

# CITY OF PEPPER PIKE

28000 Shaker Blvd., Pepper Pike, Ohio 44124  
Phone: (216) 896-6134 Fax: (216) 831-1160

## Application for Residential Rental Property Inspection

Today's Date: \_\_\_\_\_

**Fee: \$100.00 plus 1% State Fee= \$101.00**

**PLEASE NOTE: All information contained within this application is public record. The City is obligated to provide a copy to anyone requesting this document for any purpose.**

Address of Property: \_\_\_\_\_

Titled Owner(s): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Type of Dwelling:  Single Family  Condominium  Two Family  Duplex

Does House Have:  Septic System  City Water

Sump Pump  Underground Sprinkler System

How long have you owned the house: \_\_\_\_\_ Date/Year of Purchase: \_\_\_\_\_

House is occupied by: \_\_\_\_\_

Number of tenants occupying dwelling: \_\_\_\_\_ Tenant's phone number: \_\_\_\_\_

Lease start date: \_\_\_\_\_ Lease end date: \_\_\_\_\_ Month-to-Month: \_\_\_\_\_

Are you aware of any outstanding violations previously cited by the City? \_\_\_\_\_NO \_\_\_\_\_YES

If yes, please explain: \_\_\_\_\_

### **THE FOLLOWING QUESTIONS MUST BE ANSWERED:**

1. Are you aware of any structural deficiencies in your house? \_\_\_\_\_NO \_\_\_\_\_YES

If yes, please explain: \_\_\_\_\_

2. Do the roofs leak? House Roof: \_\_\_\_\_NO \_\_\_\_\_YES Garage Roof: \_\_\_\_\_NO \_\_\_\_\_YES

If yes, please explain: \_\_\_\_\_

3. Is there water seepage or dampness in the basement or crawl space? \_\_\_\_\_NO \_\_\_\_\_YES

If yes, please explain: \_\_\_\_\_

4. Is there a sewer problem or backup into the home? \_\_\_\_\_NO \_\_\_\_\_YES

If yes, please explain: \_\_\_\_\_

5. Do all windows in the home open and close properly? \_\_\_\_\_NO \_\_\_\_\_YES

If no, please explain: \_\_\_\_\_

6. Has the furnace/boiler been professionally cleaned, serviced or inspected within the last twelve months?  
 NO  YES
7. Has the air conditioning equipment been professionally cleaned, serviced or inspected within the last twelve months?  N/A  NO  YES
8. Has the hot water tank been professionally cleaned, serviced or inspected within the last twelve months?  NO  YES
9. Has the fireplace(s) in the home been inspected/cleaned within the last twelve months?  
 N/A  NO  YES
10. (a) Is there additional heating equipment in the home or garage?  NO  YES  
 Location: \_\_\_\_\_
- (b) Has this equipment been cleaned, serviced or inspected within the last twelve months?  
 NO  YES
11. Has the septic tank been inspected and approved by the local Department of Health?  
 N/A  NO  YES
12. I have answered these questions to the best of my knowledge  NO  YES  
 If No, please explain:  
 \_\_\_\_\_

Please accept this application for Certificate of Inspection in accordance with the provisions of Chapter 1440.09 of the Codified Ordinances of the City of Pepper Pike, which states, in part, as follows: No owner of a single family, two family, three family or condominium unit shall rent, lease or otherwise convey a dwelling structure or unit without first obtaining from the Inspector of Building a Certificate of Inspection of such dwelling structure. The issuance of a certificate of inspection does not guarantee compliance with the Housing Code nor does the Director of Building or his or her agent accept any liability for noncompliance with the Housing Code.

I hereby request a Residential Rental Property Inspection at the above mentioned property and agree to adhere to all rules, regulations and fees of said inspections required by the Codified Ordinances of the City of Pepper Pike, Ohio.

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

\_\_\_\_\_  
 Date

**NOTE:** It is the responsibility of the property owner to contact the tenants and provide access to the property for inspection. The inspection is required to be completed within thirty (30) days of this application. Please call the Building Department at 216-896-6134 for appointment availability.

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**FOR OFFICE USE ONLY**

Receipt Number: \_\_\_\_\_  
 Permit # \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

\_\_\_\_\_  
 Approved – Building Commissioner

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## RENTAL INFORMATION

Please read the following information to help assist you and our Department in performing the required Rental Inspection.

1. Only titled owner(s) or person(s) having legal authority over the property may make application for inspection. Fee (\$101.00) and application must be received prior to the scheduling of an inspection. Application may be made in the Building Department Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m.
2. Schedule your inspection one week in advance.
3. Appointments are available Monday, Tuesday, Wednesday, or Thursday, 9 am – 12 pm.
4. Please have an adult present at time of inspection. Inspectors will not perform inspections without a person over the age of 18 on the premises.
5. Inspectors perform a general inspection of the property to enforce the established minimum standards and the City of Pepper Pike Building and Housing codes necessary to make all homes safe, sanitary and free from fire and health hazards. It does not include inspection of the roof system and structural components of the house or the garage, nor the drainage system and condition of the waterproofing of the foundation. It also does not include a physical inspection of the mechanical systems of the home such as the furnace, hot water tank, plumbing, electrical panels, equipment and devices or their overall working condition. Inspectors do not remove furnishings, personal effects, or appliances, nor do they access roofs, crawl spaces or knee walls. Persons requesting specific or full home and system inspections should contact a specialist in those particular areas. The expense of such an inspection is the responsibility of the person requesting such an inspection.
6. Weather conditions may sometimes prohibit an exterior inspection of the property. This, however, does not interfere with the issuance of an inspection report.
7. We encourage you to go through your home with the inspector during the inspection to answer questions and access various areas of the house, garage and yard. However, you may sometimes disagree with an inspector's findings or a particular violation. We ask for your full cooperation and courtesy when our inspector is performing his duty.
8. All corrections and work must be completed in a competent manner and comply with all applicable standards, codes and regulations as prescribed in the City of Pepper Pike Codified Ordinances. Permits may be required for certain repairs. The homeowner is to insure that all necessary permits are obtained prior to beginning work.
9. It is the responsibility of the owner to schedule all required re-inspections, as needed, on the home.
10. If you have questions regarding the inspection report, please call the Building Department.
11. Remember we are serving the interests of the City of Pepper Pike as a whole. Please comply with our notice in a timely fashion.

**PLEASE NOTE:** The City will provide one inspection report to the OWNER. Additional copies may be purchased in the Building Department for \$.05 per page. Copies of inspection reports WILL NOT be faxed.

**Inspection includes, but is not limited to, the following:**

Exterior areas:

- Culvert
- Apron
- Driveway – walkway
- Exterior Lighting, outlets
- Exterior walls, windows, doors
- Roof
- Chimney
- Patios, decks

Interior areas:

- Garage
- Basement
- 1<sup>st</sup> floor
- 2<sup>nd</sup> floor

The following systems will be inspected for safety:

- Plumbing
- Electric
- HVAC
- Smoke detectors

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## RENTAL PROPERTY - INSPECTORS WORK SHEET

Type of Inspection: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Address: \_\_\_\_\_ Owner: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Type: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

### EXTERIOR:

- \_\_\_\_\_ No Exterior Inspection at this time due to weather conditions.  
\_\_\_\_\_ Rain \_\_\_\_\_ Snow \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Install/Replace address numbers on house.
- \_\_\_\_\_ Existing address numbers not visible. Relocate/Reinstall.
- \_\_\_\_\_ Repair/Replace/Relevel driveway apron.
- \_\_\_\_\_ Repair/Replace/Relevel sidewalk block(s).
- \_\_\_\_\_ Repair/seal cracks of public sidewalk/driveway apron.
- \_\_\_\_\_ Repair/Replace/Relevel/Resurface driveway.  
\_\_\_\_\_ Asphalt, \_\_\_\_\_ Concrete \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Repair/seal cracks of driveway.
- \_\_\_\_\_ Repair/Replace/Relevel service walk:
- \_\_\_\_\_ Repair/Replace/Relevel patio.
- \_\_\_\_\_ Remove all vegetation growing between apron/driveway/sidewalk/other \_\_\_\_\_ blocks.

### YARD AREA:

- \_\_\_\_\_ Remove all trash, debris and/or non-usable from: \_\_\_\_\_
- \_\_\_\_\_ Remove all dead tree(s), brush, overgrowth from: \_\_\_\_\_
- \_\_\_\_\_ Cut grass and weeds: \_\_\_\_\_
- \_\_\_\_\_ Remove and detour the further growth of weeds throughout.
- \_\_\_\_\_ Remove or properly store fire wood 8" above grade.
- \_\_\_\_\_ Remove or properly keep and maintain compost pile.
- \_\_\_\_\_ Remove all animal feces throughout property.
- \_\_\_\_\_ Scrape and paint house.
- \_\_\_\_\_ Scrape and paint wood trim of house.
- \_\_\_\_\_ Repair/Replace damaged, deteriorated wood siding: \_\_\_\_\_
- \_\_\_\_\_ Clean/Refinish aluminum \_\_\_\_\_, vinyl \_\_\_\_\_, siding.
- \_\_\_\_\_ Repair/Replace/Secure deteriorated, damaged or missing siding panels.
- \_\_\_\_\_ Replace damaged/deteriorated corner flashing(s): \_\_\_\_\_
- \_\_\_\_\_ Caulk the following: \_\_\_\_\_
- \_\_\_\_\_ Install/Repair/Replace/Secure gutters and downspouts: \_\_\_\_\_
- \_\_\_\_\_ Paint/Refinish Clean/Clear gutters and downspouts: \_\_\_\_\_
- \_\_\_\_\_ Seal downspouts to sewer crock(s): \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace roof: \_\_\_\_\_
- \_\_\_\_\_ Foundation: \_\_\_\_\_
- \_\_\_\_\_ Scrape and paint handrail(s): \_\_\_\_\_
- \_\_\_\_\_ Install/Repair/Replace/Secure handrail(s): \_\_\_\_\_

**TUCKPOINTING:**

- \_\_\_\_\_ Foundation
- \_\_\_\_\_ Chimney
- \_\_\_\_\_ Steps
- \_\_\_\_\_ Porch
- \_\_\_\_\_ Window lintels
- \_\_\_\_\_ Walls of house
- \_\_\_\_\_ Repair/Rebuild Chimney. \_\_\_\_\_ Replace flue liner.
- \_\_\_\_\_ Repair/Replace/Install: \_\_\_\_\_ steps: \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace windows: \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace – Scrape and Paint doors: \_\_\_\_\_
- \_\_\_\_\_ Lamp post (s) \_\_\_\_\_ Gas \_\_\_\_\_ Electric
- \_\_\_\_\_ Awnings: \_\_\_\_\_
- \_\_\_\_\_ Shutters: \_\_\_\_\_
- \_\_\_\_\_ Fence Maintenance: \_\_\_\_\_
- \_\_\_\_\_ Scrape and paint. \_\_\_\_\_ Repair/Replace or Remove
- \_\_\_\_\_ Does not meet Building/Zoning requirements. Remove this fence.

**EXTERIOR ELECTRICAL:**

- \_\_\_\_\_ Repair/Replace/Secure light fixture(s): \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace/Secure receptacle outlet(s): \_\_\_\_\_
- \_\_\_\_\_ Install Ground Fault Circuit Interrupt (G.F.C.I.) type receptacles.
- \_\_\_\_\_ Replace all exterior non-grounded outlets with G.F.C.I. types.
- \_\_\_\_\_ Install weather proof/resistant cover(s): \_\_\_\_\_
- \_\_\_\_\_ Protect non-metallic sheathed cable: \_\_\_\_\_
- \_\_\_\_\_ Remove all improperly installed wiring: \_\_\_\_\_
- \_\_\_\_\_ Raise conductors from house to garage.
- \_\_\_\_\_ Replace conductors from house to garage (Minimum #10 wire).
- \_\_\_\_\_ Discontinue use of extension cord(s).
- \_\_\_\_\_ Remove temporary decorative or holiday lighting.
- \_\_\_\_\_ Secure service mast \_\_\_\_\_ Conductor rack \_\_\_\_\_
- \_\_\_\_\_ Contact Power Company to raise service lines.

**GARAGE MAINTENANCE:**

- \_\_\_\_\_ No garage on premise.
- \_\_\_\_\_ Garage interior not accessible at time of inspection.
- \_\_\_\_\_ Garage floor not visible at time of inspection.
- \_\_\_\_\_ Replace demolished garage (minimum size 400 sq. ft.)
- \_\_\_\_\_ Scrape and paint.
- \_\_\_\_\_ Repair damaged/deteriorated wood/vinyl siding: \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace/Install gutters and downspouts: \_\_\_\_\_
- \_\_\_\_\_ Tie in drainage system of garage to storm system of house.
- \_\_\_\_\_ Repair/Replace – scrape and paint overhead door(s).
- \_\_\_\_\_ Replace broken windows on: \_\_\_\_\_ overhead door \_\_\_\_\_ side wall(s)
- \_\_\_\_\_ Repair/Replace or properly close off mandoor.
- \_\_\_\_\_ Repair/Replace roof structure: \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace garage floor (Concrete only).
- \_\_\_\_\_ Replace rotted and deteriorated wood members: \_\_\_\_\_
- \_\_\_\_\_ Remove all unapproved wiring in garage and install to conform to National Electrical code requirements.
- \_\_\_\_\_ Install properly grounded outlet for door opener.
- \_\_\_\_\_ Repair/Replace/Secure light fixtures: \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace/Secure receptacle outlet(s): \_\_\_\_\_
- \_\_\_\_\_ Replace all non-dedicated non-grounded garage outlets with G.F.C.I. types.
- \_\_\_\_\_ Protect non-metallic sheathed cable: \_\_\_\_\_
- \_\_\_\_\_ Remove and discontinue use of extension cord(s).
- \_\_\_\_\_ Remove/Verify/Remove and terminate back to the panel; electrical service to garage.

**MISCELLENOUS:**

- \_\_\_\_\_ Swimming Pool/Hot tub: \_\_\_\_\_
- \_\_\_\_\_ Storage shed: \_\_\_\_\_
- \_\_\_\_\_ Outside storage: \_\_\_\_\_
- \_\_\_\_\_ Motor vehicles: \_\_\_\_\_
- \_\_\_\_\_ Install vacuum breaker on exterior water spigots to insure backflow prevention.
- \_\_\_\_\_ No exterior violations at time of inspection

NOTES: \_\_\_\_\_

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**INTERIOR:**

**BASEMENT:**

- \_\_\_\_\_ No apparent violations at time of inspection.
- \_\_\_\_\_ No basement. \_\_\_\_\_ Crawl space only not accessible for inspection.
- \_\_\_\_\_ Repair/Replace staircase: \_\_\_\_\_
- \_\_\_\_\_ Install/Replace/Repair/Replace/Secure handrail.
- \_\_\_\_\_ Install/Replace/Relocate smoke detector.

**MAIN AND SUB ELECTRICAL PANEL(S):**

- \_\_\_\_\_ Label panel(s) to identify circuits.
- \_\_\_\_\_ Replace plug type fuses with Type S fuses.
- \_\_\_\_\_ Properly size amps of fuses for \_\_\_\_\_ circuits.
- \_\_\_\_\_ Install missing spacers/fuses/knockouts in \_\_\_\_\_ panel.
- \_\_\_\_\_ Install main grounding electrode conductor or verify connection.
- \_\_\_\_\_ Install secondary main grounding electrode conductor or verify existing connection.  
(#6 copper Conductor to 8' driven copper rod)
- \_\_\_\_\_ Bond water meter. (#6 Solid Copper Conductor)
- \_\_\_\_\_ Provide and maintain clear access to and clearances about panels.
- \_\_\_\_\_ **NOTE:** Have panel(s) and electrical systems and devices of the home professionally inspected by a licensed/certified electrician who is registered in the City.

**FURNANCE AND HOT WATER TANK:**

- \_\_\_\_\_ Seal flue connection(s) at chimney.
- \_\_\_\_\_ Maintain minimum 3' clearance about this equipment.
- \_\_\_\_\_ Install ¼ turn shut off valve on gas line:
- \_\_\_\_\_ Provide combustion air ventilation for gas fueled equipment.  
(Refer to manufacturers specifications for this requirement).
- \_\_\_\_\_ Install compatible to the name plate rating, a properly sized Temperature and Pressure relief valve for hot water tank.
- \_\_\_\_\_ Install a metallic discharge line to within 6" of floor for hot water tank.
- \_\_\_\_\_ **NOTE:** It is recommended that the furnace/hot water tank/air conditioner be professionally inspected, cleaned and serviced.
- \_\_\_\_\_ Remove incinerator and seal flue opening and cap gas line
- \_\_\_\_\_ **NOTE:** Remove stove and cap gas line. It is recommended that cooking be performed in the kitchen area only.
- \_\_\_\_\_ Strap/Support gas line(s).
- \_\_\_\_\_ Strap/Support water line(s).
- \_\_\_\_\_ Repair leaking water line/fixture(s): \_\_\_\_\_
- \_\_\_\_\_ Provide air gap at drain for discharge line (minimum 2").
- \_\_\_\_\_ Install vacuum breaker on: \_\_\_\_\_

**INTERIOR SURFACES:**

- \_\_\_\_\_ Floors: \_\_\_\_\_
- \_\_\_\_\_ Walls: \_\_\_\_\_
- \_\_\_\_\_ Ceilings: \_\_\_\_\_
- \_\_\_\_\_ Windows: \_\_\_\_\_
- \_\_\_\_\_ Doors: \_\_\_\_\_
- \_\_\_\_\_ Handrail: \_\_\_\_\_
- \_\_\_\_\_ Bathroom: \_\_\_\_\_
- \_\_\_\_\_ NOTE: Evidence of water damage and seepage in basement.

**BASEMENT ELECTRICAL DEVICES AND EQUIPMENT:**

- \_\_\_\_\_ Remove and discontinue use of extension cord(s) for: \_\_\_\_\_
- \_\_\_\_\_ Remove and discontinue use of current taps/ground plug taps.
- \_\_\_\_\_ Repair/Replace/Secure light fixture(s): \_\_\_\_\_
- \_\_\_\_\_ Repair/Replace/Secure receptacle outlet(s): \_\_\_\_\_
- \_\_\_\_\_ Install Ground Fault Circuit Interrupt (G.F.C.I.) type receptacle: \_\_\_\_\_
- \_\_\_\_\_ Install properly grounded outlet for: \_\_\_\_\_
- \_\_\_\_\_ Protect non-metallic sheathed cable: \_\_\_\_\_
- \_\_\_\_\_ Remove all improperly installed wiring: \_\_\_\_\_
- \_\_\_\_\_ Install missing cover plates/junction box covers/knock-out closures: \_\_\_\_\_
- \_\_\_\_\_ Secure conduit: \_\_\_\_\_

**FIRST FLOOR:**

- \_\_\_\_\_ Install/Replace/Relocate smoke detector.
- \_\_\_\_\_ Re-install/Repair/Replace garbage disposal.
- \_\_\_\_\_ Properly wire garbage disposal. Disposals must be cord and plug connected.
- \_\_\_\_\_ Install properly grounded outlet for:  
Microwave \_\_\_\_\_ Refrigerator \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Kitchen plumbing fixtures: \_\_\_\_\_
- \_\_\_\_\_ Lighting fixtures and switches: \_\_\_\_\_
- \_\_\_\_\_ Receptacle outlets: \_\_\_\_\_
- \_\_\_\_\_ Remove and discontinue use of extension cord(s) for \_\_\_\_\_
- \_\_\_\_\_ Install additional properly grounded receptacle outlet in the following room(s): \_\_\_\_\_

**INTERIOR SURFACES:**

- \_\_\_\_\_ Floors: \_\_\_\_\_
- \_\_\_\_\_ Walls: \_\_\_\_\_
- \_\_\_\_\_ Ceilings: \_\_\_\_\_
- \_\_\_\_\_ Windows: \_\_\_\_\_
- \_\_\_\_\_ Doors: \_\_\_\_\_
- \_\_\_\_\_ Handrail: \_\_\_\_\_
- \_\_\_\_\_ Bathroom: \_\_\_\_\_

**SECOND FLOOR:** \_\_\_\_\_ Crawl space only – not accessible.

- \_\_\_\_\_ No apparent violations at time of inspection.
- \_\_\_\_\_ Install/Replace/Relocate smoke detector.
- \_\_\_\_\_ Install properly grounded outlet for: \_\_\_\_\_
- \_\_\_\_\_ Lighting fixtures and switches: \_\_\_\_\_
- \_\_\_\_\_ Receptacle outlets: \_\_\_\_\_
- \_\_\_\_\_ Remove and discontinue use of extension cord(s).
- \_\_\_\_\_ Install additional properly grounded receptacle outlet in the following rooms: \_\_\_\_\_

**INTERIOR SURFACES:**

- \_\_\_\_\_ Floors: \_\_\_\_\_
- \_\_\_\_\_ Walls: \_\_\_\_\_
- \_\_\_\_\_ Ceilings: \_\_\_\_\_
- \_\_\_\_\_ Windows: \_\_\_\_\_
- \_\_\_\_\_ Doors: \_\_\_\_\_
- \_\_\_\_\_ Handrail: \_\_\_\_\_
- \_\_\_\_\_ Bathroom: \_\_\_\_\_

**THIRD FLOOR:** \_\_\_\_\_ Crawl space only – not accessible.

- \_\_\_\_\_ No apparent violations at time of inspection.
- \_\_\_\_\_ Install/Replace/Relocate smoke detector.
- \_\_\_\_\_ Install properly grounded outlet for: \_\_\_\_\_
- \_\_\_\_\_ Lighting fixtures and switches: \_\_\_\_\_
- \_\_\_\_\_ Receptacle outlets: \_\_\_\_\_
- \_\_\_\_\_ Remove and discontinue use of extension cord(s).
- \_\_\_\_\_ Install additional properly grounded receptacle outlets in the following room(s): \_\_\_\_\_

**INTERIOR SURFACES:**

- \_\_\_\_\_ Floors: \_\_\_\_\_
- \_\_\_\_\_ Walls: \_\_\_\_\_
- \_\_\_\_\_ Ceilings: \_\_\_\_\_
- \_\_\_\_\_ Windows: \_\_\_\_\_
- \_\_\_\_\_ Doors: \_\_\_\_\_
- \_\_\_\_\_ Handrail: \_\_\_\_\_
- \_\_\_\_\_ Bathroom: \_\_\_\_\_

**MISCELLANEOUS INTERIOR:**

- \_\_\_\_\_ Fireplace(s): \_\_\_\_\_

**NOTES:**

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