

CITY OF ROCKY RIVER

APPLICATION FOR RENTAL LICENSE / CERTIFICATE OF OCCUPANCY

BUILDING DEPARTMENT - 21012 HILLIARD BOULEVARD, ROCKY RIVER, OH 44116 - 440-331-0600

INSPECTION CHECKLIST – CODE REQUIREMENTS:

(DO NOT RETURN --TO BE RETAINED FOR PROPERTY OWNER'S REFERENCE)

1. **Smoke Detectors/Carbon Monoxide Detectors**– Single and multiple-station detectors/alarms shall be installed and maintained in accordance with the provisions of this code as adopted. The detectors shall meet and conform to UL 2034 and NFPA 720 and be installed and maintained in accordance with the manufacturer's instructions in the following locations.
As of 1/1/2022, all replacement detectors, Smoke and/or Smoke/CO combo, must be of the 10-year tamperproof type. It is the responsibility of the tenant to assure proper maintenance of these detectors and to notify the owner or owner's agent of any repairs needed.

1. **In each room used for sleeping purposes. CO/Smoke Combination Detector.**
2. **Outside each separate sleeping area in the immediate vicinity of the bedrooms. CO/Smoke.**
3. **On each additional story of the dwelling / dwelling unit, including basements but not including crawl spaces and uninhabitable attics. Smoke only.**

City of Rocky River Codified Ordinance – Chapter 1340.02, 1340.03, 1340.04

At least one carbon monoxide detector/alarm shall be installed in the immediate vicinity of every room used for sleeping purposes within each dwelling unit. [Exception: CO detectors are not required in dwelling units that are all-electric]

It is the responsibility of the owner of the structure to supply and install all required detectors /alarms. The tenant is responsible for the replacement of any required batteries in these detectors.

2. **Kitchens** – Existing electrical outlets serving the kitchen counter top area shall be converted to **GFCI** protected electrical outlets. The only exception is that it is **not** required that refrigerators be plugged into **GFCI** protected outlets.
3. **Bathrooms** – A GFCI electrical outlet is required near the sink. *'2021 International Property Maintenance Code' – Section 605.2 Receptacles.* “Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection”. A two wire, ungrounded GFCI protected outlet is acceptable. Any outlets in light fixtures must be rendered inoperable.
4. **Deadbolts** – Install a deadbolt lock in all entrance doors. As referenced in the '2021 International Property Maintenance Code' – Section 304.18.1 Doors. “Doors providing access to a dwelling unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without need of keys, special knowledge or effort and shall have a minimum lock throw of 1 inch. Such dead bolts shall be...maintained in good working order.”
5. **Electrical Panels: Maximum** 15 amp fuses/circuit breakers for all 14-gauge wire and outlets, 20 amp fuses/circuit breakers for 12-gauge wire and heavy-duty appliances, 30 amp fuses/circuit breakers for 10 gauge wire supplying air conditioners and/or sub-panels. ~~Label~~ Each fuse position and/ or circuit breaker in the fuse/breaker panel box must be labeled as to which circuit they control.

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6. **Required Facilities:** Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.
7. **Plumbing Systems & Fixtures:** Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstruction, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.
8. **Exterior:** Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition. *IPMC 302.1*
9. **Sidewalks and Driveways:** Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. *IPCM 302.3*
10. **Rodent Harborage:** Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminated rodent harborage and prevent re-infestation. *IPMC 302.5*
11. **Window, Skylight, and Door Frames:** Every window, skylight, door and frame shall be kept in sound condition; good repair and weather tight. *IPMC 304.13*
 - i. Glazing materials shall be maintained free from cracks and holes.
 - ii. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.