



# City of Ranson



## Department of Community Development

312 South Mildred Street

Ranson, West Virginia 25438-1621

Phone (304) 725-1010 | Fax (304) 728-8579

Inspections: (866) 957-3764 | [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org)

## Rental Registration Inspection Checklist

Rental Property Inspections include an Exterior and Interior Inspection of each rental unit. Property Managers or Owners are encouraged to inspect their rental units with this checklist prior to the arrival of the Inspector. Any Items that are not a "Yes" shall require a reinspection of the unit once corrected.

### Exterior Inspection Checklist

**1) Address Number, Sec 304.3 IPMC:**

- a) Are address numbers present with the minimum height of four inches, with contrasting colors and visible from the road? Y or N

**2) Roof, Sec 304.1 IPMC:**

- a) Roof is free from sagging, free from holes, and structurally sound? Y or N  
b) Are the shingles, metal roof or roof covering in good condition? Y or N  
c) Are the gutters properly secured? Y or N

**3) Exhaust Vents and Chimneys, 302.6 and 304.1.1 IPMC:**

- a) Are all dryer and bathroom vents in working order and venting outside? Y or N  
b) Are all chimneys and exhaust vents in good repair and properly capped? Y or N

**4) Foundation, Sec 304.5 IPMC:**

- a) Foundation is free from leaning, crumbling, open cracks and structural defects? Y or N

**5) Exterior Walkways, Sec 302.3 IPMC:**

- a) Are they in good repair? Y or N

**6) Exterior Stairs and Decks, Sec 304.1 IPMC:**

- a) Are they structurally sound and in good repair? Y or N  
b) If the deck or porch is above 30 inches from the ground, is the guard railing properly attached, spaced and secured so that it does not move? Y or N

**7) Doors and Windows Components and Assemblies, Sec 304 IPMC:**

- a) Are the door and window jambs free from rot and properly secured? Y or N  
b) Are the screens and glass in good repair and not broken, cracked, or missing? Y or N

**8) Exterior walls, Sec 304 IPMC:**

- a) Are they in good repair and structurally sound? Y or N  
b) Are they covered with a protective barrier with all holes and cracks sealed? Y or N

**9) Accessory structures, Sec 302.7 IPMC:**

- a) Are all fences in good repair? Y or N  
b) Are all sheds and accessory buildings free from damage, decay or dilapidation? Y or N

**10) Electrical Service Entrance, Sec 604 IPMC:**

- a) Is the service entrance cable properly insulated or covered and is securely attached to the structure? Y or N



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## Interior Inspection Checklist

- 1) Ventilation, Sec: 403 IPMC**
  - a) Does the bathroom have a window? If not, does the exhaust fan work? Y or N
  - b) Does the dryer have proper exhaust exiting the residence? Y or N
- 2) Structural Components, Sec. 305 and 306 IPMC:**
  - a) Is the floor, wall or ceiling structurally sound free of deterioration, sagging or broken joists? Y or N
- 3) Interior Stairs and Landings, Sec. 305.4 and 305.5 IPMC:**
  - a) Are the handrails and the treads in place and firmly fastened? Y or N
  - b) Are all guards and railings present and spaced appropriately? Y or N
- 4) Emergency Escape Window and Door, Sec. 702 IPMC:**
  - a) Do locked doors readily open from the interior of the structure without the use of a key? Y or N
  - b) Is there a window in every bedroom? Y or N
  - c) Do the bedroom windows easily open without the use of key, tool or force greater than that which required for normal operation? Y or N
- 5) Heating Systems, Sec 602 IPMC:**
  - a) Does the heating system function properly? Y or N
  - b) Is the heating system permanent? Y or N
- 6) Electric Standards, Sec 604, 605.2, 605.3 IPMC:**
  - a) Are GFI's outlets installed within six feet of sinks, faucets, and washing machines? Y or N
  - b) Is all wiring covered and properly mounted? Y or N
  - c) Are all electrical outlets and switches properly covered? Y or N
  - d) Does every room and hall have a light fixture and at least one electrical outlet? Y or N
  - e) Is the panel box properly fastened, have a cover, labeled, and all breaker spaces properly filled or blocked? Y or N
  - f) Is the panel box assessible to the occupants? Y or N
- 7) Plumbing and hot water, Sec. 501-505 IPMC:**
  - a) Does the unit have at least one bathroom with a toilet, sink, and tub/shower? Y or N
  - b) Does the unit have hot and cold running water? Y or N
  - c) Does the toilet work properly without leaks? Y or N
  - d) Does the tub or shower work properly? Y or N
  - e) Do the sinks work properly without leaks in supply or drainage? Y or N
- 8) Water Heater, Sec. 505 IPMC:**
  - a) Is the unit installed to the standards consistent with the manufacture date? Y or N
  - b) Is the relief valve piped to the floor, pan, waste receptor or outdoors? Y or N
- 9) Sanitation Standards, Sec. 101.2, 108, and 305 IPMC:**
  - a) Is the structure free of trash, insects, rodents, mold and other health hazards? Y or N
- 10) Smoke Alarms, Sec 704 IPMC:**
  - a) Does every bedroom and hallway have a working smoke alarm? Y or N
  - b) Is there at least one smoke alarm on every floor? Y or N
  - c) If there is an attached garage or fossil fueled heating system or appliance, does the unit have a working carbon monoxide detector? Y or N
- 11) Kitchens, Sec 404 and 605 IPMC:**
  - a) Does the unit have a kitchen with a sink, counter, cabinets, cooking appliance and refrigerator maintained in a safe and sanitary condition? Y or N