



Rental Property Licensing Inspection Checklist

The following checklist has been developed to assist property owners and agents with complying with the rental dwelling licensing requirements. This list is not all-inclusive; additional requirements may apply. Please contact the Fire & Building Safety Division at 763.635.1060 or via email at ERFD.FABS@ElkRiverMN.gov for specific questions.

City Ordinance Requirements

- No delinquent/unfinished building permits [City Code 30-604]
- Property meets applicable planning/zoning requirements as established by ordinance
- No past due utility fees [City Code 30-192(b)(8)]

General Requirements

Exterior

- No holes or large cracks in foundation [IPMC 304.5]
- Soffit, fascia, and siding in good repair [IPMC 304.2]
- Exterior surfaces protected from elements [IPMC 304.6]
- House numbers visible from public street – 4 inches tall, 1/2 inch wide, contrasting color [IPMC 304.3]
- No peeling, flaking or chipped paint on exterior surface [IPMC 304.2]
- Shingles in good repair and roof free of leaks [IPMC 304.7]
- A/C coil, gas line, electrical line penetrations, etc., all caulked [304.6]
- Gutters/downspouts in good condition and free of debris [IPMC 304.7]
- All chimneys, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair [IPMC 304.11]
- Porch and deck in good repair (guard railings, decking, supports, stairs, etc.) [IPMC 304.2]
- Handrails required at four (4) or more risers [IPMC 307.1]
- Garages and sheds are in good repair and no peeling paint [IPMC 302.7]
- Garage door in good repair [IPMC 304.15]
- Electrical outlets/lights/junction boxes have covers [605.2]
- Grass and weeds cut and maintained [IPMC 302.4]
- Surface graded for drainage away from foundation [IPMC 302.2]
- No litter in yard [308.1]
- No parking on grass [Elk River City Code Sec 30-934(a)(3)]
- No abandoned vehicles, car parts, tires, vehicle batteries, construction debris, etc. [IPMC 302.8]
- Fencing must be in good repair [IPMC 302.7]

- Exterior dryer, fan, and exhaust vents are clean [IPMC 302.6]
- Maintain window wells free from debris [304.13]
- All electrical overhead wires a minimum of 10 feet above grade

Garbage and Recycling

- Must have trash service and must be kept in approved containers with tight fitting lids [IPMC 308.3.2]
- Containers must not overflow [IPMC 308.3.2]

Walls, Ceilings, and Floors

- Shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected [IPMC 305.3].

Windows

- Must be in good repair and weather tight [IPMC 304.13]
- No broken or cracked glass [IPMC 304.13.1]
- Tight fitting screens on all openable windows with no holes or tears [IPMC 304.14]
- Working hardware [IPMC 304.13.2]
- Open and close easily [IPMC 304.13.2]
- Locks required on all first floor and lower level windows [IPMC 304.18]
- No peeling, flaking or chipped paint [IPMC 304.2]
- Window cranks must be in place and operable [IPMC 304.13.2]

Doors

- Must be in good repair and weather tight [IPMC 304.13]
- Doors tightly secure when closed [IPMC 304.18]

Stairways

- Guardrails are required on open-side stairways [IPMC 307.1]
- Guardrails, when required, must be a minimum of 36 inches high with spaces no greater than 4 inches [IPMC 307.1]
- Handrails are required when there are more than 4 risers [IPMC 307.1]
- Guardrail and handrail must be in good repair and firmly attached [IPMC 307.1]
- All stairs must be in good repair and secure [IPMC 307.1]
- Stairs must have a maximum rise of 8 inches and a minimum run of 9 inches [IPMC 307.1]
- Handrails must be placed a minimum of 30 inches and a maximum of 38 inches above the nose of the step [IPMC 307.1]

Note: additional requirements may apply as dictated by the Minnesota State Building Code.

Plumbing

- Good repair [IPMC Chapter 5]
- Must have hot (minimum of 110°F) and cold running water [IPMC 505.4]
- No water leaks in plumbing drains, supply lines, or faucets [IPMC 504.1]
- Water heaters must have temperature/pressure relief valve [IPMC 505.4]
- Water heaters must have overflow spill pipe within 18" of floor [IPMC 504.1]
- Plumbing must be directly connected to sanitary sewer [IPMC 504.3]
- All plumbing drains must be rigid; flexible is not approved [IPMC 504.3]
- Sump pump drains must be discharged to yard area, not to sewer [IPMC 504.3]
- Floor drains must not be clogged and water must be in the trap [IPMC 504.3]

Mechanical and Electrical

Ventilation/Heat/Gas

- All dryers must be vented with rigid or flexible aluminum material
- Flues must have a draft stop where it penetrates the floor or wall [IPMC 603.1]
- Flues must not have any uncovered holes or be badly rusted and be securely attached [IPMC 603.1]
- Bathrooms with showers/tub must have an openable window or mechanical ventilation [IPMC 403.2]
- Must provide heat at a minimum of 68° F [IPMC 602.3]
- All gas lines must be of approved materials and an operable shut-off valve must be present at each appliance [IPMC 603.1]
- Unused gas lines must be properly capped [IPMC 603.1]
- All vent covers must be secure and operable [IPMC 603.1]

Electrical/Lighting

- Good repair
- Electrical outlets/switches/junction boxes must have covers [IPMC 605.2]
- Cable and phone lines must have covers
- All major appliances must have direct electrical connections. Extension cords and outlet adapters are not approved.
- All GFCIs must be in working order [IPMC 605.2]
- Service panels must have approved doors
- No open holes in service panels
- All circuits/fuses must be labeled
- All open wires must be capped
- All appliances (stove, refrigerator, furnace, water heater, etc.) must be in good repair

Fire

- Smoke alarms are required inside every bedroom, each corridor outside every bedroom, and a minimum of one detector per level [IPMC 704.2]
- Smoke alarms mounted on walls must be mounted per manufacturers specifications [IPMC 704.2]
- Carbon monoxide alarms are required within 10 feet of all sleeping rooms
- Smoke and carbon monoxide alarms must be testable
- Smoke and carbon monoxide alarms can be battery powered
- All sleeping rooms must have an egress to the outside (window or door) [IPMC 702.4]

Updated on Monday, August 1, 2016