipment employing flame and the use of liquid fuel are prohibited. No owner or occupant shall install a space heater with flame that is not vented to the exterior of the building in an approved manner
  - Space heaters shall be evaluated with the same requirements of a heating system. All units 20 years and older must be evaluated, (TUNE UP)
- Plumbing system, waste, and vent

The inspector shall visually inspect the plumbing system for the following conditions:

- Improper repairs made with tape, tar, rag, putty, or other similar makeshift method
- Abandoned waste or vent openings are properly capped
- Check cleanout for building sewer, generally located at the wall where waste system leaves the building, or the base of the main stack
- Proper venting of plumbing fixtures
- Check for trap under all shower/tubs. Showers not permitted to pipe into floor drain



# City of New Hope Community Development

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5110 • Fax: 763-531-5136 • newhopemn.gov

## Code Compliance/Rental Housing Inspection Criteria

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- Water piping/supply

The inspector shall visually inspect the water supply system for the following conditions:

- Rubber water piping is not permitted
- Note any water saddle type connections and correct if leaking
- Basement water fixtures are operating as designed
- Verify all fixtures have been properly vented
- Check for broken or cracked fixtures
- Check laundry tub for 1-inch air gap
  - If spout has threaded end, back-flow preventer is required, or remove threads

- Hot water heater

The inspector shall visually inspect the hot water heater for the following conditions:

- Check draft-diverter for back-drafting
- Ensure extension pipe on pressure relief valve is 6 to 18 inches from floor
- Shut off valve must be a ball type valve if it has been replaced
- Check for visible signs of rust

- Crawl space

The inspector shall visually inspect the crawl space for the following conditions:

- Access to crawl space is minimum 24 by 18 inches without obstructions
- Verify that the crawl space is vented per the building code

- Sump pump/drain tile

The inspector shall visually inspect the sump pump/drain tile system for the following conditions:

- Verify sump basket and number
- Basket cover is secured
- Check for rigid discharge pipe to exterior of building
- Sump pump must be plugged directly into a receptacle

- Electric system, **do not touch if electrical shock is possible**

The inspector shall visually inspect the electrical system for the following conditions:

- Rust on panel and outlet boxes
- Missing parts or broken devices
- More than one adder box
- Proper grounding to water pipe
- Check ground connection to street side of water meter
- Check for proper clearance, 30-inch wide area and 30 inches in front of panel
- Ensure minimum 60 amp service
- Fuse tampering

- Electrical outlets, fixtures, and wiring

The inspector shall visually inspect the electrical outlets, fixtures, and wiring for the following conditions:

- Check if wiring has been maintained in a manner that complies with wiring methods of the National Electrical Code
- Determine if electric outlets, switches, and fixtures are properly maintained. Look for broken receptacles, switches, missing plates, and broken parts
  - Extension cords are not permitted to be used as permanent wiring
- All electrical components must be inspected by the state
- Test all GFI outlets for proper operation



- Smoke detectors

The inspector shall visually inspect the smoke detectors, push the test button of each smoke detector, and determine if the following conditions exist:

- Check if smoke detector is operable and one is located on each level and in all sleeping rooms. A test button must be present on each smoke detector
- Check location, 6 inches from an inside corner, wall or ceiling

### Basement Interior

- Exterior walls

The inspector shall visually inspect foundation walls, floors, and ceilings for the following conditions:

- Look for cracks in exterior foundation walls and for wall movement. Excessive cracking must be evaluated by a state licensed engineer
- Cracks in floors and for settlement
- Check all exposed ceiling joists for cracks or cut joists
- Supporting post and beams
- Check floor drains for all required plugs

- Rooms other than bath or sleeping rooms

- Electrical receptacles and switches
- Condition of floors, walls, and ceilings
- Condition of windows and screens

### Stairways, interior

The inspector shall visually inspect all stairway systems for the following conditions:

- Required switch for the light at top and one at bottom of stairway, stairway must be lighted
- Handrails are grippable and on one side of all stairways
- Approved guardrail, no open side on stairways
- Check steps for trip hazards
- Steps must have same riser height and tread length

### Bathrooms

The inspector shall visually inspect the following in all bathrooms for the following conditions:

- Plumbing fixture installation

- Check for trap below all drains, showers, and tubs
- Fixtures are properly vented
- Adequate water pressure
- Toilet is secured to floor
- Fixtures function properly
- Shower doors swing outward

- Ventilation

- Operable window if bath doesn't have an exhaust fan
- Operable exhaust fan must discharge to the exterior

- Other

- Determine if there is one functioning light fixture and one electrical receptacle. If outlet has been added or replaced, it must be GFI protected



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### Sleeping Rooms

The inspector shall visually inspect all sleeping rooms for the following conditions:

- Operable, legal egress window, see code requirement for period that dwelling was constructed. Each window must be equivalent to a double pane glass and be screened
- Each sleeping room must have one heat supply register and one return air register

### Kitchen

The inspector shall visually inspect the kitchen for the following conditions:

- Proper connection of all plumbing fixtures
- Electric receptacles must be installed securely and, if changed, must be GFI protected; confirm proper covers
- Floors, walls, and ceilings are maintained in a sound condition
- Check operation of exhaust fan

### Interior Rooms, (all others)

The inspector shall visually inspect all rooms for the following conditions:

- Check electric receptacles. They must be installed securely, confirm proper covers
- Check that floors, walls, and ceilings are maintained in a sound condition

### Fireplaces

The inspector shall visually inspect all fireplaces for the following conditions:

- Determine that firebox is safe and free from deterioration
- Check proper operation of damper
- Check that firebox less than 6 sq. ft. has a hearth 16 inches out from face and 8 inches beyond the firebox opening on each side; or have glass doors installed
- Check that firebox more than 6 sq. ft. have a hearth 20 inches out from face of the firebox and 12 inches past each side; or have glass doors installed
- Approved shutoff valve on gas logs
- Gas logs have a stopper installed on the damper to prevent damper from closing, 1-inch min. gap

### Doors and windows

The inspector shall visually inspect the doors and windows for the following conditions:

- Doors
  - Check that doors are operating without sticking
  - Broken glass
  - Closer on storm doors
  - Ensure weather stripping and threshold
- Windows
  - Broken glass
  - Deteriorated glazing
  - Storms and screens must be in place
  - Check all windows that are designed to operate open freely
  - Check for missing parts



### Porches/Balconies/Decks

The inspector shall visually inspect all porches, decks, and balconies for the following conditions:

- All exterior doors must have a minimum 36-inch landing on the exterior, maximum 8-inch high step. (7 3/4" if built 2007 or after)
- Check guardrails and all open spacing, spacing per code at the time of construction, maximum space as follows; pre 1974 = 9"; 1974 to 1989 = 6"; after 1989 = 4"
- Any rotting of joist and deck boards
- Check that posts are anchored to footing
- Height of steps; must be uniform and maximum 8 inches
- Grippable handrail required on one side when more than 3 steps are present (verify year built for code requirement)
- Determine if doors, windows, and screens are in a sound condition
- Check that all electrical outlets have a weatherproof cover if exposed to outside
- All electric wiring has been installed in a safe and approved manner

### Garage Attached/Detached

The inspector shall visually inspect the garage for the following conditions:

- Attached garage
  - Garage door opener is plugged directly into a receptacle (extension cords not permitted)
  - Automatic reverse for garage door opener functioning
  - Check firewall between house and garage
  - Check foundation for cracks
  - Check floor for settlement
  - All electric wiring is installed in a safe and approved manner
  - The door between garage and house must be a solid wood door, steel door, or 20-minute rated door (pre 1962 homes are exempt unless doors have been replaced)
- Detached garage
  - Check foundation and slab for cracks
  - Check floor for settlement
  - Garage door opener is plugged directly into a receptacle (extension cords not permitted)
  - All electric wiring is installed in a safe and approved manner

### Exterior

The inspector shall visually inspect the exterior for the following conditions:

- Electrical
  - All exterior devices are covered in an approved manner
  - All electric power lines are minimum of 10 feet above grade or deck
- Parking areas
  - Parking areas must be surfaced with an approved material. Parking or driving is not permitted in areas that are not surfaced or in areas that affect drainage (Recreation vehicles have an exception)
- Accessory buildings
  - Accessory buildings are maintained in a sound condition
  - All electrical is installed in an approved manner
  - Check that walls, ceilings, and roofs are in a sound condition, no loose, warped, or rotted materials
  - All accessory structures are anchored in a safe, solid manner



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## Code Compliance/Rental Housing Inspection Criteria

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- Verify distance from lot lines, (not permitted in front yards or side yard setbacks)
- Gutters/drain spouts
  - Check that all gutters are maintained in good working condition
- Chimneys
  - Look for any deterioration of brick on all masonry chimneys
  - Check condition of chimney cap
  - Check height of all chimneys above roof, 24 inches minimum from roof within 10 feet
- Foundation
  - Check for cracks in foundation
  - Check for holes or deterioration
- Walls and siding
  - Check for deteriorated paint, (more than 25% deterioration, walls, trim or soffit/fascia must be repainted)
  - Check for holes in siding
  - Check for siding deterioration
- Windows, doors, and screens
  - Rotted trim
  - Holes in screens
  - Deteriorated paint, (more than 25% deterioration of trim must be repainted)
- Roof (maximum of 2 layers)
  - Worn rain lines and deteriorated shingles at lower edge
  - Curled and cupping shingles
  - Proper roof venting
  - Proper soffit venting
  - Adequate overhang of shingles on eaves and rakes
- Grading and drainage
  - Check for negative slope toward foundation
  - Any ponding areas in yard
- Zoning issues
  - Check sight line in sight triangle area of corner lots
  - All grass areas of yards must be sodded or seeded
  - Trashcans must be screened if outside
- Fences
  - All fences are maintained in a sound condition
  - Check for rotted boards or posts
  - If a fence is 25 percent or more unpainted, the surface must be repainted
  - Check height of fence forward of house
- Swimming pools and hot tubs/spas
  - Required 4-foot high fence if water depth is 24 inches deep or more
  - Check that all gates are self-closing and latch from the inside
  - All electrical components to be inspected by the state