



CITY OF CLARKSBURG

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OFFICE OF
CODE ENFORCEMENT

City of Clarksburg Property Maintenance Standards Inspection Checklist

What is the Scope of a Property Maintenance Inspection? The inspector performs a visual inspection of the premises based on the municipality's currently adopted City of Clarksburg Property Maintenance Standards. The Code Enforcement Officer then notes any corrections required and gives the owner a reasonable time to comply prior to the issuance of a Certificate of Occupancy. The inspection shall apply to all existing residential and nonresidential structures and all existing *premises* and constitute minimum requirements and standards for *premises*, structures, equipment and facilities for light, *ventilation*, space, heating, sanitation, protection from the elements, life safety, safety from fire, carbon monoxide and other hazards, and for safe and sanitary maintenance. The overall condition of the roof, roof drains and roofing materials are inspected as visible from the exterior at ground level. **This list shows commonly found violations. It is NOT intended to be a comprehensive list of all code violations that could occur.**

Fire Safety -

- Is there a working Smoke detector & Carbon Monoxide detector (CO Det. must be plug-in or hard wired) **in each room used for sleeping** and on each level, including the basement, & CO and Smoke detectors in the hallway(s) outside of the bedrooms? (7-4.2) state code 29-3-16a
- Is the hot water heater and furnace clear (at least 3 feet away) of boxes, other "junk" or flammable materials? (6-3.3)
- Are all exits free from obstruction inside and outside (personal belongings, junk, shrubbery etc.)? (7-2)

Doors & Windows –

- Do all exterior doors open and close easily? Are they weather tight? (3-4.13, 3-4.15)
- Do exterior doors have deadbolts that lock and unlock from the inside without a key or special knowledge? (3-4.18.1 & 7-2.3)
- Do all windows open and stay open? (3-4.13.2)
- Do all windows close and lock? Are they weather tight? (3-4.13.1, 3-4.18.2)
- Are there any broken or cracked windows? Are screens in place and free from tears? (3-4.14 Between May 1st and October 31st) in food preparation areas.
- Do all rooms used for sleeping have a window? Or two means of approved egress from such room? (4-3.1, 7-2.4)

Walls, Ceilings and Floor –

- Are the walls, window sills and ceilings clean and free from peeling paint or wallpaper? (3-5.3)
- Are the floors structurally sound? (3-5.4)
- Is the flooring (carpet, vinyl, wood, etc.) clean and in good condition, i.e. thresholds in place, no rips or other tripping hazards, no missing tiles? (3-5.4)
- Are there proper globes/diffusers/covers on all light fixtures? (6-5.1)
- Are there light fixtures in all halls, stairways, laundry rooms and furnace rooms? (6-5.3)
- Does every set of stairs with more than four steps have a graspable handrail on at least one side? This includes stairs to a basement or attic and exterior stairs. (3-7.1)
- Are handrails and other railings firmly attached with no loose or missing spindles? (3-5.5)

Heating, Plumbing & Electrical –

- Does the Water Heater have a temperature and pressure-relief valve and a relief valve discharge pipe a maximum of 6" from the floor? (gas line "drip-leg")? (5-5.4)
- Is all fuel burning equipment in good repair and shut off valve within 6' of appliance, safe condition, properly installed and connected to chimneys or vents? (3-4.11, 6-3.1, 6-3.2)
- Are there working **GFCI** outlets in the Kitchen & Bathrooms & Laundry Rooms? (6-5.2 within 6' of any water source)
- Is there a working exhaust fan or an openable window in each bathroom?
- Do all outlets, switches and panel boxes have covers? (6-5.1)
- Are there two outlets in each room and one in the bathroom? (existing structures exception if no electrical upgrade 6-5.2)
- Do all taps run (hot & cold) and toilets flush? Is the plumbing properly vented? (5-5.1, 5-6.1)
- Do any pipes leak or faucets drip? (5-4.1)

Exterior –

- Does each unit have address numbers that are clearly visible from the street (at least 4" high)? (3-4.3)
- Is the yard maintained (grass under 6", no tall weeds)? (3-2.4)
- Is all rubbish stored in appropriate containers and removed regularly? (3-8)
- Is the exterior in good repair? Siding, brick, and/or paint free of chips or deterioration? Bare wood must be protected. (3-4.2)
- Is the roof in good repair with no leaks? No overhanging tree limbs or branches? (3-4.7)
- Is the chimney in good repair and safe condition? (3-4.11)
- Is the foundation in good repair, level with no cracking or deterioration? (3-4.5)
- Are the gutters and downspouts free of debris and directing water away from the structure and away from sidewalks and roadways? (3-4.7)
- Are the premises free of infestation such as insects, rats, pigeons and/or other vermin? (3-2.5)
- If the property has a swimming pool, is it protected by a 48" barrier or fence in good repair, with a self latching, self-closing gate? (3-3)
- Are all residents vehicles properly registered and licensed? (3-2.8)
- Are any accessory structures (garages, sheds, fences) structurally sound and in good repair? (3-2.7)

Recommended but not required in existing buildings unless there are major renovations –

- Attached garages ½" drywall on garage side between house and garage and 1¾" solid core or fire rated door
- GFCI** on all receptacles within six feet of a water source, in the garage, on the exterior and in any unfinished basement.

**ALL CHECKED ITEMS MUST BE COMPLETED AND REINSPECTED
PLEASE CONTACT CODE ENFORCEMENT OFFICE AT 304-624-1633 WITH ANY**