



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

SINGLE FAMILY AND DUPLEX RESIDENTIAL **PRE-INSPECTION CHECKLIST**

These are not all state and local requirements, but the most commonly found violations.

EXTERIOR

ADDRESS NUMBERS - Must be clearly readable from the street, and alley if applicable, both day and night. Minimum of 4 inches posted on the house/garage.

ROOF - Must be tight, without leaks, and in good condition.

EXTERIOR WALLS/PAINT - Exterior surfaces other than decay-resistant wood must be painted with non-lead-based paint. (Scrape and paint where peeling.)

STAIRS/PORCHES/DECKS - Must be maintained in sound condition and good repair. Balustrades and guardrails no more than four inches (4") apart must be present on stairways/porches/decks more than thirty inches (30") above grade.

HAND RAILS - Handrails required on stairs with four or more risers and must be maintained in good condition.

DOORS - Must be in sound condition and good repair, capable of being easily opened from the inside without the use of a key. (Single-family and first floor of duplexes can be equipped with double-cylinder deadbolts.)

WINDOWS - Must be in sound condition, have no broken glass, have hardware to hold in the "open" position, fit tight within the frame, and secure locking mechanism. (Locks required on every window up to and including second story or accessible by fire escape, stairs, etc.) Windows can be equipped with bars for security if they are not required "egress windows." Openable windows must be equipped with screens.

ESCAPE WINDOWS - One Window from each sleeping room must be easily openable from the inside. These windows must have a net glazed area of five (5.0) square feet, minimum net clear openable height dimension of twenty-four inches (24"), minimum net clear openable width dimension of twenty inches (20"), and a sill-side height of no more than forty-eight inches (48") above the floor. Area wells must be at least nine square feet (9sq.ft.).

EXTERIOR – All exterior property areas shall be free of any accumulation of refuse, garbage, or feces.

EXTERIOR LIGHTING – (Exterior exits) entry way are required to be adequately lit for security.

GARBAGE CONTAINERS - Owners are required to furnish sufficient containers with lids and weekly garbage pick-up (also see Public Works Ordinance for Recycling requirements).

PARKING AREA – All parking spaces shall be paved with asphalt, concrete, or a durable dustless surface. Site Plan approval must be obtained according to the Saint Paul Zoning Code.

VEHICLES – All vehicles must be currently licensed (tabs), operable, and parked on an approved surface or removed from the property.

OPEN BURNING – All recreation fires must be a minimum of 25 feet from the structures, or contained in a grill or outdoor fire place. Wind speeds must be less than 10mph, constantly attended, and a means to extinguish must be provided. Only natural wood can be burned. (No construction material, brush or waste material) Fire must be extinguished if the smoke is deemed a nuisance.

INTERIOR

WALLS/CEILINGS - Must be maintained clean, painted, and in a professional state of repair.

FLOORS – Must be clean and maintained in a professional state of repair.

STAIRS/HAND RAILS - Same specifications as exterior stairs.

EXTERMINATION - Owners are responsible to exterminate or control insects and rodents in all areas of the building and premises.

FIRE SYSTEMS/EQUIPMENT

OTHER SYSTEM TESTS – Sprinkler systems, standpipes, fire pumps, and other fire protection systems must be tested in accordance with their respective standards by qualified personnel and documentation provided to Fire Inspectors during Certificate of Occupancy renewal.

FIRE EXTINGUISHER SERVICING – Not required but if present, must be maintained. Extinguishers must be inspected and tagged every year by qualified personnel and hydrostatically tested by a qualified company every six years.

EXITS

EXIT OBSTRUCTIONS - All exits to the building must be unobstructed at all items.

No storage is allowed in stairwells, in corridors, in front of doors or emergency escape and rescue opening (egress windows).

FIRE DOOR OBSTRUCTIONS – Fire doors must not be blocked opened or obstructed with storage. Self-closures must be in operable condition.

UTILITIES

FURNACE/HEATING PLANT - Must be capable of providing heat at 68 degrees five feet above the floor in any area of the dwelling. Installation, repair, or alteration of heating equipment must be done by a licensed contractor under permit from the Building Inspection and Design Division. Upon renewal of the Certificate of Occupancy, a form will be provided to the owner/manager which must be filled out by a licensed contractor verifying that the heating system or space heater has been serviced and is free of carbon monoxide spillage.

PLUMBING/SEWER - Kitchen sinks, hand sinks, bathtub, showers, toilets or urinals must be supplied with running water, adequate hot water where applicable, and must be connected to the sewer and water system in accordance with all provisions of the Plumbing Code.

WATER HEATER - Must be capable of supplying adequate hot water at a minimum temperature of 120 degrees and a maximum of 130 degrees at every kitchen sink, tub, shower, and laundry facility. All repairs or alterations must be made under permit from the Building Inspection and Design Division by a licensed contractor in accordance with the Plumbing Code.

GAS CONNECTIONS - Flexible connectors on stoves AGA approved. Single walled connectors that are kinked, damaged, or corroded must be replaced dryer venting must be UL. Exhaust ducts for dryers must be constructed of smooth metal, size of 4 inches in diameter and installed under permit.

ELECTRICAL - Service must be adequate to serve needs of occupants and maintained in accordance with the Electrical Code. Modifications, alterations and service upgrades may prompt additional requirements.

ALL FACILITIES AND EQUIPMENT - All required and supplied equipment and all building spaces and parts must be constructed and maintained to properly and safely perform their intended function. (An air conditioner is not required; but if provided, must work and be installed in a professional manner.)

WOODSTOVES - Are not allowed in residential garages or areas where flammable liquids or vapors are present.

GASOLINE/ PROPANE STORAGE - No gasoline or other flammable liquid can be stored in a residential building unless stored in a **one-hour, fire-rated room** or approved fire-rated cabinet. Flammable liquids can never be stored in a room with a source of ignition, such as a furnace, water heater, etc. Propane cannot be stored in the building. (No lawn mowers, snow blowers, mopeds, or motorcycles)

CONDEMNATION/UNFIT - A dwelling unit or entire building may be condemned when it is determined to be a hazard to the safety or welfare of the tenant(s).

UNITS - DWELLING

SMOKE DETECTORS/CARBON MONOXIDE ALARM - State statute requires an operable smoke detector provided and maintained in accordance with the manufacturer's instructions outside **each** sleeping area of the rental unit. Battery or electric smoke detectors are allowed, but electric are recommended. Electric smoke detectors installed must have battery backup. Carbon Monoxide alarm must be located within 10 feet of each sleeping area.

DEADBOLT LOCKS/DOORS - Doors of single-family and grade levels of duplexes may be equipped with double-cylinder deadbolts, but owners must warn occupants of one inches (1") approved single cylinder deadbolt lock.

PATIO\GLIDER DOORS AND WINDOWS - A removable track filler or key-operated vertical or horizontal bolt lock on patio and glider windows is required. A wood filler strip or removable screw in upper track of windows should be installed to prevent them from being lifted out of track.

PAINT – Must be in sound condition and good repair. All paint must be non-lead-based. Any peeling or flaking paint must be removed and repainted.

WOODWORK – Must be in sound condition and good repair.

WINDOW LOCKS - All windows must be equipped with secure locks.

SPACE HEATERS - Subject to all requirements of servicing/cleaning (see Furnace/Heating Plant) and must be serviced by a licensed contractor and proof furnished during Certificate of Occupancy renewal. All regulations of the Mechanical Code must be applied.

BATHROOM LIGHT/VENTILATION - Every bathroom must have a window openable to the outside, a minimum size of eight percent (8%) of the total floor area of the room, or an approved mechanical ventilation system.

TOILET/HAND SINK/TUB/SHOWER - Each dwelling unit must contain a bathroom with toilet, hand sink, and tub or shower installed and maintained in accordance with the Plumbing Code.

BATHROOM FLOOR – Must be impervious to water. Carpeting not allowed. Cracks or missing tiles must be repaired/ replaced.

ELECTRICAL OUTLETS – Must be in good condition not painted, and maintained per the electrical code.

EXTENSION CORDS/ADAPTERS –Not allowed for permanent wiring. Extension cords overload the wiring in the wall, produces heat and can be a fire hazard. (Power strips are allowed.)

TENANT SANITATION/RESPONSILILTIES – Occupants are required to maintain their unit in a clean and sanitary condition and dispose of refuse in the containers provided by the owner. They are also required to keep supplied fixtures clean and sanitary and use reasonable care in their use and operation. If they furnish any fixtures of their own, they must be installed and maintaining in accordance with the Building Code.

PETS– All dogs over 3 months of age must be licensed. For complete list of animals that may need a permit or license, contact Animal Control at (651) 266-1100

Minnesota State Statute 299F.362 requires smoke detectors and Minnesota State Statute 299F.50 requires carbon monoxide detectors. Saint Paul Ordinance 39.02(c) requires that an affidavit stating that "all detectors are inspected and serviced when needed and are operational be filed before a Certificate of Occupancy can be issued or renewed."