

# ***Rental Inspection Program Certificate of Occupancy Checklist***

Inspection Areas	Code Section	Description of Inspection Area	Inspection Checklist
<b>Unsafe Structure</b>	108	When a structure is found unsafe and unfit for human occupancy and is decayed or dilapidated beyond repair it shall be condemned	Dilapidated beyond repair Additional comments:
<b>Property Sanitation</b>	302.1	Property shall be kept clean and sanitary and free of trash/junk	Clean property of all loose trash/junk Additional comments:
<b>Sidewalks/Driveways</b>	302.3	All sidewalks, driveways, and walkways, parking spaces and similar areas shall be kept in proper state of repair, and maintained free of pot holes and trip hazards.	Repair pot holes in driveway Replace damaged sections of driveway Repair trip hazards in City sidewalks Replace damaged sections of City sidewalk Repair private walkway trip hazards Replace private walkway Repair pot holes in drive approach Replace entire drive approach Additional comments:
<b>Accessory Structure</b>	302.7	All accessory structures including detached garages, fences and walls shall be maintained in structurally sound condition (no decayed or dilapidated materials) and roofing water tight and in water tight weather resistant condition.	Paint all exposed accessory building wood Replace all dilapidated building materials Repair exterior wall coverings Repair accessory building roof coverings Replace accessory building roof Demo accessory building Repair dilapidated fencing or gates Replace fencing Additional comments:
<b>Pools, Hot Tubs, Spas</b>	303	Shall be kept in sanitary condition and maintained in good repair.	Clean or drain stagnant water from pool Clean or drain stagnant water from hot tub Clean or drain spa Pool fence requires self closing/latching gate Pool fence not proper height Pool fence not in compliance Additional comments:
<b>Extermination</b>	308	All structures shall be kept free from insects and rodents infestation Signs of infestation will require treatment and proof of extermination.	Show proof of extermination. Signs of infestation Additional comments:
<b>Exterior Building Conditions</b>	304	The exterior of the structure shall be maintained in good repair, sound and sanitary condition and not a threat to public health and welfare. All exterior surfaces shall be painted and any decayed wood removed. Roof must be water tight and all broken windows repaired and no exposed elect. Foundation repairs will be required on the most severe cracked foundations	Remove and replace rotted exterior wood Paint all exposed wood Paint all chipped and peeling wood Repair roof to water tight conditions Replace entire roof Repair or replace all broken windows Remove exposed electrical wiring Replace all broken electrical fixtures Additional comments:

# Rental Inspection Program Certificate of Occupancy Checklist

Inspection Areas	Code Section	Description of Inspection Area	Inspection Checklist
<b>Interior Building Conditions</b>	305	The interior of the structure and equipment shall be maintained in good repair, sound and sanitary condition. All interior surfaces walls, doors, ceilings and floors maintained in good repair. No peeling or chipped painted surfaces. Stairways and rails shall be sound and in good repair.  (revised 8-6-05) (revised 8-6-05)	Repair holes in walls
			Repair holes in ceilings
			Replace broken doors
			Repair damage floors
			Repair sagging ceilings
			Repair unsound stairways
			Repair,replace stairway handrails/guardrails
			Repair Guardrail
			Replace unsanitary floor coverings
			Clean floor coverings
			Additional comments:
<b>Plumbing Systems</b>	502	All plumbing fixtures in bath, kitchen, and around exterior of house shall be maintained in sanitary condition. Fixtures that are required by code such as lavatory, water closet, shower, bathtub, kitchen sink and hot water heater shall be installed and in working order with no signs of leaks.	Clean and sanitize all plumbing fixtures
			Repair bath lavatory
			Install bath lavatory
			Repair kitchen sink
			Replace kitchen sink
			Repair leaking faucets or drains
			Install hot water heater
			Hot water heater not properly vented
			Connect gas line to hot water heater.
			Gas test required on water heater
			Gas pressure test required if new line installed
			Gas test required of 12 psi
			Install vacuum breakers on all hose bibs
			Additional comments:
<b>Water Systems</b>	505 505.4	All plumbing fixtures shall be connected to an approved water system and shall be supplied with both hot and cold running water. Water heater shall be installed according to both State and Local Plumbing Laws.	Water heater not vented properly
			Connect water heater to supply lines
			Replace water heater
			Repair water heater
			Inspection and permit requires on new water heater installations.
			Repair plumbing fixtures
			Additional comments:
<b>Sanitary Drainage</b>	506.1	All plumbing fixtures shall be connected to an approved sanitary sewer system and shows no signs of a leakage.	Expose sewer cleanouts
			Install two-way sewer cleanouts
			Repair visible sewage leak
			Connect all fixtures to sanitary drainage system
			Additional comments:

# ***Rental Inspection Program Certificate of Occupancy Checklist***

Inspection Areas	Code Section	Description of Inspection Area	Inspection Checklist
<b>Mechanical Equip.</b>	603	All mechanical equipment shall be installed and maintained in good repair.	Repair mechanical equipment
			Replace mechanical equipment
			Repair condensate drains on equipment
			Additional comments:
<b>Combustion Air</b>	603.5	All fuel burning appliance closet shall be ventilated with fresh air .  (revised 8-6-05)  (revised 8-6-05)	Install upper combustion air
			Install lower combustion air
			Install both upper and lower combustion air ducts
			Appliance not properly vented
			Additional comments:
<b>Electrical Hazards</b>	604	All improper wiring , exposed electrical conductors, damaged conductors i.e.. Switches and plugs will be repaired to eliminate hazard  (revised 8-6-05)  (revised 8-6-05)	Replace all damaged electrical wiring
			Remove damaged electrical wiring
			Replace damaged wall plug
			Replace damaged wall switch
			Remove all exposed electrical wiring
			Replace ceiling fixture
			Replace missing plug/switch cover plates
<b>Smoke Detectors</b>	317 IRC	Smoke alarms in existing areas are not required to be hard wired, however, battery pack units are required in each sleeping room and hall that leads to those sleeping rooms on every floor.	Install smoke alarms in all bedrooms
			Install smoke alarms in hallway
			Smoke alarms not working
			Additional Comments
<b>Security Devices</b>	Tx Prop Code Ch. 92	Beginning Jan 1, 1995, all existing rental dwellings everywhere in TX. must be equipped with keyless deadbolts (or keyless bolting devices) doorviewers, and sliding door pinlocks. (revised 8-6-05)	Install new deadbolt lock or bolting device
			Install doorviewer
			Install sliding door pinlock at sliding door
			Additional Comments

Web Site Available      [www.cityofmesquite.com/building\\_inspection/rentalco.php](http://www.cityofmesquite.com/building_inspection/rentalco.php)