



Building Inspection Department

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RENTAL LICENSE PRE-INSPECTION CHECKLIST

The following is a basic checklist for landlords intended only to serve as general guidelines for the maintenance of rental properties within City of Wayzata. Prior to a rental inspection, property owners should check their properties as noted below:

EXTERIOR PROPERTY AREA

VEHICLES/PARKING

Parking is allowed only on approved all-weather, durable and dust-free parking surfaces. Abandoned, unlicensed or inoperable vehicles are prohibited. Motor vehicle repair is not allowed except for minor repair of the occupant's vehicle. Commercial vehicle parking is not allowed.

YARDS

Yards shall be maintained free of weeds or plant growth in excess of 10 inches. All exterior property must be kept free from rodent harborage and infestation. All exterior structures including detached garages, fences and walls shall be kept in structurally sound and good repair.

GARBAGE CONTAINERS

The owner of every rental dwelling unit shall supply an approved, leak proof, covered, outside garbage container of sufficient size to accommodate the needs of the occupant. Owners are required to provide regular garbage pick-up.

EXTERIOR STRUCTURE

PREMISES IDENTIFICATION

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

ROOF

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, 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.

EXTERIOR WALLS/PAINT

All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

STAIRS/GUARDRAILS

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Existing handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Existing guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

DOORS

All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door and capable of being easily opened from the inside without the use of a key.

WINDOWS

Windows must be in sound condition, have no broken glass, have hardware capable of holding windows in the "open" position, fit tight within the frame, and have a secure locking mechanism. Operable windows must be equipped with full screens.

EMERGENCY ESCAPE OPENINGS

Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

OCCUPANCY SEPARATION

Fire walls and doors are required between commercial/residential spaces or attached garage/residential space as defined in the State Building Code.

EXTERMINATION

All structures shall be kept free from insect and rodent infestation.

Owner. The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure.

Single occupant. The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for extermination on the premises.

Multiple occupancy. The owner of a structure containing two or more dwelling units or a nonresidential structure shall be responsible for extermination in the public or shared areas of the structure and exterior property.

Occupant. The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure. **Exception:** Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.

OCCUPANCY LIMITATIONS

All habitable rooms may not be less than seven (7) feet in any plan dimension. Every bedroom occupied by one person must contain at least 70 square feet of floor area, and every bedroom occupied by more than one person must contain at least

50 square feet of floor area for each person thereof. Kitchens and non-habitable spaces cannot be used for sleeping purposes. Basements cannot be used for sleeping purposes unless light, ventilation and egress standards are met.

SMOKE DETECTORS

State statute requires an operable smoke detector be provided and maintained in accordance with the manufacturer's instructions in the following areas of the rental unit:

- In each sleeping room
- Outside of each separate sleeping area in the immediate vicinity of the bedrooms
- On each story of the dwelling, including basements and cellars, but not including crawlspaces & uninhabitable attics

Electric smoke detectors are recommended however battery operated smoke detectors are allowed in most cases. Battery replacement is owner's responsibility. Follow the manufacture instructions for placement of smoke detectors placement. Carbon Monoxide alarms will be required in all existing multi-family or apartment dwelling units effective August 1, 2009.

CARBON MONOXIDE DETECTORS

Minn. Stat. § 299F.50 requires CO alarms in all single-family homes and multifamily apartment units.

- Within ten (10) feet of each room lawfully used for sleeping purposes.
- All CO alarms shall be certified by a nationally recognized testing laboratory to conform to the latest Underwriters Laboratory (UL) Standards (also known as UL2034 Standards).

DOORS

All means of egress doors shall be readily openable from the inside without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the State Statute.

WALLS/FLOORS/CEILINGS

All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions must be corrected.

SPACE HEATERS

Unvented fuel-burning appliances are not allowed.

BATHROOM VENTILATION

Every bathroom must have a window openable to the outside, or an approved mechanical ventilation system.

TOILET/HAND SINK/TUB/SHOWER

Each dwelling unit must contain a bathroom with toilet, hand sink, and tub or shower installed and maintained in accordance with the State Plumbing Code.

BATHROOM FLOOR

Bathroom floors must be impervious to water. Carpeting is not allowed. Cracks or missing tiles must be repaired or replaced.

TENANT SANITATION RESPONSIBILITIES

Occupants are required to maintain their unit in a clean and sanitary condition. They are also required to keep supplied fixtures clean and sanitary and use reasonable care in their use and operation.

DISPOSAL OF GARBAGE AND RUBBISH

Every occupant of a structure shall dispose of all rubbish or garbage in a clean and sanitary manner by placing such rubbish in approved containers provided by the owner.

UTILITIES

FURNACE/HEATING PLANT

Heating equipment must be capable of providing heat at 68° (degrees) Fahrenheit in all habitable rooms, bathrooms and toilet rooms during the period from October 1 to May 15. Required temperatures shall be measured three (3) feet above the floor near the center of the room and two (2) feet inward from the center of each exterior wall. Installation or alteration of heating equipment must be done by a qualified contractor or service company upon obtaining a heating permit from the Building Inspection Department. A separate permit may be required for gas piping.

PLUMBING

Kitchen sinks, hand sinks, bathtub, showers, toilets or urinals must be supplied with running water, adequate hot water where applicable, and must be connected to the sewer and water system in accordance with all provisions of the Minnesota State Plumbing Code.

WATER HEATER

Water heaters must be capable of supplying adequate hot water at a minimum temperature of 120° (degrees) Fahrenheit at every kitchen sink, tub, shower, and laundry facility. All repairs or alterations must be made under permit from the Building Inspection Department by a licensed contractor in accordance with the Minnesota State Plumbing Code.

GAS CONNECTIONS

Flexible connectors on stoves or dryers must be AGA approved. Existing connectors that are kinked, damaged, or corroded must be replaced. Illegal gas shut-off valves or inoperable valves must be replaced with AGA approved valves.

ELECTRICAL

The electrical service must be adequate to serve the needs of occupants and maintained in accordance with the Minnesota State Electrical Code. Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric lighting fixture. Installation or alteration of electrical equipment or appliances must be done by a licensed electrical contractor or service company upon obtaining an electrical permit from the State Board of Electricity.

ALL FACILITIES AND EQUIPMENT

All required and supplied equipment and all building spaces and parts must be constructed and maintained to properly and safely perform their intended function.

FLAMMABLE LIQUID STORAGE

No gasoline or other flammable liquid can be stored in a residential building unless stored in a one-hour, fire-rated room or approved fire-rated cabinet. Flammable liquids can never be stored in a room with a source of ignition, such as a furnace, water heater, etc.

MULTIFAMILY DWELLING REQUIREMENTS

FIRE SYSTEMS/EQUIPMENT

FIRE ALARM TESTING

Fire alarm tests must be done yearly by a qualified contractor. Documentation must be furnished to the City Fire Marshal.

OTHER SYSTEM TESTS

Sprinkler systems, standpipes, fire pumps, and other fire protection systems must be tested in accordance with their respective standards by qualified personnel and documentation provided to the City Fire Marshal.

FIRE EXTINGUISHERS

A 2A10BC fire extinguisher must be available in the hall within fifty feet (50") of any apartment door on the same level or a 1A10BC fire extinguisher in each apartment. Laundry rooms and/or furnace/boiler rooms require 2A10BC fire extinguisher.

FIRE EXTINGUISHER SERVICING

Extinguishers must be inspected and tagged every year by qualified personnel and hydrostatically tested by a qualified company every six years.

FIRE SEPARATION/APARTMENT BASEMENT

One-hour fire-resistive walls, ceiling and 20 minutes fire-door (with UL or FM approved self-closer) are required on any furnace room containing heating facilities that service more than one unit.

CARBON MONOXIDE ALARMS

In multifamily dwellings it is the owner's responsibility to provide carbon monoxide alarms within ten feet of each room lawfully used for sleeping; and replace any required carbon monoxide alarm that has been stolen, removed, found missing, or rendered inoperable during a prior occupancy of the dwelling unit and which has not been replaced by the occupant prior to the commencement of a new occupancy of a dwelling unit.

EXITS

NUMBER OF EXITS

A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way.

EXIT OBSTRUCTIONS

All exits to the building must be unobstructed at all items. No storage is allowed in stairwells, corridors, or in front of doors.

Fire doors must not be blocked open or obstructed with storage. Self-closures must be in operable condition.

STAIR ENCLOSURES

Stairs that serve more than two levels must be enclosed with a one-hour fire-rated enclosure. (Two-hour if four or more stories.) Doors entering these stairwells must be one-hour rated (1 1/2 hour for two-hour separations).

STAIRWAY IDENTIFICATION

Stairways serving four or more stories must be identified with signs on each floor level that clearly indicate the floor level and whether there is roof access.

EXIT ILLUMINATION

All common halls and inside stairways must be provided with emergency illumination and continuously lit with a minimum illumination of one foot-candle per square foot. Exterior exits and entryways are required to be illuminated a minimum of one foot candle at grade level.

EXIT SIGNS

Illuminated exit signs are required when there is more than one exit from a story unless built under a previous Building Code in accordance with that Code.