



Department of Permits and Inspections
801 Crawford Street, Fourth Floor
Portsmouth, VA 23704-3822
Phone: (757) 393-8522

RENTAL INSPECTIONS GUIDELINES

EXTERIOR

- Exterior yard will be inspected for city code violations (including: weeds, debris, and inoperable vehicles).
- Entire exterior of main structure and all accessory structures (garages, sheds, fences) will be inspected for property maintenance violations. Violations include: Peeling / chipped paint, missing / damaged siding, rotted wood on exterior of structure (including garages and sheds).
- Condition of roof (bowed / missing shingles).
- Chimneys: structurally safe and sound and in good repair.
- No broken windows.
- Existing gutters and downspouts must be in good repair.
- Foundation: Excessive cracking or shifting, crawlspace openings securely covered.
- Stairways, decks, porches and balconies: structurally sound and in good repair, and capable of supporting the imposed loads.
- All handrails and guards must be securely installed and in good repair.
- Street address numbers must be installed on the front of the main structure.
- All accessory structures, including detached garages and fences must be structurally sound and in good repair.

INTERIOR

- All means-of-egress doors (including screen and storm doors) must be properly operable and weather tight. Double deadbolt locks (locks that are keyed on the inside of doors leading to the exterior) are prohibited. Screen and storm doors must have door handles for proper closure.
- Check for general cleanliness – all surfaces must be clean. This includes walls, windows, countertops, sinks, tubs, cabinets, floors, etc.
- Carpeting must be in good condition, clean and free from stains and tears. All flooring throughout the dwelling must be clean and in good repair (i.e. linoleum, tiles, etc).
- All windows must be properly operable, in good repair, and able to readily open/stay open with it's own hardware. Locks must be properly operable. Interior window wells and frames must be free of chipped and peeling paint, paint chips, etc. Window screens (if in season) must be installed properly and in good repair.
- All interior surfaces must be free of chipped/peeling paint, and in good repair.
- All electrical equipment must be properly installed and in good working order. All switch and plug covers must be installed. Panel box must be properly installed and able to safely perform it's intended function.

- Smoke detector requirements:
 - At least one detector on the outside hallway wall in the vicinity of the bedrooms.
 - One detector installed in each bedroom.
 - One detector on each story of a dwelling unit.
 - Hard-wired (electric) detectors must have a battery back- up.
- All interior doors must be properly operable and in good repair. Keyed locks are prohibited on the inside of bedroom doors.
- Bedrooms: shall be at least 70 sq. ft.
- Minimum ceiling height for habitable spaces must be at least 7 ft.
- Bathrooms:
 - Sinks, tubs and toilets must be clean and able to safely perform it's intended function.
 - Plumbing properly installed (traps, piping, flush tank assembly, etc.).
 - No leakage under bathroom sink.
 - Shelving board under sink free from rotting or evidence of excessive water damage.
 - Either a minimum of one openable window or mechanical ventilation is required.
- Kitchen:
 - All surfaces clean.
 - All cabinets, countertops, storage areas in good repair.
 - No leaks under sink. Trap installed, shelving board in good repair.
 - All electrical equipment in proper operating condition.
 - Stove and refrigerator (if provided) must be clean and in proper working order.
 - Exhaust over stove must be clean, and properly installed.
- Hot water heater must be properly installed, vented properly (if gas), with a discharge pipe installed on the pressure relief valve. Discharge pipe shall be plumbed to within 6" of the floor, or taken out through the floor or wall.
- All interior steps, railings and guards must be in good repair.
- All mechanical units / heating must be properly installed and able to safely perform it's intended function.
- Attics: if accessible, will be inspected for evidence of roof leaks, excessive storage or accumulations, and openings that permit rodent/pest entry.

CERTIFICATE OF COMPLIANCE/ WAIVER/NON-COMPLIANCE ISSUANCE

- If all requirements are met, a Certificate of Compliance shall be issued for the rental unit.
- If violations are noted that do not constitute a threat to the health, safety, or welfare of the prospective tenant, or are not excessive in number, a Certificate of Waiver shall be issued (along with the listed violations). This Certificate will allow occupancy of the dwelling while repairs are being made. The repairs must be completed and a re-inspection scheduled within the specified time, at which time a Certificate of Occupancy will be issued.
- If violations are noted that constitute a threat to the health, safety, or welfare of the prospective tenant, then a Non-Compliance shall be issued for the dwelling. Occupancy of the dwelling will be prohibited until all violations are corrected, re-inspected, and a Certificate of Occupancy issued.