

## **RENTAL INSPECTION REQUIREMENTS**

NOTE: This list is used as a guideline for all Rental Inspections. All inspections are performed using the Town of Smyrna Building Codes, Chapter 18, Article III – Housing Code, Article XI – rental properties Code and IRC 2006 & 2006 Property Maintenance Code. Chapter 70 Utilities (water, sewer, gas, and electric) must be on prior to inspection.

### **Rental must be vacant or it will fail (sec 18-403)**

1. Verify with IT that electric is on (**Inspectors Responsibility**)
2. House numbers on or in the area of the front door, no less than 3” in height
3. Exterior door locks must be in good condition and functional
4. Exterior stairways (to 1<sup>st</sup> & 2<sup>nd</sup> floors) must be in good condition with a landing, handrail, balusters, treads, and risers
5. Exterior paint & siding must be in good condition
6. Main, side & rear doors must have proper lighting
7. All decks & porches must be in good condition & have handrail & balusters
8. Fire escape (where required)
9. All floors must be covered & covering must be in good condition
10. Interior walls must be finished & in good condition
11. All receptacles and switches must have covers
12. Smoke detectors must be in place & operational. They must be in the basement, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, in each bedroom, also in hallway within 10’ of each bedroom door
13. All sink traps must be sealed & have no signs of leaking
14. Fire suppression
15. All bathrooms must have proper ventilation (either a window or a vent fan)
16. All windows must move freely & easily. They must have the ability to stay in the open position with out the use of props or any other device used as a means to assist the window in staying open. In addition, windows cannot have any broken panes.
17. All heating systems must have proper ventilation. All joints & elbows of the exhaust vent must be connected using sheet metal screws
18. Type of heating:      Electric \_\_\_\_\_ Oil \_\_\_\_\_ Gas \_\_\_\_\_
19. All interior stairways must have handrail, balusters, tread & risers, & be in good condition
20. A final electrical inspection sticker must be in the electrical box (some older buildings are exempt) all blanks in circuit box must be covered
21. An “A-B-C” fire extinguisher must be in the kitchen area in plain view & easily accessible
22. Remote disconnect collar on electric meter

## RENTAL INSPECTIONS REQUIREMENTS (CONT'D)

- 24-Hour notice is required when scheduling inspections: 302-653-3486
- A \$55.00 inspection fee must be paid prior to scheduling the inspection
- Minimum of **ONE HOUR** notice is required for canceling scheduled inspections to avoid an **\$80.00 reinspect fee**
- Rental addendum must be received, rental licenses must be paid, and rental unit is not to be reoccupied after a vacancy of any length of time until it has been inspected by the Town of Smyrna & approved for occupancy
- If a tenant wishes to have utilities in their name, they must apply for the service at the Business Office & the landlord will also be required to fill out a form at the Business Office: 302-653-9231
- Rental inspections are not required for immediate family members, but a form must be obtained at the Business Office for an exemption. 302-653-9231

### TOWN OF SMYRNA

Building & Inspections 653-3486

22 S. Main Street

Smyrna, DE 19977

Hours of Operation Monday through Friday

8:00 am – 4:30 pm

BUSINESS OFFICE: 302-653-9231

27 S. Market Street Plaza

Smyrna, DE 19977

Hours of Operation Monday through Friday

8:00 – 4:30 pm