



**City of White Bear Lake
Community Development Department
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White Bear Lake, Minnesota 55110
651-762-4837 | www.whitebearlake.org**

RENTAL PROPERTY CHECKLIST

Housing inspections are responsible for promoting the health, safety, and livability of the housing stock in the City of White Bear Lake. Regular inspections of rental properties are conducted to ensure they are safe and well maintained. The following Checklist is a practical guide to main of the things that the Housing Specialist will look for.

EXTERIOR

Exterior Walls

- Soffit and fascia in good repair
- House numbers visible from public right of way
- Siding is weather tight and intact

Paint

- Wood surface weather-protected
- No peeling, chipping, flaking or otherwise deteriorated paint

Foundation

- Structurally sound
- Free from holes or gaps
- Proper grading

Roof

- Free of leaks
- Structurally sound
- No loose or missing shingles
- Roof overhang free from deterioration

Existing Gutters & Downspouts

- Free of debris
- Properly attached and drains away from structure

Chimney

- Tuck-pointing/mortar in good repair
- Flue liner in good repair

Porch/Decks

- Structurally sound and in good repair
- Guardrails required if over 30 inches above grade

Stairs/Steps

- Securely attached and free of deterioration
- Continuous guardrails required on open sides of stairways 30 inches or more above grade
- Graspable handrails required on stairs/steps with four or more steps/risers
- Handrail shall be located 30 to 42 inches measured vertically from the nose of the stair tread to the top of the handrail

PREMISES AND ACCESSORY STRUCTURES

Garages/Sheds

- In good repair and structurally sound
- Exterior surfaces weather-protected and intact

Fences

- Well-maintained
- Structurally sound
- Finished side faces neighboring property

Yard

- Grass and weeds cut
- Proper grading and ground cover
- No litter, car parts, yard waste, construction waste, or other miscellaneous debris
- Firewood neatly stacked and properly stored
- Garbage and recycling properly contained in enclosed containers with lids
- Compost is properly contained

Vehicles/Parking

- Parking only on approved parking surfaces in approved locations (lawn or dirt is prohibited)
- No abandoned, unlicensed, or inoperable vehicles
- One vehicle per licensed driver residing on the premises, plus one
- Car repair prohibited (except minor repairs to occupant-owned vehicles)

INTERIOR

General Condition

- Dwelling/dwelling unit shall be clean, sanitary and in safe condition
- Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees in all habitable rooms, bathrooms and toilet room

Floors, Walls & Ceilings

- In good repair (no holes)
- Structurally Sound
- No flaking, chipping or peeling paint
- No trip hazards (i.e. torn carpet)
- Free from water damage/staining

Hallway/Stairs

- Clear pathway
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30 inches or more above grade
- Graspable handrails
- Handrail shall be located 30 to 42 inches measured vertically from the nose of the stair tread to the top of the handrail

Sleeping Rooms

- Every bedroom located in a basement of a rental property shall have an egress window, which complies with the current Minnesota State Building Code.
- Hardwired or 10 year lithium sealed battery smoke detector is required in every bedroom
- Carbon Monoxide detector within 10 feet of the bedroom(s)
- Floor space shall be no less than 70 square feet
- Minimum ceiling height of seven feet
- Proper light and ventilation
- Minimum of two duplex electrical outlets or one duplex outlet and one switched overhead light fixture required per sleeping room
- Egress Window or door leading directly outside is required for basement bedroom

Windows

- No broken/cracked glass & weather tight
- Easily openable and remains open without the use of a prop
- Window sash locking device is required on windows within 6 feet of grade.
- Openable windows must have screens in good repair and fit properly
- Window frame and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

Doors

- Fits frame and closes and latches securely
- Proper working hardware
- Weather tight and rodent proof
- Unit exit and entrance doors require deadbolt locks
- Entry doors shall not contain double-keyed dead-bolt locks
- Storm/screen doors are maintained in good condition with functioning closers

Kitchen

- Cabinets and counters must be in good repair
- Hot (110 degrees) and cold running water with adequate pressure
- No loose or dripping faucets
- Drains must function properly, free of obstructions. Proper plumbing fittings must be used
- Fire extinguisher (1A 10BC) shall be provided
- Stove, oven and refrigerator must be in good working order
- Appliances are plugged directly into outlets without the use of extension cords or adapters
- Kitchen shall not be used for sleeping purposes

Bathroom

- Sink and tub/shower properly installed and maintained in good repair with caulking intact
- Toilet properly installed with all components intact and properly secured, maintained and functioning
- Light fixture and outlet is required
- Bathroom cabinets must be in good repair
- No loose or leaking faucets
- Water-impervious flooring
- Openable window or mechanical venting is required
- Ventilation fan shall be in good working condition

- Hot and cold running water with adequate pressure required to each fixture

- Sump baskets shall have an approved lid which is fastened to the basket

ELECTRICAL, MECHANICAL & PLUMBING

Electrical

- Adequate service and outlets
- Properly installed service panel. Fuses shall be S-Type fuses
- Fixtures must be intact and properly functioning
- Extension cords cannot be used in lieu of permanent wiring
- Cover plates required on all outlets, switches, and junction boxes
- All wiring must be properly installed and maintained.
- Three prong outlets must be properly grounded

Mechanical & Laundry

- Heating facility must be properly installed and maintained
- Maintain interior temperature of 68 degrees from September 1st to May 31st or when daily temperature falls below 68 degrees
- Temporary heating devices shall not be used as primary source of heat
- Fuel burning facility must be connected to an approved chimney, flue, or vent
- Replace furnace filter every 30 days or as needed
- Dryer vent shall be UL list (no screws)

Plumbing

- All plumbing must be properly installed and maintained
- Hot and cold running water with adequate pressure required to each fixture
- Waste lines must be properly installed and vented, no flexible waste lines
- Hand held showers must have backflow prevention
- No leaking faucets or pipes
- Unused gas & plumbing lines must be capped
- All pipes must be free from defects and obstruction, and properly secured
- Pressure valve and relief discharge pipe is required on boilers and water heaters
- Drain tile sumps shall not discharge into the sanitary sewer. Interior discharge pipe must be hard-piped to the exterior

FIRE PROTECTION

General

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within close proximity of gas-fired appliances (furnaces, water heaters, etc.)
- Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- Service door providing access from the dwelling to the attached garage, must be an approved fire rated door
- Apartment complexes shall be equipped with emergency and exit lights with battery backups in hallways, stairways and garages

Smoke Detectors

- All smoke detectors shall be either hardwired or ten (10) year sealed lithium battery detectors
- Smoke detectors shall be located in every bedroom, in area that provide access to the bedroom and on every level (basement)

Carbon Monoxide Detectors

- Locate carbon monoxide detectors within 10 feet of sleeping rooms
- Carbon Monoxide detectors shall be either hardwired into the electrical wiring, directly plugged into an electrical outlet, or battery powered

PERMIT REQUIREMENTS

- Electrical, plumbing, and mechanical work in rental property requires a licensed contractor
- Sheds, driveways and fences over 4 feet in height require a zoning permit
- Any structural alterations or changes in building configuration requires a permit
- New dwelling units within existing buildings require zoning approval, plan review and proper permits *prior* to habitation

For additional information, visit www.whitebearlake.org or call the Rental Housing Specialist at 651-762-4837