

## City of Cottage Grove Rental Inspections Checklist

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- Fire Precautions
  - Operable smoke detector must be provided
    - In each sleeping room
    - Outside sleeping rooms within immediate vicinity of sleeping rooms
    - In common areas on each level
  - Secondary egress must be provided for each sleeping room
    - Window in each sleeping room must be fully operable
    - Window in each sleeping room shall satisfy minimum egress size requirements
  - Carbon monoxide detector required within 10 feet of each sleeping room
  - Reasonable paths of free egress shall be provided from each room
  - 1 hour fire separation between garage stalls and habitable space must be maintained (when applicable)
  - (New construction) smoke detectors must be interconnected
  - Egress lighting must be provided for multi-family common areas
  - Lower level egress window wells over 44 inches deep shall be provided with an escape ladder.
  
- Mechanical
  - Temperature and pressure relief valve at water heater must extend to within 18" of floor
  - Each mechanical appliance with gas connection must have separate gas shut off valve within reach or in an accessible location in the room.
  - Drip tee required for gas connection at each appliance as close as feasible to the appliance
  - Dryer vents with flapper shall be properly vented to exterior of property, free of holes or breaks, and connected to duct system with UL approved duct extension
  - Bath fans with flapper must be fully operable in each bathroom where operable window is not provided, and must be properly vented to exterior
  - Furnace filter must be clean and changed out regularly according to scheduled replacement for furnace and filter models
  - All rooms must be provided with supply and return air
  
- Plumbing
  - Plumbing fixtures and vanities must be secured in place
  - Plumbing fixtures must be functioning properly, and without leaks
  - Plumbing fixtures (sinks, toilets, tubs, showers, etc.) must be caulked around edges
  - Dishwasher disposal lines must be looped up and secure higher than connection to drain pipe.
  - Flexible drain pipes at any plumbing application must be replaced with rigid smooth interior piping
  - All plumbing work must be code compliant
  
- Electrical
  - Outlet and switch covers must be provided where such boxes exist or cover plates provided

- Any open fuse slots must be filled with blank spacers at service panel
- All kitchen counter and all bathroom outlets must be GFCI (Ground Fault Circuit Interrupter) protected
- New lower level electrical outlets should be arc fault protected.
- Yellow state inspector approval sticker must be posted in main electrical box.
- All non-compliant electrical shall be repaired by a state licensed electrical contractor and approved by the state electrical inspector.
  
- Sanitation
  - Conditions which permit mold growth must be alleviated, and any visibly affected mold surfaces must be sanitized and kept free of mold growth.
  - Any condition which would sacrifice health or safety of occupants must be eliminated.
  
- Structure maintenance
  - Screens must be provided at every operable window.
  - All window screens must be maintained intact without holes or tears.
  - Any conditions which would sacrifice health or safety of occupants must be eliminated (i.e.; broken glass in windows)
  - A minimum of one graspable handrail must be provided for stairwells with a height of four risers or more.
  - Exterior of structure must be maintained so as to not admit moisture into interior of structure.
  - All roofing, siding, and exterior facing materials shall be maintained in good condition.
  - Visible address numbers must be posted on structure.
  
- Property maintenance
  - All accessory structures including, but not limited to, detached garages, sheds and fences, shall be maintained structurally sound and in good repair. All exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements by paint or by other protective covering or treatment.
  - Unlicensed and inoperable vehicles, equipment, tires, vehicle parts, machinery, unused household goods, and most other objects and materials must be stored out of public view from neighboring properties and roadways.
  - City code states that no more than four vehicles may be parked outside of an enclosed structure on a single property.
  - City code requires that off-street parking of vehicles, boats, trailers, and recreational vehicles must be on an improved parking surface that meets construction and property line setback requirements.
  - Garbage, yard waste, construction/demolition waste, and other refuse shall be kept in approved containers and out of public view from neighboring properties and roadways until disposed of in a timely and appropriate manner.
  - Trash containers must be located out of public view from neighboring properties and roadways.