RENTAL INSPECTION CHECKLIST
(Effective July 23, 2024)

The City of Cedar Rapids wants you to be successful with your rental housing inspection. Please use this checklist prior to your scheduled inspection. This list is not intended to include every violation of the Housing & Property Maintenance Code, but it does contain violations that are most found during routine inspections. Rental properties should always be maintained throughout the year and between inspections.

The Cedar Rapids City Council adopted the 2024 version of the International Property Maintenance Code on July 23, 2024.

Each Housing Structure;

- ✓ All Single-family dwellings, Duplexes, and Multi-family rental dwellings have an annual registration fee. The City of Cedar Rapids will send an invoice for applicable fees around July 1 of each year. Annual registration fees are: Single-family Dwelling is $50; Duplex is $60; Multiple Dwelling -3 or more units (structure plus per unit fee) is $42; Each Dwelling/Rooming Unit is $13.
- ✓ Any Rental Registration fees paid are valid until June 30. The fiscal year for Rental Unit Registration is July 1 through June 30. Fees will NOT be pro-rated.
- ✓ The owner of any rental property or unit must notify the Building Services Department within 30 days of any change in the information required for Rental Property or Rental Unit Registration. Applicable forms, including a Property Deletion Form if you are no longer renting the property, are available at www.cityofcr.com/rentalhousing.

Outside

- ✓ Buildings shall have approved contrasting address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. If there is a detached garage and it faces an alley, it is also required to have address numbers. Numbers shall be a minimum of 4 inches in height with a minimum stroke width of 0.5 inch. Multi-family dwellings are required to have interior room numbers not less than 2 inches in height with a minimum stroke width of 0.25 inch. A unit number is required on the exterior door frame for each unit if there are separate entrances for each unit.
- ✓ Exterior surfaces, including but not limited to doors, door and window frames, cornices, porches, trim, balconies, decks, and fences, shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated, and surfaces repainted. Siding and masonry joints shall be maintained weather resistant and weather tight.
- ✓ All accessory structures, including detached garages, fences and walls, shall be maintained in good repair at all times. All garage doors, including overhead doors, are required – all garages, where a garage door was intended or installed, must be provided with a functioning garage door. If an electrical garage door opener is installed, it must plug directly into an outlet (no extension cords allowed). The garage door opener must be in good repair and work properly.
- ✓ The roof and flashing, including soffit and fascia, shall be sound, tight and not have defects. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.
- ✓ Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
- ✓ Every exterior and interior flight of stairs having four or more risers shall have a handrail on one side of the stair and every 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. Handrails shall not be less than 30 inches in height or more than 42 inches in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches in height above the floor of the landing, balcony, porch, deck, ramp or other walking surface. Guards shall not have openings from the walking surface to the required guard height that allow passage of a sphere of 4 inches in diameter. Any new or replaced handrails or guardrails must meet current Building Code requirements.
- ✓ Concrete sidewalks, patios and driveways must be in safe and sound condition with no trip hazards.
- ✓ Foundation must be in good repair.
- ✓ Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage which includes unused appliances or vehicle parts, for example. No indoor furniture can be stored outside.

Throughout the Housing Unit

Smoke Detectors, Fire Extinguishers and Combustibles

- ✓ A carbon monoxide alarm is required of all properties with fuel-burning appliances or an attached garage. A carbon monoxide alarm must be located within 15 feet of all sleeping areas. A combination smoke alarm/carbon monoxide alarm is permitted. Alarms must be UL-listed.
- ✓ A smoke alarm (single-sensor or dual sensor) is required to be located inside each room used for sleeping purposes and outside of each sleeping room. A smoke alarm is also required in the basement and in the attic (if the attic is accessible to the tenant). Smoke alarms must be UL-listed.
- ✓ In multi-family dwellings, a smoke alarm must be located every 30 feet in common corridors and at the top of each interior stairway.
- ✓ All battery powered smoke alarms must contain a 10-year lithium power cell battery.
- ✓ Single family structures shall have one 1A10BC minimum rated fire extinguisher provided in a properly mounted readily accessible location, preferably located near an exit and near the kitchen.
- ✓ Each multi-family structure shall be provided with one 1A10BC fire extinguisher for each dwelling unit, properly mounted in a readily accessible location preferably located near an exit and near the kitchen, or, for those structures with common corridors in lieu of the 1A10BC fire extinguishers in each unit, the owner may provide one 2A10BC fire extinguisher on each occupied level within 75 feet of each dwelling unit, properly mounted in a readily accessible location for occupants for which they are provided. Fire extinguishers must be serviced, tested, and/or replaced in accordance with manufacturer's instructions. Non-rechargeable fire extinguishers are required to be removed from service 12 years from the date of manufacture.

Doors

- ✓ All entry doors providing access to a dwelling unit, rooming unit or housekeeping unit equipped with a deadbolt lock shall have the deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort. It shall have a minimum lock throw of 1 inch.
- ✓ Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

OVER ➡

Windows
- ✓ All window glazing shall be maintained free of cracks and holes.
- ✓ Every window, skylight, door, and frame shall be kept in sound condition, good repair and weather tight.
- ✓ Windows must be capable of opening easily and remaining open without a means of support.
- ✓ Operable windows within 6 feet above ground level or a walking surface require a locking device.
- ✓ Every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service requires a screen. Screens must be in good condition – free of any tears and fit securely into window frames.
- ✓ Every habitable space shall have not less than one openable window. All windows manufactured as openable must open.

Walls, Ceilings and Floors
- ✓ Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, stained, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
- ✓ Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and in good repair and free of trip hazards.
- ✓ Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a minimum clear ceiling height of 7 feet. In one and two-family dwellings, rooms occupied exclusively for bathrooms, toilet rooms, and laundry rooms may have a minimum ceiling height of 6 feet 8 inches.
- ✓ Every habitable room shall not contain less than 70 square feet and every bedroom occupied by more than one person shall contain 50 square feet of floor area for each occupant.

Electrical System
- ✓ Every habitable room must have at least a switched light fixture and two duplex outlets. Alternatively, one switched duplex outlet plus another duplex outlet is allowed.
- ✓ All cover plates for outlets, switches and junction boxes are required.
- ✓ All switches, outlets and electrical fixtures must be in good working order.
- ✓ Extension cords are not allowed to be run through doorways and under carpets. Extension cords cannot be used as permeant wiring.
- ✓ All receptacles located above and adjacent to work counters within 3 feet of a sink or water distribution fixture shall be ground fault type
- ✓ Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire.
- ✓ Exterior outlets need to be GFCI protected with an approved cover.

Mechanical
- ✓ All habitable rooms, bathrooms and toilet rooms shall be supplied with heat to maintain a minimum temperature of 68 degrees Fahrenheit. (Cooking appliances shall not be used to provide space heating to meet the requirements of this section.)
- ✓ The water heater must have a temperature pressure relief valve with an extension pipe that extends to within 3 – 6 inches of the floor. (If the temperature pressure relief valve is made of PVC type material, it must be secured to the base of the water heater).
- ✓ All combustion gases must be vented to the outside.
- ✓ Fuel burning devices cannot be located in bathrooms or sleeping areas.

Plumbing
- ✓ The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume (1 gallon per minute) and a pressure adequate to enable the fixtures to function properly, safely and free from defects and leaks.
- ✓ All plumbing fixtures must have a trap made of smooth wall rigid materials.

In the Basement
- ✓ See note for handrail and guardrail requirements in the “Outside” section above.
- ✓ In order to be used as a sleeping area, the space must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress. Escape windows must have a net clear openable height of 24 inches and width of 20 inches. Window sill height cannot exceed 44 inches if the window is provided as an emergency escape and rescue opening. Area wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or steps.
- ✓ Clean out openings and floor drains must have proper covers. Sump pumps also require a cover.
- ✓ A switched ceiling or wall type light fixture is required.
- ✓ A smoke alarm is required in the basement.

In the Kitchen
- ✓ There must be separate outlets for the stove and refrigerator in addition to 2 duplex outlets.
- ✓ A switched ceiling or wall type light fixture is required.
- ✓ All receptacles located above and adjacent to work counters within 3 feet of a sink or water distribution fixture shall be ground fault type.
- ✓ If a garbage disposal is supplied, it must be in operable condition. If it is not working correctly, it is must be repaired, replaced or removed.
- ✓ Flooring shall be maintained in good, clean and sanitary condition.
- ✓ If appliances are supplied, they must be in a safe working condition.

In the Bathroom
- ✓ A switched ceiling or wall type light fixture is required.
- ✓ At least one ground fault electrical outlet is required in each bathroom or toilet room.
- ✓ Flooring shall be maintained in good, clean and sanitary condition.
- ✓ An openable window with a screen or a mechanical ventilation fan is required.