



Permits and Inspections

Commercial Reinspection and Rental Inspection Checklist

When inspected, these properties must comply with the provisions of the Virginia Maintenance Code and applicable standards.

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 and chipped paint, missing and damaged siding, rotted wood on exterior of structure (including garages and sheds). Building must be structurally sound.
- Condition of roof (bowed and 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

Subject unit must be vacant and empty of all stock or furniture at the time of inspection.

- Building must be structurally sound with no evidence of leaking from the weather or faulty mechanical or plumbing systems.
- 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. All exit hardware must be in good working order.
- Check for general cleanliness - all surfaces must be clean. This includes walls, windows, countertops, sinks, tubs, cabinets, floors, etc.

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- 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. Occupancy will not be granted if peeling or chipped paint is present.
- 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 labeled and be able to safely perform it's intended function. Double tapping of circuits is prohibited.
- 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. Lever door handles (ADA) on all public commercial 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.
- 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.

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- All mechanical units and heating, ventilation and air conditioning systems must be properly installed and able to safely perform their intended function. All required ventilation systems shall be installed and properly working. Portable space heaters are not allowed as primary heat source. Nail salons must have individual ventilation for each station
- Attics: if accessible, will be inspected for evidence of roof leaks, excessive storage or accumulations, and openings that permit rodent/pest entry.
- If the building is sprinklered, an up to date annual inspection and maintenance tag or other documentation must be available per NFPA 25.
- Commercial rangehoods and hood suppression systems shall have an up to date annual inspection and maintenance tag made available per NFPA 96.
- Fire alarms must have an up to date annual inspection and maintenance tag or other documentation made available per NFPA 72.
- Fire doors must be operable, have properly operable latching hardware and have properly working self-closing devices.
- Grease interceptors and similar equipment must be maintained and cleaned.
- Backflow prevention devices shall be properly installed, maintained, and in good working order. Documentation of annual testing must be made available on demand. (Ex. Zurn BFP-9)
- Elevators shall be properly working and documentation of annual testing must be made available on demand.
- Fire extinguisher (2A-10BC) minimum of 1 within 50 f.t of all areas readily visible and wall hung
- Where two exits are required the exit access and exits must have emergency lighting and illuminated exit signs
- Equipment will be checked to verify that permits were issued for those requiring permits (this applies mostly for gas-supplied equipment)
- Permits must be issued for any work that is to be done by occupant, landlord or contractor

**CERTIFICATE OF COMPLIANCE/OCCUPANCY OR WAIVER OF NON-COMPLIANCE
ISSUANCE**

- If all requirements are met, a Certificate of Compliance or a Certificate of Occupancy shall be issued for the subject 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 for residential rental units, at the discretion of the Code Official, may 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 residential rental dwelling units. Occupancy of the dwelling will be prohibited until all violations are corrected, re-inspected, and a Certificate of Occupancy issued.