

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.

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
- 1st floor
- 2nd 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.

MISCELLANEOUS:

- _____ 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: _____

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:
