



City of South St. Paul

125 Third Avenue North
South St. Paul, MN 55075
www.southstpaul.org

Licensing/Code Enforcement Division

HOUSING EVALUATOR LICENSE – TIME OF SALE

APPLICATION AND INFORMATION

\$60.00	Annual License Fee
\$25.00	Background Investigation Fee (applies to new applicants only)
\$35.00	Filing Fee (original or amended report)
\$70.00	Late Filing Fee

Enclosed please find a Housing Evaluator Application, along with the following:

- Housing Evaluators Code of Ethics and Standards
- Ordinance Relating to Housing Inspections Prior to Sale
- Sample of Time of Sale Housing Evaluation Report

The Time of Sale process requires the seller to contract with a separate Housing Evaluator to perform a re-inspection to verify that “hazardous” items have been corrected (see item #13 and #14 of Code of Ethics). Also, the Housing Evaluator performing the re-inspection may find missed “Hazardous” item(s) which would require the original Housing Evaluator to file an amended report and pay for subsequent re-inspection (see items #13 and #14 of Code of Ethics). All Time of Sale reports are filed with the Licensing/Code Enforcement Department. *Please direct any questions regarding the Time of Sale reports and program to the Time of Sale Coordinator at 651-554-3221.*

The Housing Evaluator License will be valid for performing Time of Sale evaluations. If you also are interested in conducting Rental Housing inspections, please contact me at (651) 554-3229 or sjohnson@sspmmn.org.

Sincerely,

Shirley Johnson

Shirley Johnson
Deputy City Clerk/Office Specialist III

Enclosure



Housing Evaluator Application

City of South St. Paul
125 Third Avenue North, South St. Paul, MN 55075
651-554-3229 651-554-3211 (Fax)

Year: _____

To obtain a South St. Paul Housing Evaluator License, please complete the sections below:

Type of License Applying For:

Time of Sale Only Time of Sale and Rental Housing

Section 1. Applicant Date

Full Name of Evaluator: (Last, First and Middle—no initials)

Email Address:

Address:

City, State and Zip:

Birth Date:

Driver's License Number:

Telephone Number:

Fax Number:

Minnesota law requires the City of South St. Paul to obtain the Business Tax Identification and/or Social Security Number of all license applicants. *If not completed, your application will be returned.*



Federal Tax ID: _____

State Tax ID: _____

Social Security Number: _____

Section 2. Evaluator Proof of Competency

Please attach a copy of your license certificate or Identification Card from the City of Minneapolis or St. Paul

___ City of Minneapolis Competency Certificate

___ City of St. Paul Competency Certificate

Name of Holder:

Number:

Expiration Date:

Section 3. Education. Applicant's education as it relates to the licensed activity, including the dates and names of schools attended and the degree or certifications received:

Section 4. List of cities or other agencies with whom the applicant has been issued a license, if any.

City	Date Issued
1.	
2.	
3.	
4.	
5.	

Has applicant had a license application denied or a license revoked or suspended in another jurisdiction within the last 10 years

_____ No

_____ Yes List City and Year: _____

Section 5. The applicant's chronology of employment as it relates to the licensed activity.

Employer	Date
1.	
2.	
3.	
4.	
5.	

Section 6. Proof of Insurance

Please provide proof of the following:

1. Proof of Workers's Compensation Insurance, if applicable
2. Proof of General Liability Insurance meeting city requirements
- Minimum limit of liability \$250,000
3. Proof that the City of South St. Paul is named as an insured on the above insurance policies and that the insurance is maintained continuously in force

Application Fee



\$60.00 Annual License Fee

\$25.00 One-Time Background Investigation Fee (initial application only)

Please make checks payable to the City of South St. Paul

I hereby certify that I have read and examined this application and know the same to be true and correct. I also hereby certify that I have received and read the Housing Evaluators Code of Ethics and Standards dated April 21, 2008. A violation of these guidelines may result in suspension or revocation of an Evaluators License or denial of a renewal of such license.

Signature of Applicant:

Date:

Office Use Only

Date Received:

Receipt Number:

Certificate of Compliance—Minnesota Workers’ Compensation Law

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers’ compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor Industry.

Insurance Company Name (not the agent)	Policy Number:
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Dates of Coverage:

_____ to _____

OR

REASON FOR EXEMPTION FROM WORKERS’ COMPENSATION

If you have questions regarding the need to obtain workers’ compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

I am not required to have workers’ compensation liability coverage below:

_____ I have no employees. (See Minn. Statutes 176.011, subd. 9 for the definition of an employee)

_____ I am self-insured for workers’ compensation (attached a copy of the authorization to self- insure from the Minnesota Department of Commerce).

_____ I have no employees but they are not covered by the workers’ compensation law (See Minn. Statutes 176.041 for a list of excluded employees.)

I certify that the information provided above is accurate and complete and that a valid workers compensation policy will be kept in effect at all times as required by law.

I certify that the information contained in this application is true to the best of my knowledge. I hereby agree to notify the City of any changes in ownership. I further authorize the City or its Vendor and other City Officials to investigate all facts set out in this application . I understand that the purpose of permitting the City to have access to this information is to determine my suitability for issuance of a Business License in the City of South St. Paul. I further understand that I am not legally required to supply the requested data, but that by refusing to comply, my license application may be denied. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternative address and telephone number.

Date of Application:

(x) Signature of Applicant

BACKGROUND INVESTIGATION CONSENT RELEASE

As a license applicant, I hereby give my consent for a personal background investigation, to include a criminal history check, to be used in the determination of whether my application is to be approved. The results of such investigation shall be made public pursuant to appropriate City Council approval or denial of the license application. I understand that I am under no legal obligation to consent to such investigation, but that my refusal to so consent may be the basis for denying my application.

TENNESSEN WARNING: In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

- The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of South St. Paul.
- You are not legally obligated to supply the requested information.
- The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
- The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
- A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
- Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
- The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Date: _____

X

Applicant signature

*These statements are true, correct and are made with the knowledge that this information may be made public.
False disclosures are subject to perjury proceedings and forfeiture of the license application.*

Remit to:

**Office of the City Clerk
License Division
125 Third Avenue North
South St. Paul, MN 55075
(651) 554-3229 (651) 554-3201 (Fax)**

HOUSING EVALUATORS CODE OF ETHICS AND STANDARDS

October 6, 2008 revised 12/4/08 & 8/13/09 & 8/5/13 & 1/19/16

A VIOLATION OF THESE GUIDELINES MAY RESULT IN SUSPENSION OR REVOCATION OF AN EVALUATOR'S LICENSE OR DENIAL OF A RENEWAL OF SUCH LICENSE.

CODE OF ETHICS

1. The Evaluator will be responsible at all times to execute his or her duties with due care and in good faith, in compliance with the Ordinances and Regulations of the City of South St. Paul (City) and the Evaluator's Code of Ethics.
2. The Evaluator shall not discriminate in providing services and establishing fees on the basis of gender, marital status, national origin, ethnicity, sexual orientation, race, disability, or religion.
3. The Evaluator, when acting in his or her capacity as an Evaluator, shall not conduct any of his or her duties while using or under the influence of alcohol, drugs, or narcotics, even if prescribed by a physician, which may impair his or her judgment or performance as an Evaluator.
4. The Evaluator shall not knowingly re-evaluate any premises when a previous evaluation remains in force.
5. The Evaluator, while acting as such, shall not engage in conduct that in any way is in violation of any law or ordinance or is in breach of good order and decorum.
6. The Evaluator will be responsible to notify the City of all complaints filed regarding the Evaluator's services.
7. The Evaluator shall respond to all complaints received regarding his or her evaluation services in a timely manner.
8. The Evaluator shall not knowingly prepare or submit to a homeowner or to the City any form or report that contains any false or misleading statements. All evaluations shall be documented on the forms authorized by the City and shall be submitted to the City within ten (10) calendar days of the completion of the evaluation.
9. An Evaluator, noticed in writing to appear before the City Council, shall respond to such notice on the date and at the time and place indicated. The Evaluator shall respond to any other written request for a copy of forms or other reports, required to be retained by the Evaluator, within the timeframe established in the Administrative Duties section.
10. The Evaluator shall not evaluate any property in which he or she or one or more of his or her immediate family members have an interest or have performed repairs or additions. For the purposes of this Code of Ethics, an interest is defined as any interest which could yield, directly or indirectly, a monetary or other material benefit to the Evaluator (other than the duly authorized fee for the evaluation), the Evaluator's spouse or other dependent, the employer of the Evaluator, or to any other person who resides with the Evaluator. For the purposes of this provision, immediate family shall mean the Evaluator's parents, mother and father-in-law, children, spouse, siblings, or any person who lives with the Evaluator in a dwelling comprising a single housekeeping unit.

11. The Evaluator shall not evaluate properties in which an interest is claimed or had by his or her employer, or by a person or entity retaining him or her for services other than such evaluations, or by a real estate company with which he or she is otherwise associated. The Evaluator shall not evaluate any property where he or she or his or her employer has a listing agreement for the sale of the property.

12. An Evaluator shall not solicit the property for sale or solicit or perform repair work for any person, firm or organization on any property the Evaluator has evaluated. The Evaluator, while acting in his or her capacity as an Evaluator, shall not endorse any specific materials, repair persons, other Housing Evaluators, or real estate agencies or agents.

13. Property owners shall use a Licensed Evaluator who is not the original Evaluator, to perform re-inspections of properties to verify that the Hazardous items noted on the original evaluation have been corrected. In the course of a re-inspection, if the Evaluator observes 'Hazardous' items that have not been noted on the original evaluation, these items shall be reported to the City and the original Evaluator must file an amended report with the City within 10 calendar days of notification by the City. There shall be no additional cost to the property owner for the filing of the amended report(s) or for the subsequent re-inspection. These costs shall be the responsibility of the original Evaluator.

14. The Evaluator who performs the re-inspection shall perform any subsequent re-inspections following the filing of the amended report(s). The original Evaluator shall not perform any re-inspections.

HOUSING EVALUATOR STANDARDS

TOOLS OF THE TRADE

The Evaluator is expected to have, at a minimum, the following tools and aids available to assist with the actual evaluation:

1. A twelve-foot measuring tape
2. A five-foot ladder for attic access
3. A flashlight
4. A sharp instrument or tool such as an awl or ice pick
5. An electrical outlet-testing device with GFCI test feature
6. An electrical outlet-testing device with two flexible leads
7. A 1 quart, 2 quart, or 1 gallon container for measuring water
8. Binoculars

SETTING THE APPOINTMENT

The Evaluator shall make a definite appointment with the owner or agent for the evaluation and keep the appointment. Immediately upon arriving at the premises, the Evaluator's identification shall be shown to the owner or owner's agent, if present, and no evaluation shall be started unless this procedure is followed. A brief explanation of your profession and the City licensing requirements for an Evaluator, along with a short description of the evaluation procedure and purpose, shall be given to the owner or agent. An explanation of the requirements on which the evaluation is based shall be given to the owner with special attention to the requirements for correction of items marked hazardous.

CONDUCT DURING THE EVALUATION

The Evaluator shall read items one through six of the Housing Evaluation Report to the owner and ask the aid of the owner in filling out the basic information at the top of the sheet. The Evaluator must inform the owner that it is required that the Evaluator has access to the attic space as part of the evaluation. If the scuttle hole is in a closet, ask the owner to remove clothing and other obstructions so a proper evaluation can be made. If the owner refuses to make the attic access available, the Evaluator shall indicate this fact on the report.

The owner shall be asked to accompany the Evaluator on the evaluation tour. Suggest that the owner ask questions and request that the owner point out features known to them that might assist the Evaluator in evaluating the condition of the dwelling's mechanical and electrical systems. The owner may furnish the Evaluator with additional information concerning the condition of the structural, mechanical, or electrical components of the dwelling.

Inform the owner that after the evaluation you will be glad to discuss the report. During the discussion of the report, the Evaluator shall identify to the owner any items marked as hazardous and inform the owner that these items must be corrected and inspected by a separate licensed housing Evaluator prior to sale of the dwelling. The owner shall be informed that City Permits may be required for the correction of hazardous items and all questions in that regard should be addressed to the City of South St. Paul Building Inspections Department at 651-554-3220.

This evaluation is essentially a visual inspection of the property. Although in-depth testing is not required, certain cover plates and access doors are required to be removed in order to facilitate the evaluation. In addition, some simple tests are required to be completed for the evaluation. These tests are specified in the guidelines.

The Evaluator is not expected to climb up on roofs, disturb insulation, move personal items, equipment, snow, ice, or debris which obstructs access or visibility, enter any area which is unsafe, or perform any procedure which may damage the property or be dangerous to the Evaluator or other persons.

If there is an obstruction, which prohibits the Evaluator from inspecting any part of the dwelling that is listed herein, the Evaluator shall so note on the Evaluation Report.

COMPLETING THE EVALUATION FORM

The Housing Evaluation Report form must be filled out completely in ink or via a typewriter or word processor. The Evaluator must follow all of the instructions on the form and in these Guidelines. If any item to be evaluated cannot be viewed or evaluated, the minimum acceptable rating is "Comment," followed by the reason the item cannot be viewed or evaluated. If no reason is given, the report is incomplete and will be returned to the Evaluator. If the reason it cannot be viewed is for unsanitary conditions, the item must be marked as "hazardous" until such time as it can be viewed for evaluation. The Evaluator will be subject to a late fee if the corrected report is not resubmitted within ten (10) calendar days of notification by the City. Comments should be simple statements of the conditions observed, and should not include value judgments or recommendations. Whenever making an explanation of an inspection item in the right hand column of the evaluation report, the evaluator should always include the item number and rating to which the explanation is attributed at the beginning of the explanation. (i.e. **12-H** – missing screws in flue piping, 3 required at each joint).

ADMINISTRATIVE DUTIES

The following is a list of Administrative Duties for Housing Evaluators. It is not all-inclusive.

Previous #1 deleted

1. All Evaluator-produced or computer-generated forms must be pre-approved by the City's Building Inspections Department prior to use.
2. The Evaluator shall completely and clearly fill out the Housing Evaluation report.
3. The Evaluator must be able to produce a paper hard copy of any and all reports generated in their capacity as an Evaluator for a minimum of three (3) years from the date of an evaluation, and must be able to provide proof of filing of the report with the City as well as the payment of the filing fee. These items must be provided within forty-eight (48) hours of receipt of the request or ten (10) calendar days from the date the request is mailed to the Evaluator, whichever is shorter.
4. Original Housing Evaluation reports shall be filed within ten (10) calendar days from the date of the evaluation. Any reports filed after the ten (10) day filing period shall be subject to a late fee.
5. Amended Housing Evaluation reports shall be filed within ten (10) calendar days from the date of notification by the City. Any amended reports filed after the ten (10) day filing period shall be subject to a late fee.

Any questions regarding the Housing Evaluation program should be directed to the City of South St. Paul Building Inspections Department at 651-554-3220.

INTERIOR - Basement

1. Stairs - railings, landings, steps

- A. The Evaluator shall determine if the stairway(s) leading to the basement are safe to use and capable of supporting the load that normal use would cause to be placed upon them.
- If stairways are not capable of supporting normal use loads, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. If a basement contains habitable area, the Evaluator shall determine if the stairway meets the maximum rise of 7 3/4 inches, the minimum run of 10 inches, and the minimum width of 36 inches. The largest tread run and the greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. Stairways that do not meet the minimum dimensions shall be marked as "Below Minimum Requirements".
- C. The minimum headroom height of a stairway is 6'8". Headroom that is less than 6'8" shall be marked as "Below Minimum Requirements".
- D. Every stairway having four or more risers shall have at least one handrail. The Evaluator shall determine if the handrails are properly installed and securely attached. Handrails shall be graspable and located 34-38 inches above the tread nosing and separated by 1-1/2 inches from any walls or guardrails. If handrails do not meet these requirements, mark as "below Minimum Requirements".
- E. A guardrail shall be located on the open sides of a stairway and be securely attached. The openings in a guardrail shall be such that a 4-Inch sphere cannot pass through. The minimum height of the guardrail is 36" unless the handrail is considered part of the guardrail. In that case, the minimum height of the guardrail/handrail is 34 inches. Guardrails that do not meet these requirements shall be marked as "Below Minimum Requirements".

2. Floor

- A. The Evaluator shall check the floor slab and list any evidence of heaving, buckling, large cracks, holes, or other existing conditions that indicate problems. If such evidence exists, mark as "Comment".
- B. The Evaluator shall list where there is no concrete floor or if the concrete floor does not cover all usable floor areas of the basement. If either of these conditions exists, mark as "Comment".
- C. The Evaluator shall check the basement floor for evidence of past or present dampness. If such evidence is found, describe in the remarks column.

3. Foundation wall

- A. The Evaluator shall check the basement walls for cracking, leaning, buckling, or bulging conditions which may indicate structural failure. The Evaluator shall also note any loose or missing foundation blocks, bricks, stones, or mortar.
- If the Evaluator determines that there is the potential for structural failure of the basement wall, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. Where crawl spaces exist, the Evaluator shall enter the space, or use any holes or openings into the crawl space to inspect the condition of all visible foundation walls and floor systems. The Evaluator shall indicate how the crawl space was reviewed.
- C. The Evaluator shall determine if any foam plastic material has been installed in the dwelling and has been left exposed. This includes basements and crawl space walls. All exposed foam plastic must be covered with a minimum 1-1/2 inch thick mineral fiber insulation; 1/4 inch thick plywood, hardboard, or gypsum wallboard; or foil facing. Spray foam installed in the rim joist area is exempt from this requirement.
- If foam plastic has not been protected by covering with an approved material mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
- D. The Evaluator shall check basement walls for evidence of past or present dampness. If such evidence is found, describe in the remarks column.

4. Columns and beams

- A. The Evaluator shall determine if the columns and beams have been kept in a state of maintenance and repair that is consistent with standard practices. If they have not been maintained in such a state, mark as "Comment".
- B. The Evaluator shall determine if wood columns remain in sound structural condition by utilizing the awl or ice pick to tell if a rotting condition exists.
- If the Evaluator estimates that there is the potential for structural failure of the columns, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- C. The use of telescoping posts or other temporary type of supporting columns may indicate a structural problem. Any adjustable posts required to be permanent must have pins removed, threads peened, and/or be spot-welded. Posts, which are not constructed as indicated, should be marked "Below Minimum Requirements". Posts that apparently cannot carry all superimposed loads mark as "Hazardous".

- D. The Evaluator shall also list in the remarks column any signs that the columns have settled or have been relocated.
- E. Where crawl space exists, the Evaluator shall enter the space or use any holes or openings into the crawl space to inspect the visible columns for deterioration or the use of temporary supports. If the soil is in contact with wood members, this should be noted in the remarks column. The Evaluator shall indicate how the crawl space was reviewed.
- F. The Evaluator shall visually check the beams for excessive sagging between supports or crushing on supports and also any notching or other alterations that could affect the structural integrity of such a beam.
- If the Evaluator estimates that there is potential for structural failure of the beams, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- G. Check all beams for decay or insect damage. Special attention should be given to the ends of the beams where they enter masonry walls. The Evaluator shall utilize a sharp instrument to determine if any deterioration exists, and list the findings in the remarks column.
- If the Evaluator estimates that there is
 - potential for structural failure of the beams, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.

5. First floor structural systems

- A. The Evaluator shall visually check that the floor system is structurally sound and capable of supporting the loads normally imposed on it. This check shall be completed by both a visual observation from below the floor and also by walking on the floor in each interior room. The Evaluator shall indicate how the floor system was reviewed.
- If the Evaluator estimates that there is potential for structural failure of the floor system, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. The Evaluator shall note out-of-level floor conditions. Any out-of-level floor condition shall be marked as "Comment".
- C. The Evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile, or carpet.

- D. The Evaluator shall check joists and other wood-framing members where they enter masonry walls for rot or insect damage. The Evaluator shall utilize the awl or ice pick to determine if rot is present. If rot has not adversely affected the structural integrity of the joists, mark as "Below Minimum Requirements".
- If the Evaluator estimates that there is potential for structural failure of the joists or other wood-framing members, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- E. The Evaluator shall also check the joist system for excessive notching, boring, or overspanning and any other evidence of structural failure.
- If the Evaluator estimates that there is potential for structural failure of the joist system, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- F. The Evaluator shall also check the sub-floor for rot or seepage stains, which may indicate leaks in the plumbing system. List any such rot found as "Below Minimum Requirements".
- G. Where crawl spaces exist, the Evaluator shall enter the space or use any holes or openings into the crawl space to inspect the visible beams and joists for any deterioration. If the soil is in contact with wood members, note in the remarks column. If unable to evaluate crawl space, note in remarks column.

6. Floor drain and its cleanout

- A. If no floor drain has been provided, the Evaluator shall mark "Comment" and indicate in the remarks column.
- B. If a floor drain has been installed, the Evaluator shall determine if the floor drain has a water seal trap and if it is equipped with a clean out.
- If the clean out plug is not secure, or if there is no water seal, rate as "Hazardous".
- C. The Evaluator shall check for a cover plate on the floor drain. If the cover plate is missing, mark as "Below Minimum Requirements".

7. Water supply piping

- A. Determine if all water piping has been properly installed and supported utilizing approved materials. Rubber water piping is unapproved for use as interior water supply piping. Plastic water piping must meet all requirements for installation. Unapproved materials shall be marked as "Below Minimum Requirements". If unable to determine the type of material, mark this as a "Comment" and note in the remarks column.

- B. The Evaluator shall test the flow of water at all fixtures. All fixtures must have minimum flow (pencil thickness). When flowing water, no other fixture or source of water flow may be turned on. The rate of water flow for at least one of the tested fixtures above basement level must be not less than one-half gallon per minute (0.5 gpm). Testing may be done with any size container; e.g., a gallon container must be filled within two minutes; a one-half gallon container must be filled within one minute; a one-quart container must be filled within 30 seconds, etc.

If the test for the minimum 0.5 gpm water flow is not passed or any fixture fails to meet minimum flow, mark as "Below Minimum Requirements".

- If the water supply to the house is off, mark as "Hazardous".

- C. The Evaluator shall note the presence of any saddle type connections or repair clamps on the water lines and rate as "Below Minimum Requirements".

- D. The Evaluator shall determine if well water supply piping has been interconnected with City water supply piping.

- If the well water supply and the City water supply are interconnected, mark as "Hazardous".
- A Plumbing Permit is required to correct the hazardous condition.

- E. Note if any water piping which enters into unheated parts of the house would be subject to freezing during cold weather. The Evaluator should identify the location of the unheated piping in the remarks column and rate as "Below Minimum Requirements".

8. Plumbing fixtures

- A. Plumbing fixtures, required to be evaluated by this item, are those plumbing fixtures located in the basement. The Evaluator shall determine if these plumbing fixtures are properly installed with a water supply and properly vented. If the plumbing fixtures are not properly installed, mark as "Below Minimum Requirements".

- B. The Evaluator shall note any plumbing fixtures that are broken or cracked and leaking or in such a condition so as to give rise to unsanitary conditions or if unable to evaluate due to the water supply being turned off.

- These plumbing fixtures shall be marked as "Hazardous".

- C. The Evaluator shall note if the laundry tub water supply is provided with an air gap or approved vacuum breaker between the filler spout and the top of the laundry tub. The Evaluator shall note if the filler spout has a threaded end and/or has a hose connected to the spout that could extend into the laundry tub. If any of these conditions exist, mark as "Below Minimum Requirements".

9. Drain, waste, and vent piping

- A. The Evaluator shall check the visible waste water lines for signs of leakage or seepage.
 - If found, mark as “Hazardous”.
- B. The Evaluator shall check for improper repairs that are made with tape, tar, rag, putty, or other similar makeshift methods. If such repairs are found, mark as “Below Minimum Requirements”.
- C. The Evaluator shall note the use of saddle type connections and indicate their presence as “Below Minimum Requirements”.
- D. The Evaluator shall check to see that all abandoned waste or vent openings have been properly plugged or capped.
 - If these openings are not plugged or capped, mark as “Hazardous”.
- E. The Evaluator shall determine if a cleanout for the building sewer is provided either at the wall where the waste system leaves the building or at the base of the main stack. If no cleanout is provided, indicate the condition as being “Below Minimum Requirements”.
- F. The Evaluator shall determine if visible waste lines from plumbing fixtures are properly vented. If proper venting is not provided, mark as “Below Minimum Requirements”.
- G. Determine if all visible waste and vent pipes and fittings are of approved materials. If approved materials are not used, mark as “Below Minimum Requirements”.
- H. If plastic waste pipes are in use, the Evaluator shall comment if white and black plastic waste/vent pipes are not properly connected. Improperly connected plastic pipes shall be marked as “Below Minimum Requirements”.
- I. The Evaluator shall note any steel drainage pipes going directly into the concrete floor as being “Below Minimum Requirements”.
- J. The Evaluator shall determine if sumps are being discharged to the exterior on to grade.
 - Sumps that are being discharged into the sanitary sewer system shall be marked as “Hazardous”.
 - A Plumbing Permit is required to correct the hazardous condition.

10. Heating system installation and operation

- A. The Evaluator shall remove the service panel and visually check the heating system. The Evaluator shall determine if the following conditions exist:
 - 1. Excessive scale on burners and/or bottom of burner compartment.
 - 2. Excessive flame distortion with the blower motor running.
 - 3. Excessive discoloration of the upper cover panel.
 - 4. Excessive rust and/or discoloration of the draft hood.

If these items exist, certification of the heating system by a licensed contractor is required. Refer to item 52.

- Mark this item as “Hazardous” pending certification.
 - A Heating Permit is required to correct the hazardous condition.
- B. The Evaluator shall check clearances to combustibles. Unlisted appliances shall be marked as “Below Minimum Requirements”. The clearances to combustibles are often noted on the nameplate and usually are 6 inches for space heaters. Some furnaces can be installed with zero inch clearance at sides and back.
- If required clearances are not met, mark as “Hazardous”.
 - A Heating Permit is required to correct the hazardous condition.
- C. Free standing space heaters are those appliances that take their combustion air from the room in which they are located.
- The Evaluator shall check for any free standing space heaters located in bedrooms or bathrooms and list them as “Hazardous”.
- D. The Evaluator shall check for missing sheet metal, airtight connections, and the general condition of the ductwork. Openings in the return air drop are prohibited. If any of these items exist, mark as “Below Minimum Requirements”.
- E. The Evaluator shall remove the service panel and check to see that gas fired heating plants has the following safety controls:
1. Thermostat
 2. Gas Shut-off
 3. Combination Gas Valve
- If any of the safety controls are missing, mark as “Hazardous”.
 - A Heating Permit is required to correct the hazardous condition.
- F. The Evaluator shall remove the service panel and check to see that fuel oil heating plants have the following safety controls:
1. Thermostat
 2. Barometric draft regulator
- If any of the safety controls are missing, mark as “Hazardous”.
 - A Heating Permit is required to correct the hazardous condition.
- G. The Evaluator shall list in the remarks column if no expansion tank is visible for hot water systems. The Evaluator shall check the expansion tank to determine if a shut-off valve has been installed in the pipe between the boiler and the expansion tank. This valve must be kept open while the boiler is in operation. If there is no shut off valve where required, mark as “Below Minimum Requirements”. Check for backflow preventer on city water fill line to boiler. If the expansion tank is open to the atmosphere, no shut-off valve is required.
- H. The Evaluator shall check for protection of the city water system where connected to a boiler. The minimum backflow prevention required for protection of the domestic

water is a Double Check with an Intermittent Vent Assembly (DCIVA). If there are any chemicals used in the boiler system, i.e. antifreeze, lubricants, etc., the domestic water system should be protected with a Reduced Pressure Zone (RPZ). Any system having no backflow prevention device shall be marked as "Below Minimum Standards".

- I. The Evaluator shall review the location of the heating plant. If the furnace room is accessible only by going through a bathroom, bedroom, or closet, mark as "Below Minimum Requirements".
- J. The Evaluator is required to observe the heating plant in operation. If the gas and/or pilot is turned off, the owner or his or her agent must turn them on. The thermostat must also be turned on in order to facilitate the evaluation of the heating system. If the heating system cannot be or is not placed in operation, the Evaluator shall mark "Hazardous".
- K. If more than one heating system is installed; the Evaluator shall list the types of systems and fuels used in the remarks column.
- L. If the Evaluator finds the heating plant to be in a tight, confined space it shall be determined if proper combustion air and ventilation openings are provided to the heating plant.
 - 1. Combustion air intakes shall not be any less in area than the area of the common flue or flues of the appliance within the enclosure. If the proper amount of combustion air is not provided, mark this item as "Below Minimum Requirements".
 - 2. Ventilation air must be provided through at least 2 openings (one high and one low) communicating to the interior of the building. Net free area of the openings shall be at least 1 square inch for each 2,000 BTU input. Inadequate ventilation shall be marked as "Below Minimum Requirements".

11. Water heater installation and operation

- A. The Evaluator shall check the appearances of the visible condition of the water heater and note if there is evidence of leakage, broken control valves, or excessively rusted areas. If any of these conditions exist, mark as "Below Minimum Requirements".
 - If unable to evaluate due to the water supply being turned off, mark as "Hazardous".
- B. The Evaluator shall confirm that the water heater is located over a non-combustible floor and is firmly set on the slab or floor. Certain manufacturers' specifications and requirements allow for installation on combustible surfaces.
 - Noncomplying water heaters shall be marked as "Hazardous".
 - A Heating Permit is required to correct the hazardous condition.
- C. If the Evaluator finds the water heater to be in a tight, confined space it shall be determined if proper combustion air and ventilation openings are provided to the water heater.

1. Combustion air intakes shall not be any less in area than the area of the common flue or flues of the appliance within the enclosure. If the proper amount of combustion air is not provided, mark this item as "Below Minimum Requirements".
 2. Ventilation air must be provided through at least 2 openings (one high and one low) communicating to the interior of the building. Net free area of the openings shall be at least 1 square inch for each 2,000 BTU input. Inadequate ventilation shall be marked as "Below Minimum Requirements".
- D. The Evaluator shall determine if the water heater is provided with a temperature and pressure relief valve.
- If there is no temperature and pressure relief valve, mark as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
- E. The Evaluator shall determine if the temperature and pressure relief valve has been properly installed and maintained by reviewing the following:
1. The temperature and pressure relief valve must be properly attached to the hot water pipe outlet near the water heater, directly into the top of the water heater, or into the side of the water heater within 6 inches of the top.
 - If the relief valve is improperly located or installed, mark as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
 2. The relief valve piping shall be the same size as the relief valve outlet for the full length of the drain piping.
 - If the drain piping size is reduced after the relief valve, mark as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
 3. The relief valve drain piping shall extend to within 18 inches of the floor. The drain piping shall be unthreaded at the open (discharge) end.
 - Improper drain pipe installation shall be marked as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
 4. Plugs or caps, which make either the relief valve or the relief valve drain piping inoperable, are not allowed.
 - Improperly installed plugs or caps shall be marked as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
 5. The Evaluator is not expected to test the relief valve, but if a visual inspection indicates that the relief valve could be inoperable, mark as "Below Minimum Requirements".

12. Venting system of heating plant and water heater and gas clothes dryer

- A. With the heating plant and water heater in operation, the Evaluator shall check the draft diverter on both appliances for back spillage. This can be tested with a match or with smoke.
- If back spillage is detected on either appliance, this shall be marked as "Hazardous".
 - A Heating Permit is required to correct the hazardous condition.
- B. The Evaluator shall check the vent system for rust holes, proper support, backpitch, properly secured at each joint with 3 screws, open joints, and that the vent is tightly sealed to the chimney.
- If any of the above items are identified, mark as "Hazardous".
 - A Heating Permit is required to correct the hazardous condition.
- C. The Evaluator shall check that all visible vents and connector pipes have required clearances from combustibles.
- If the clearances do not meet minimum requirements, mark as "Hazardous".
- D. If transite (asbestos) type vent piping is visible and appears to be in good condition, mark as "Comment".
- If transite vent piping is visible and has deteriorated, mark as "Hazardous".
- E. The Evaluator shall determine if the vent piping for a gas clothes dryer is missing, burned out, plugged, not routed to the exterior of the dwelling or is provided with a damper.
- If any of these are present, mark as "Hazardous".

13. Gas lines and valves

- A. The Evaluator shall determine if the gas piping has been properly installed using approved materials and support methods.
- If unapproved materials are used, mark as "Hazardous".
 - If the gas supply to the house is off, mark as "Hazardous".
 - A Mechanical Permit is required to correct the hazardous condition.
- D. The Evaluator shall determine if gas piping is properly supported. If not, mark as "Below Minimum Requirements".
- C. The Evaluator shall determine if all gas appliances are provided with an operable lever handle shut off valve. The shut off valve should be located in the same room as the appliance and within 6 feet of the appliance.
- If there is no operable lever handle shut off valve or if the lever handle shut off valve is not in the same room as the appliance, mark as "Hazardous".
 - If the lever handle shut off valve is further than 6 feet from the appliance, mark as "Hazardous".

- D. The Evaluator shall determine if unapproved flexible gas appliance connectors have been utilized for the clothes dryer, stove, water heater or any other gas appliance. All approved flexible connectors must be UL listed. Material types can range from rigid to CSST pipe. Connectors cannot exceed an overall length of 3 feet except for a range or clothes dryer, where up to 6 feet is allowed. Shut off valves must be installed ahead of the connectors. Connectors shall not be concealed within or extend through walls, floors, partitions, ceilings or appliance housings, however, fireplace inserts are exempt from this provision. Soft copper piping is considered to be "semi-rigid" and therefore is not considered an approved flexible connector. Any connector that does not meet these criteria is considered to be an "unapproved" connector.
- If unapproved connectors are found, indicate the installation to be "Hazardous".
- E. The Evaluator shall check to see that the required drip leg or drip tee is provided on gas piping when dropping down to all thermostatically controlled appliances. If none is provided, mark as "Below Minimum Requirements".
- F. The Evaluator shall note the presence of any exterior gas light piping that remains in place. If it is still connected to a gas supply, list this in the remarks column.
- G. The Evaluator shall determine if any disconnected or abandoned gas piping has been properly plugged or capped.
- If not properly plugged or capped, mark as "Hazardous".

14. Electrical service installation

- A. The Evaluator shall address this item by determining whether the service installation is proper. Note conditions such as rust, damage, clearances, obstructions, missing parts, more than one adder box, etc. If such conditions exist, mark as "Below Minimum Requirements".
- If direct contact is possible, mark as "Hazardous".
- B. The Evaluator shall determine if the electric service is properly grounded to the metal water system.
- If the electric service is not properly grounded, mark as "Hazardous".
- E. The service ground shall be connected directly to the street side of the water meter or by a grounding jumper installed around the water meter.
- If this condition does not exist, mark as "Hazardous".
- D. The Evaluator shall determine if an electrical panel board has been installed in a clothes closet or in a similar combustible area. If such condition exists, mark as "Below Minimum Requirements".

15. Electrical service size at panel

- A. The Evaluator shall determine the ampere rating of the service and indicate the same.
- B. If a 60 ampere service supplies more than one major electrical appliance, e.g. electric water heater, electric range, central air conditioning, and electric dryer, mark as "Below Minimum Requirements".
- C. The Evaluator shall also note evidence of over fusing or tampering. Evidence of over fusing or tampering shall be marked as "Below Minimum Requirements".

16. Electrical panel indexing of circuits

- A. The Evaluator shall determine if all circuits in the service panel are indexed. If the service is not indexed, mark as "Below Minimum Requirements".

17. Electrical outlets/fixtures/wiring

- A. The Evaluator shall determine if the required number of electric outlets and fixtures are provided in the basement. Unfinished basements shall have a separate 20-amp laundry circuit, a separate circuit for the heating plant, and a light switch near each stair. If these items do not exist, mark as "Below Minimum Requirements".
- B. The Evaluator shall determine if all wiring present in this area, whether or not required, has been properly installed and maintained in a manner, which complies with the current wiring methods of the National Electrical Code. If not properly installed, mark as "Below Minimum Requirements".
- C. Determine that any grounding type outlets in use are properly grounded.
 - If not properly grounded, mark as "Hazardous".
- F. The Evaluator shall, utilizing an electrical outlet testing device, check all GFCI outlets.
 - If any GFCI outlet is improperly installed or improperly functioning mark as "Hazardous".
- G. The Evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets within eight (8) feet vertically or five (5) feet horizontally of grounded surface. Such ungrounded fixtures or outlets that were installed after January 1, 2002, will be marked as "Hazardous". However, if the ungrounded metallic light fixtures and/or electrical outlets described above were installed prior to 2002 and have not been removed, replaced or improved since 2002, then this item will be marked as "Below Minimum Standards". (Remember that a two-pronged outlet can be grounded but you must use a pigtail electrical tester to determine this.)
- H. Extension cords cannot be used in lieu of permanent wiring.
 - If extension cords are used in this manner mark as "Hazardous".

- G. The Evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If no immediate potential for shock exists, mark this item as "Below Minimum Standard".
- If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous".
- H. The Evaluator shall determine if 3-prong outlets are ungrounded.
- If there are any ungrounded 3-prong outlets, mark as "Hazardous".

18. Sleeping room(s) - egress, ventilation

- A. This item applies only to sleeping rooms located in basements. The Evaluator shall determine if such sleeping rooms have a minimum ceiling height of 7'6". If the ceiling height is less than the minimum, mark as "Below Minimum Requirements".
- B. The Evaluator shall determine if the sleeping room is provided with an approved emergency egress door or window. An egress door must open directly to the exterior. An egress window shall have a maximum sill height of 44 inches above the floor, a minimum net clear opening height dimension of 24 inches, a minimum net clear opening width dimension of 20 inches, and shall have a minimum net clear opening area of 5.7 square feet. If any of these requirements are deficient, the Evaluator shall note on the evaluation form that this room shall not be used as a bedroom.

INTERIOR - Rooms

19. Plumbing fixtures

- A. The Evaluator shall determine that all fixtures required to be connected to hot and cold water supply flow both hot and cold water. If both hot and cold water do not flow, mark as "Below Minimum Requirements".
- B. The Evaluator shall determine if the dwelling is provided with at least one toilet, one sink, and one tub or shower.
- If the minimum number of fixtures is not provided, mark as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
- C. The Evaluator shall determine if the bathtub or shower and the hand sink are properly connected to a source of hot and cold water and properly connected with a sewage system. If not properly connected, mark as "Below Minimum Requirements".
- If the water supply to the house is off, mark as "Hazardous".

In addition to the visual inspection of the vent pipe, the following evaluation should be made:

1. Put the plug or strainers in the drain.
2. Fill the fixture with 4-6 inches of water.

3. Remove the drain plug.
 4. If a gurgling is heard after the water has drained out, this could dictate no vent or defective vent and the Evaluator shall mark with "Comment" and remark.
- D. The Evaluator shall determine if the toilets are connected to a water supply and connected to a sewage system.
- If this is not the case, or if the water supply to the house is off, mark as "Hazardous".
- E. Each toilet stool shall be located in a clear space of not less than 30 inches in width and a clear space in front of the toilet stool of not less than 24 inches. If these clear space requirements are not provided, mark as "Below Minimum Requirements".
- F. The Evaluator shall determine if any faucet supply openings are located below the spill line of the plumbing fixture they serve. If the openings are located below the spill line, mark as "Below Minimum Standards".
- G. The Evaluator shall determine if access to the tub plumbing connections is provided. If no access is provided, mark as "Below Minimum Requirements".
- H. The Evaluator shall determine if the kitchen is provided with a kitchen sink in good working condition and properly connected to a hot and cold water supply and properly connected to a sewage system. If not, mark as "Below Minimum Requirements" or "Hazardous".
- If the water supply to the house is off, mark as "Hazardous".
- I. Check the water piping supplying any fixture for crimping, improper material, saddle connection or repair clamps. If any of these are evident, mark as "Below Minimum Requirements". (Appliances such as humidifiers or ice cube makers may use saddle connections.)
- If any of these are leaking, mark as "Hazardous".
 - If the water supply to the house is off, mark as "Hazardous".
- J. If any plumbing fixtures are cracked, broken, or badly worn mark as "Below Minimum Requirements".
- If any plumbing fixtures leak, mark as "Hazardous".
 - If the water supply to the house is off, mark as "Hazardous".

20. Gas lines and valves

- A. The Evaluator shall determine if the gas piping has been properly installed using approved materials and support methods.
- If the gas supply to the house is off, mark as "Hazardous".
 - If unapproved materials are used, mark as "Hazardous".

- A Mechanical Permit is required to correct the hazardous condition.
- B. The Evaluator shall determine if all gas appliances are provided with a lever handle shut off valve. The shut off valve must be located in the same room as the appliance and within 6 feet of the appliance. If the lever handle shut valve is further than six feet from the appliance, mark as “Hazardous”.
- If there is no lever handle shut off valve in the same room as the appliance or if the lever handle is not within 6 feet of the appliance, mark as “Hazardous”.
- C. The Evaluator shall determine if unapproved flexible gas appliance connectors have been utilized for the clothes dryer, stove, water heater or any gas appliance. All approved flexible connectors must be UL listed. Material types can range from rigid to CSST pipe. Connectors cannot exceed an overall length of 3 feet except for a range or clothes dryer, where up to 6 feet is allowed. Shut off valves must be installed ahead of the connectors. Connectors shall not be concealed within or extend through walls, floors, partitions, ceilings or appliance housings, however, fireplace inserts are exempt from this provision. Soft copper piping is considered to be “semi-rigid” and therefore is not considered an approved flexible connector. Any connector that does not meet these criteria is considered to be an “unapproved” connector.
- If unapproved connectors are found, indicate the installation to be “Hazardous”.
- D. The Evaluator shall check to see that the required drip leg or drip tee is provided on gas piping when dropping down to all thermostatically controlled appliances. If none is provided, mark as “Below Minimum Requirements”.
- E. The Evaluator shall determine if any disconnected or abandoned gas piping has been properly plugged or capped.
- If the gas piping has not been properly plugged or capped, mark as “Hazardous”.

21. Electrical outlets/fixtures/wiring

- A. The Evaluator shall determine if all habitable rooms are provided with a minimum of two separate outlets or one outlet and one fixture. If not provided, mark as “Below Minimum Requirements”.
- B. The Evaluator shall, utilizing an electrical outlet testing device, randomly check at least one-half of the required outlets and every GFCI outlet.
1. If the non-GFCI outlets are not functioning, mark as “Below Minimum Requirements”.
 2. If any electrical outlets or fixtures are by visual inspection or by testing with an electrical tester proven to be improperly installed, mark as “Below Minimum Requirements”.
 3. If any GFCI outlet is improperly installed or improperly functioning mark as “Hazardous”.

- C. The Evaluator shall determine if the kitchen is provided with three separate duplex convenience outlets on a 20-amp circuit. If not, mark as "Below Minimum Requirements". Determine if the minimum number of electrical outlets and fixtures required by the National Electrical Code are provided. If not, mark this item as "Below Minimum Standards."
- All fixtures or outlets that service kitchen counters within 8 feet vertical or 5 feet horizontal of ground or grounded metal objects or plumbing/sinks or water supply that are not GFCI protected shall be marked "Hazardous". However, if the ungrounded metallic fixtures and/or electrical outlets described above were installed prior to 2002 and have not been removed, replaced or improved since 2002 then this item will be marked as "Below Minimum Standards"
- D. The Evaluator shall note extension cords in use in lieu of permanent wiring or extension cords located in inappropriate areas (under floor covering, through walls, etc.).
- If this condition exists, mark as "Hazardous".
- E. The Evaluator shall determine if the bath, toilet room, and shower compartment is provided with the proper light fixture, gasketed lens, etc., as required.
- If the light fixture is improper, mark as "Hazardous".
- F. The Evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets within eight (8) feet vertically or five (5) feet horizontally of grounded surface. Such ungrounded fixtures or outlets that were installed after January 1, 2002, will be marked as "Hazardous". However, if the ungrounded metallic light fixtures and/or electrical outlets described above were installed prior to 2002 and have not been removed, replaced or improved since 2002, then this item will be marked as "Below Minimum Standards". (Remember that a two-pronged outlet can be grounded but you must use a pigtail electrical tester to determine this.)
- G. The Evaluator shall report the absence of electrical convenience outlets in the bath or toilet room. If no convenience outlets, mark as "Below Minimum Requirements". All electrical outlets within five feet horizontal or eight feet vertical of a water source (sink, tub, toilet, etc.) must be GFCI protected.
- If any of these outlets are not GFCI protected or if the GFCI outlet is not properly installed or not properly functioning, mark as "Hazardous".
- H. The Evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If no immediate potential for shock exists, mark this item as "Below Minimum Standard".
- If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous".
- I. All incandescent light fixtures in clothes closets shall have a protective globe. If no protective globe, mark as "Below Minimum Requirements".

- J. All toilet compartments, bathrooms, laundry rooms, and furnace rooms shall contain at least one electric light fixture. If any of these rooms do not contain a light fixture, mark as "Below Minimum Requirements".
- K. Fixed appliances shall be installed according to NEC standards. If they are not, mark as "Below Minimum Requirements". If unable to inspect the connection, mark as "Comment".
- L. Randomly check at least one-half of all 3-prong outlets.
 - Any ungrounded 3-prong outlets are to be called "Hazardous". An ungrounded three prong outlet must be grounded or reverted to a 2 prong provided it is in compliance according to NEC Standards Sections 406.3 "D".

22. Auxiliary heaters - installation and wiring

Note: This section refers to listed heating units that have a constant flow of fuel such as gas, oil, or electricity. Examples: gas and oil space heaters, wall heaters, electrical baseboards etc. It does not refer to fireplaces and freestanding fireplaces. Unlisted heating units shall be marked as "Below Minimum Requirements".

- A. The Evaluator is required to see the auxiliary heating unit in operation during the period of October 1 through April 30. If the gas and/or pilot is turned off, the owner or his or her agent must turn them on. The thermostat must also be turned on in order to facilitate the evaluation of the heater. If the auxiliary heater does not operated properly, mark as "Below Minimum Requirements" or "Hazardous".
 - If the gas supply to the house is shut off, mark as "Hazardous".
- B. The Evaluator shall check for proper shut-off and safety controls.
 - If any of these items are missing, mark as "Hazardous".
 - A Heating Permit is required to correct the hazardous condition.
- C. The Evaluator shall check that the vent connector has an acceptable separation from combustibles. The Evaluator shall check clearances to combustibles. The clearances to combustibles should be noted on the nameplate and usually are 6 inches for space heaters. Some heaters can be installed with zero clearance at sides and back.

The Evaluator shall also check any visible vent systems for rust holes, back pitch, open joints, and that the vent is tightly sealed to the chimney.

 - If any of the above items are identified, mark as "Hazardous".
 - A Heating Permit is required to correct the hazardous condition.
- D. The Evaluator shall check that all habitable rooms are provided with a heat register, a radiator, or other direct heat source. If any room lacks an observable heat source, this condition should be marked as "Below Minimum Requirements".

23. Wood burning appliances

Note: This section refers to listed heating units utilizing wood as the primary source of fuel.

- Unlisted wood burning appliances shall be marked as “Hazardous”.

A. Owner shall provide installation manual to the Evaluator. If an installation manual is not available, mark as “Comment”. If appliance has been incorrectly installed, mark as “Below Minimum Requirements” or “Hazardous”.

24. Fireplaces

A. The Evaluator shall inspect fireplaces for the following elements:

1. The firebox may not contain missing or loose firebrick or mortar.
2. The hearth extension shall be noncombustible and extend a minimum of 16 inches from the fireplace opening.
3. Combustible materials are not permitted within 6 inches of the fireplace opening. Combustible mantels are not permitted within 12 inches of the fireplace opening.
4. An operable damper.

- If these elements are either missing or deficient, mark as “Below Minimum Requirements” or “Hazardous”.

B. The Evaluator shall mark as “Comment” any signs of smoke backdrafting around fireplace openings, screens, and through finish joints.

25. Floors and rooms - construction and dimensions

A. Except for sloped ceilings, all habitable space shall have a ceiling height of not less than 7 feet 6 inches. Kitchens, halls, bathrooms and toilet compartments may have a ceiling height of not less than 7 feet measured to the lowest projection from the ceiling. If any room has a furred ceiling, the prescribed ceiling height is required in two-thirds the area thereof, but in no case shall the height of the furred ceiling be less than 7 feet. If ceiling heights do not meet these minimum requirements, mark as “Below Minimum Requirements”.

B. Every dwelling unit shall have at least one room, which shall have not less than 120 square feet of floor space. Other habitable rooms, except kitchens, shall have an area of not less than 70 square feet. If the room areas do not meet minimum requirements, mark as “Below Minimum Requirements”.

C. No habitable room other than a kitchen shall be less than 7 feet in width in any direction. Rooms having a width of less than 7 feet shall be marked as “Below Minimum Requirements”.

D. The Evaluator shall verify that guardrails have been securely installed around unenclosed floor openings, open stairways, landings, and ramps, which are more than 30 inches above a floor below. The minimum height of the guardrail is 36 inches and the openings in a guardrail shall be such that a 4-inch sphere cannot pass through. Exception: The minimum height of a guardrail in the public areas of a multifamily residence is 42 inches. If these guardrail requirements are not met, mark as “Below Minimum Requirements”.

- E. Refer to item 5 for floor system checks.

26. Light and ventilation windows

- A. The Evaluator shall determine if all rooms are provided with the required window area for natural light and also the required openable area for ventilation. The window area must be a minimum of 10% of the floor area of the room. The openable area must be a minimum of 5% of the floor area of the room. If less than these requirements, mark as "Below Minimum Requirements".
- B. If a room is windowless, the Evaluator shall determine if a proper opening exists between a windowless room and an adjoining room. Any room may be considered as a portion of an adjoining room when one half of the area of the common wall is open and unobstructed and provides an opening of not less than 10% of the floor area of the interior room or 25 square feet, whichever is greater. If sufficient opening does not exist to the adjoining room mark as "Below Minimum Requirements".
- C. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. If openable windows do not meet requirements, mark as "Below Minimum Requirements".
- D. The Evaluator shall determine if the required ventilation is provided in all bathrooms. Required ventilation may be either natural ventilation where the area of openable exterior openings must be at least 5% of the floor area of the room with a minimum of 1 1/2 square feet or mechanical ventilation. Mechanical ventilation systems must be continuous to the outside. If the minimum ventilation system has not been provided, mark as "Below Minimum Requirements".

27. Sleeping rooms

- A. The Evaluator shall determine if the sleeping room is provided with an approved emergency egress door or window. An egress door must be open directly to the exterior. An egress window shall have a maximum sill height of 44 inches above the floor, a minimum net clear opening height dimension of 24 inches, a minimum net clear opening width dimension of 20 inches, and a minimum net clear opening area of 5.7 square feet. If any of these requirements are deficient, mark as "Below Minimum Requirements".
- B. The Evaluator shall determine the number of legal bedrooms. Room arrangements shall not be such that access to a sleeping room can only be attained by going through another sleeping room, bathroom, or toilet compartment. If such conditions exist, room shall not be considered a legal bedroom.

28. Smoke detectors and Carbon Monoxide detectors (presence, location, operation)

- A. The Evaluator shall determine if the dwelling is equipped with "UL" or "FM" listed battery or hard wired smoke detectors.
- If there is no smoke detector in the dwelling mark as "Hazardous".
- B. Smoke detectors shall be required on every story of the dwelling unit, including basements and every sleeping room. In dwelling units with split levels and without

an intervening door between the adjacent levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

- If smoke detectors are not properly located, mark as “Hazardous”.
- C. Ceiling mounted smoke detectors shall be located as close to the center of the ceiling as possible, but not within six (6) inches of a wall. Wall mounted smoke detectors shall be located near the top of the wall, but not within six (6) inches of the ceiling.
- If smoke detectors are not properly located, mark as “Hazardous”.
- D. All smoke detectors must be operable. The Evaluator shall test each smoke detector in the dwelling by depressing the “Test” button.
- If any smoke detector is not operable, mark as “Hazardous”.
- E. The Evaluator shall determine if the dwelling is equipped with “UL” listed battery, plug-in or hard wired carbon monoxide detectors within 10 feet of each room (not inside the room) lawfully used for sleeping purposes. This requirement is effective immediately for all single family dwellings and this requirement is effective for multi-family dwelling units beginning on August 1, 2009. There are exemptions to this requirement listed in MN Statute 299F.51 Subd. 5.
- If carbon monoxide detectors are not at each of these required locations then mark each location as “Hazardous”.
- F. All carbon monoxide detectors must be operable. The Evaluator shall test each carbon monoxide detector in the dwelling by depressing the “Test” button.
- If any carbon monoxide detector is not operable, mark as “Hazardous”.

29. Walls and ceiling components

- A. The Evaluator shall make a visual inspection of the walls and ceiling of all areas, including rooms, foyers, hallways, stairways, closets, etc. Areas of loose plaster; cracked gypsum board, loose, or cracked tile; unsanitary conditions; or other deficiencies of the walls or ceilings shall be marked as “Below Minimum Requirements”.
- If the Evaluator estimates that there is the potential for structural failure of a wall or ceiling, mark as “Hazardous”.
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. The Evaluator is not responsible for determining the condition of wallpaper, paint, and other such obvious cosmetic items.
- C. The Evaluator shall check for evidence of water seepage or dampness. If there is evidence of moisture, elaborate in the remarks column.

30. Stairs and railings (upper floors)

- A. The Evaluator shall determine if the stairway(s) leading to upper floors and the attic are safe to use and capable of supporting the load that normal use would cause to be placed upon them.
- If stairways are not capable of supporting normal use loads, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. The Evaluator shall determine if the stairway meets the maximum rise of 7 3/4 inches, the minimum run of 10 inches, and the minimum width of 36 inches. The largest tread run and the greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. If any of these minimum stairway dimensions are not met, mark as "Below Minimum Requirements".
- C. The Evaluator shall note headroom height, which is less than 6'8". Headroom that is less than 6'8" shall be marked as "Below Minimum Requirements".
- D. Every stairway having four or more risers shall have at least one handrail. The Evaluator shall determine if the handrails are properly installed and securely attached. Handrails shall be graspable and located 34-38 inches above the tread nosing and separated by 1-1/2 inches from any walls or guardrails. If handrails do not meet these requirements, mark as "Below Minimum Requirements".
- E. A guardrail shall be located on the open sides of a stairway and be securely attached. The openings in a guardrail shall be such that a 4-inch sphere cannot pass through. The minimum height of the guardrail is 36 inches unless the handrail is considered a part of the guardrail. In that case, the minimum height of the guardrail/handrail is 34 inches. Guardrails that do not meet these requirements shall be marked as "Below Minimum Requirements".

INTERIOR - ATTIC SPACE

NOTE: Attic spaces must be entered by the Evaluator if the space is easily accessible and there is a walking surface in the attic from which the Evaluator can review the space. If the attic space is not totally accessible, the Evaluator shall use a ladder to gain visual access to the space. Items that are required to be evaluated in this section that are either not visible or not determinable shall be so indicated in the remarks column.

The Evaluator shall also indicate in the remarks column how the attic space was reviewed. If the attic space was not evaluated, the Evaluator shall indicate in the remarks column the reason for not reviewing the space.

31. Rafters, sheathing, ventilation

- A. The Evaluator shall make a visual inspection of the underside of the rafters, roofboards, and sheathing using the scuttle hole or other access when provided. The Evaluator shall determine if the rafters and sheathing are in sound structural condition. If there are any defects or deficiencies in the roof structure, mark as "Below Minimum Standards".
- If the Evaluator estimates that there is the potential for structural failure of the rafters, roofboards, or sheathing, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. The Evaluator shall determine if plumbing vents are visible and continuous to the outside.
- If plumbing vents are not continuous to the outside, mark as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
- C. The Evaluator shall determine if mechanical ventilation provided for bath, toilet or kitchen rooms is continuous to the outside.
- If those vents are not continuous to the outside, mark as "Hazardous".
 - A Plumbing Permit is required to correct the hazardous condition.
- D. The Evaluator shall visually inspect the condition of the chimney in the attic areas for deterioration, holes or other visible defects. If the chimney appears to be structurally adequate, but contains other visible holes, deterioration, or defects, mark as "Below Minimum Requirements". (See item 40.)
- If the chimney appears to be structurally unsafe, mark as "Hazardous".
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- E. The Evaluator shall determine if the attic space is ventilated to the outside. If the attic space is not ventilated, mark as "Below Minimum Requirements".

32. Evidence of staining or seepage

- A. The Evaluator shall determine whether there is evidence of past or present water seepage or leakage. If so, note in the remarks column.

33. Electrical outlets/fixtures/wiring

- A. The Evaluator shall determine if visible wiring meets minimum requirements. If there is equipment or storage in attic, a minimum of one light fixture is required. If no light fixture exists, mark as "Below Minimum Requirements".
- B. The Evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If no immediate potential for shock exists, mark this item as "Below Minimum Standard".

- If these missing or damaged components present an immediate potential for electric shock, mark this item as “Hazardous”.
- C. Check all 3-prong outlets
- If there are any ungrounded 3-prong outlets, mark as “Hazardous”.

EXTERIOR

34. Electrical outlets/fixtures/overhead service

- A. The Evaluator shall determine if exterior electric outlets exposed to weather are provided with a weather tight cover and are properly grounded. If not, indicate this as being “Below Minimum Standards”.
- B. The Evaluator shall, utilizing an electrical outlet testing device, check all GFCI outlets.
- If any GFCI outlet is improperly installed or improperly functioning, mark as “Hazardous”.
- C. Evaluator shall check that the electrical service drop wires are located at a minimum of 10 feet above grade or walking surface and 12 feet above driveways. If drop wires are not properly located, mark as “Below Minimum Standards”.
- D. The Evaluator shall determine if the wires leading to a non-dwelling structure are at least 10 feet above grade or walking surface and 12 feet above a residential driveway. If these wires are not properly located, mark as “Below Minimum Standards”.
- E. The Evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If no immediate potential for shock exists, mark this item as “Below Minimum Standard”.
- If these missing or damaged components present an immediate potential for electric shock, mark this item as “Hazardous”.
- F. Check all exterior 3-prong outlets
- Any ungrounded 3-prong outlets are to be called “Hazardous”.

35. Stairs, decks, balconies, porches, and their railings

- A. The Evaluator shall determine if exterior stairways, porches and other appurtenances have been constructed so as to be safe for normal use and loading and kept in a state of maintenance that is consistent with standard practices.
- If any of these are incapable of carrying normal loads, mark as “Hazardous”.
 - A Building Permit is required to correct the hazardous condition.

- No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. The Evaluator shall determine if the stairway meets the maximum rise of 7 3/4 inches, the minimum run of 10 inches, and the minimum width of 30 inches. The largest tread run and the greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. If any of these minimum stairway dimensions are not met, mark as “Below Minimum Requirements”.
- C. Every stairway having four or more risers shall have at least one handrail. The Evaluator shall determine if the handrails are properly installed and securely attached. Handrails shall be graspable and located 34-38 inches above the tread nosing and separated by 1-1/2 inches from any walls or guardrails. If handrails do not meet these requirements, mark as “Below Minimum Requirements”.
- D. The Evaluator shall determine if open porches, decks, etc., that are more than 30 inches above the adjoining surface have a guardrail that is structurally sound, properly secured, at least 36 inches in height, and spaced so that a 4 inch sphere cannot pass through. If guardrails do not meet these requirements, mark as “Below Minimum Requirements”.

36. Walls - siding, trim, etc.

- A The Evaluator shall determine if protective surfaces, such as wall covering, flashing, caulking, etc., of the dwelling are maintained in good repair so as to protect the structural elements underneath. If not, mark as “Below Minimum Requirements”.
- B. Any painted surface with more than 25% of the area cracked, flaked, scaled, or chalked away, shall be noted as being “Below Minimum Requirements”.
- C. The Evaluator shall check the walls for leaning, cracks, buckling, or bulging conditions, which may indicate structural failure. Nonstructural conditions shall be marked as “Comment”.
- If the Evaluator estimates that there is the potential for structural failure of a wall, mark as “Hazardous”.
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- D. Record any trees or shrubs growing next to the dwelling that are causing deterioration. Mark as “Below Minimum Requirements”.

37. Windows (Frames/Screens/Glass)

- A. The Evaluator shall determine if the windows have been kept in a state of repair that is consistent with standard practices including the condition of the paint and glazing. Also note if decay or rotting is evident. If substandard conditions exist, mark as “Below Minimum Requirements”.

- B. The Evaluator shall note if screens are in place at the time of evaluation. If screens are broken or missing, mark as “Below Minimum Requirements”.
- C. The Evaluator shall mark as “Comment” and report in the remarks column any broken, cracked, or missing glass. Glass cracks of less than 12 inches in length need not be reported.
 - Broken/jagged glass that can cause cuts shall be marked as “Hazardous”.

38. Doors

- A. The Evaluator shall determine if the doors have been kept in a state of repair that is consistent with standard practices including the condition of the finish, glazing, and door jambs. Also list any decay or rotting. If deficiencies are found, mark as “Below Minimum Requirements”.
- B. The Evaluator shall determine if all entrance doors are in a sound condition with no cracks, holes, loose hinges, or broken or defective hardware. Doors should fit tightly within the door frame. If deficiencies are found, mark as “Below Minimum Requirements”.
- C. The Evaluator shall determine if basement hatchways are constructed and maintained so as to prevent the entrance of rodents, rain, and surface drainage water into the dwelling or dwelling unit. If they are not so constructed, mark as “Below Minimum Requirements”.
- D. The Evaluator shall determine if any entrance door has a double cylinder deadbolt lock (key required to unlock from other side).
 - If double cylinder deadbolt locks are found, mark as “Hazardous”.

39. Roof covering and flashing

NOTE: Although the Evaluator is expected to conduct as thorough an investigation of the roof covering and flashing as possible, he/she is not required to use a ladder to observe the roof. The assessment of the condition of the roof may be made from both ground and available window observation.

- A. The roof shall be weather resistive and have no defects, which admit rain. The Evaluator shall determine if there are missing shingles, broken shingles, shingles with granules worn off, or damaged or deteriorated valleys. If any of these conditions exist, mark as “Below Minimum Requirements”.
- B. The Evaluator shall report in the remarks column if any tree limbs or branches are touching the roof.
 - If areas of the roof are not visible from the ground, note in comments, e.g. snow covered.

40. Chimneys and vents

- A. The Evaluator shall determine if the chimney or chimneys have been kept in a state of maintenance and repair that is consistent with standard practices. If not, mark as “Below Minimum Requirements”.
- B. Any chimney that has missing brick, stone, or mortar shall be marked “Below Minimum Requirements”.
 - If the Evaluator estimates that there is the potential for structural failure of the chimney, mark as “Hazardous”.
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- C. The Evaluator shall observe if the chimney extends the appropriate height above the roof or adjacent construction (36 inch minimum height and 24 inches above anything within 10 feet of the chimney). If the chimney does not obviously meet the requirements, mark as “Below Minimum Requirements”.
- D. The Evaluator shall observe whether or not a metal flue liner or other approved flue liner has been provided in the chimney when a gas fired heating plant is used. If flue liner is not visible it should be noted in the remarks column.
 - If transite (asbestos) type vent piping is visible and appears to be in good condition, mark as “Comment”.
 - If transite vent piping is visible and has deteriorated, mark as “Hazardous”.

41. Drainage

- A. The Evaluator shall observe if the grade allows surface water to drain away from the building. The Evaluator shall consider sidewalks, gutters, basement windows, stairways, stoops, and planting areas when making this observation. If the grade does not allow surface water to drain away from the building, mark as “Below Minimum Requirements”.

42. Plumbing - Backflow prevention

- A. The Evaluator shall determine if all outside hose connections are protected with an approved backflow anti-siphon device. If there is no such protection, mark as “Below Minimum Standards”
- B. The Evaluator shall determine if all outside lawn irrigation systems are equipped with proper backflow prevention. An approved pressure vacuum breaker (PVB) is the most common device and is normally mounted at a height that is a minimum of 12 inches above the highest sprinkler head.
 - If approved backflow prevention is not installed at the correct height, mark as “Hazardous”.
 - A Plumbing Permit is required to correct the hazardous condition.

GARAGE

43. Roof structure and covering

NOTE: The Evaluator is not required to use a ladder to observe the exterior condition of the roof covering but, based on observations made from the ground, the Evaluator shall evaluate the condition of the roof covering.

- A. The Evaluator shall determine the condition of rafters and roof sheathing from inside the garage. If these items are not visible or if the garage is locked and the inspection cannot be made, note in the remarks column.
 - If the Evaluator estimates that there is the potential for structural failure of the rafters and/or sheathing, mark as “Hazardous”.
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. The roof shall be weather resistive and have no defects, which admit rain. The Evaluator shall determine if there are missing shingles, broken shingles, shingles with granules worn off, or damaged or deteriorated valleys. If any of these conditions exist, mark as “Below Minimum Requirements”.
- C. The Evaluator shall report in the remarks column any tree limbs or branches that are touching the roof.

44. Wall structure and covering

- A. The Evaluator shall check the walls for leaning, cracks, buckling, or bulging conditions, which may indicate structural failure. Nonstructural conditions shall be marked as “Comment”.
 - If the Evaluator estimates that there is the potential for structural failure of a wall, mark as “Hazardous”.
 - A Building Permit is required to correct the hazardous condition.
 - No Building Permit will be required if the hazardous condition has been determined not to need repair, replacement, alteration, or demolition. City approval is necessary to remove the requirement for a permit.
- B. The Evaluator shall determine if protective surfaces, such as wall covering, flashing, caulking, etc., of the garage are maintained in good repair so as to protect the structural elements underneath. If not, mark as “Below Minimum Requirements”.
- C. Any painted surface with more than 25% of the area cracked, flaked, scaled, or chalked away shall be noted as being “Below Minimum Requirements”.

45. Overhead garage door

- A. The Evaluator shall determine if the garage door has been kept in a state of repair that is consistent with standard practices. If not, mark as “Below Minimum Requirements”.
- B. Indicate presence or absence of garage door opener.

46. Electrical outlets/fixtures/wiring

- A. The Evaluator shall determine if all wiring present in this area, whether or not required, has been properly installed and maintained in a manner, which complies with the current wiring methods of the National Electrical Code. If not properly installed, mark as “Below Minimum Requirements”.
- B. Determine that any grounding type outlets in use are properly grounded.
 - If not properly grounded, mark as “Hazardous”.
- C. The Evaluator shall, utilizing an electrical outlet testing device, check all GFCI outlets.
 - If any GFCI outlet is improperly installed or improperly functioning, mark as “Hazardous”.
- D. The Evaluator shall note extension cords in use in lieu of permanent wiring or extension cords used in inappropriate areas (under floor coverings, through walls etc.).
 - If either of these conditions exists, mark as “Hazardous”.
- E. The Evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If no immediate potential for shock exists, mark this item as “Below Minimum Standard”.
 - If these missing or damaged components present an immediate potential for electric shock, mark this item as “Hazardous”.

47. Gas lines and valves

- A. The Evaluator shall determine if the gas piping has been properly installed using approved materials and support methods.
 - If the gas supply to the garage is off, mark as “Comment”.
 - If unapproved materials are used, mark as “Hazardous”.
 - A Mechanical Permit is required to correct the hazardous condition.
- B. The Evaluator shall determine if gas piping is properly supported. If not, mark as “Below Minimum Requirements” or “Hazardous”.
- C. The Evaluator shall determine if all gas appliances are provided with a lever handle shut off valve. The shut off valve must be located in the same room as the appliance and within 6 feet of the appliance. If the lever handle shut valve is further than six feet from the appliance, mark as “Hazardous”.
 - If there is no lever handle shut off valve in the same room as the appliance, or the valve is not within 6 feet of the appliance mark as “Hazardous”.

- D. The Evaluator shall determine if unapproved flexible gas appliance connectors have been utilized for any gas appliance. All approved flexible connectors must be UL listed. Material types can range from rigid to CSST pipe. Connectors cannot exceed an overall length of 3 feet except for a range or clothes dryer, where up to 6 feet is allowed. Shut off valves must be installed ahead of the connectors. Connectors shall not be concealed within or extend through walls, floors, partitions, ceilings or appliance housings, however, fireplace inserts are exempt from this provision. Soft copper piping is considered to be “semi-rigid” and therefore is not considered an approved flexible connector. Any connector that does not meet these criteria is considered to be an “unapproved” connector.
- If unapproved connectors are found, indicate the installation to be “Hazardous”.
- E. The Evaluator shall check to see that the required drip leg or drip tee is provided on gas piping when dropping down to all thermostatically controlled appliances. If none is provided, mark as “Below Minimum Requirements”.
- F. The Evaluator shall determine if any disconnected or abandoned gas piping has been properly plugged or capped.
- If the gas piping has not been properly plugged or capped, mark as “Hazardous”.

48. Fire separation

- A. If the garage is attached to the house, the common wall shall be properly fire protected. The Evaluator shall determine if the common wall has been kept in a state of repair that is consistent with standard practices.
- If it has not, mark as “Hazardous”.
- B. The wall between the house and garage shall have no unprotected openings.
- If there are windows, access panels, dryer vents, etc., mark as “Hazardous”.
- C. If the garage is attached to the house, determine if the door between the house and the garage is a solid core wood 1-3/8 inches thick or is a metal door. The door shall have no windows or other openings in it.
- If these requirements are not met, mark as “Hazardous”.
- D. If any exterior parallel wall of a detached garage is less than 3 feet from the wall of the dwelling, items A, B, and C above are applicable.
- E. The Evaluator shall determine if any entrance door has a double cylinder dead bolt lock (key required to unlock from other side).
- If double cylinder dead bolt locks are found, mark as “Hazardous”.

49. Heaters

Note: This refers to listed heating units utilizing all types of fuel such as gas, oil, electricity, or wood.

- Unlisted heating units shall be marked as “Hazardous”.

MISCELLANEOUS

50. Abandoned fuel tanks & House Numbering

- A. The Evaluator shall determine if a fuel tank has been abandoned by means of valving or disconnecting.
- If an abandoned fuel tank exists, mark as “Hazardous”.
 - A Fire Marshal Permit is required to correct the hazardous condition.
- B. For the proper identification of houses and structures, the official number (address), must be placed and maintained on each house or structure by its owner at or near the front entrances of such house or structure in such a manner that the number may be easily seen and read in daylight from the public street. If it is not practical to place the number at or near the building entrance, it must be placed and maintained by the owner at such other suitable location that can be clearly seen from the street. The color of the numbers must be in contrast with the color of the house or structure on which the number is to be attached. The numbers shall be constructed of metal or plastic with a minimum height of 4½ inches.

Any property that is reachable from a City alleyway must have the official number placed on the garage in a manner so as to be clearly visible from said alley. These numbers shall be constructed of wood, metal, or plastic, or they may be painted directly on the garage with a minimum height of 4½ inches. In the case of the garage or house the numbers shall not be placed directly on the door, as they will not be visible if the door is open.

- If all house numbers are not present as described above, mark as “Hazardous”.

51. Sanitation

- Evidence of any one of the following shall be deemed as a grossly unsanitary condition and must be marked as “Hazardous”:
No permit is required; however, the City of South St. Paul Code Enforcement Office must be immediately notified at 651-554-3220.
- A. Accumulated organic or kitchen waste beyond an average week’s collection in a domestic setting.
- B. Accumulated trash build-up beyond a week’s collection in an average domestic setting.
- C. Any human waste.
- D. Animal waste, except waste contained in a kitty litter and birds’ waste in an appropriately lined cage. In no case should waste be excessive or more than one average animal’s excretion over a one week period.

- E. Any vermin, insect, or arthropod infestation. Vermin include, but are not limited to: squirrels, rats, mice, raccoons, skunks, woodchucks, and gophers. Insects and arthropod include, but are not limited to: ticks, lice, fleas, flies, cockroaches, termites, silverfish, bedbugs, mites, spiders, centipedes, millipedes, and ants.
- F. Any decaying vermin or other dead animals.
- G. Other materials that render the dwelling, garage, and/or accessory buildings potentially dangerous to human health.
- H. Excess clutter beyond expected clutter from residents who are packing in order to vacate the premises.
- I. Any unsanitary condition that impedes a complete inspection of any of the required components of the evaluation report.

LICENSED CONTRACTOR CERTIFICATION

Note: Whenever the Evaluator marks “YES” (thus indicating that certification is required), the Evaluator shall provide documentation stating the specific reason for requiring Certification by a Licensed Contractor.

52.	Certification of the Heating System required?	YES	NO
	Note: The Heating System includes the furnace/boiler and all venting to the exterior of the building.		
53.	Certification of the Water Heater required?	YES	NO
54.	Certification of the Plumbing System required?	YES	NO
55.	Certification of the Electrical Systems required?	YES	NO
56.	Certification of the Structural System required?	YES	NO
57.	Other certifications required?	YES	NO

List others.

EVALUATION CODES:

- NONE If an item is non-existent, the word “None” shall be indicated in the comment area.
- NA An item marked with an “NA” indicates that this item is not applicable or not relevant.
- M An item marked with an “M” indicates that no problems related to that item were seen at the time of evaluation.

THE FOLLOWING REQUIRE COMMENTS EXPLAINING EACH ITEM:

- B Below minimum requirements.
- C Comment.
- H Hazardous as defined in the City Code. Items marked “H” (Hazardous) must be corrected and inspected by a City Inspector PRIOR to occupancy. PERMITS MAY BE REQUIRED FOR CORRECTION OF HAZARDOUS ITEMS.

Additional comment sheets may be attached if needed.

**City Of South St. Paul
Dakota County, Minnesota**

ORDINANCE NO. 1228

**AN ORDINANCE AMENDING CHAPTER 106 ARTICLE VI OF THE
SOUTH ST. PAUL CITY CODE OF 2007 RELATING TO
HOUSING INSPECTIONS PRIOR TO SALE**

The City Council of the City of South St. Paul does ordain:

SECTION 1. AMENDMENT. South St. Paul City Code Chapter 106 Article VI Sections 106-178 is hereby amended by adding the following definitions as follows:

Buyer. The person or persons to who takes title and possession of real property after a sale.

Seller. The person or persons who holds title and possession of real property prior to a sale.

SECTION 2. AMENDMENT. South St. Paul City Code Chapter 106 Article VI Sections 106-180 is hereby amended as follows:

Sec. 106-180. Exceptions.

The provisions of section 106-179 do not apply to:

- (1) Any newly constructed dwelling when title is transferred to the first owner.
- (2) The sale or other transfer of title of any dwelling to a public body.
- (3) The sale or transfer of title of any dwelling for the purpose of demolition.
- (4) The sale or conveyance of any dwelling by a sheriff or other public or court officer in the performance of their official duties. This exemption does not apply to the sale of a dwelling by a person appointed by a probate court.
- (5) The conveyance or transfer of title and possession to an immediate family member when no money or other consideration is exchanged.

SECTION 3. AMENDMENT. South St. Paul City Code Chapter 106 Article VI Sections 106-184 and 106-185 are hereby amended as follows:

Sec. 106-184. Duties of evaluators.

- (a) Each evaluator shall comply with the following:
 - (1) Maintain a current license from the city.
 - (2) Conduct all evaluations pursuant to the Housing Evaluator's Code of Ethics and Standards.
 - (3) Meet required continuing education requirements established by the city.
 - (4) Keep the city apprised of such evaluator's current mailing address and telephone number.
- (b) Each evaluator shall comply with the following procedure for preparing and filing reports:
 - (1) The evaluation report shall be either typewritten or legibly printed in ink on forms furnished by the city. The report shall indicate whether the condition of the dwelling meets city requirements, is below city requirements, or is deemed to be hazardous at the time and date of the evaluation.
 - (2) The evaluator shall submit the original evaluation report to the seller. A duplicate shall be filed with the city within ten calendar days after the evaluation has been made.
 - (3) A filing fee as determined by the city council shall be required with each evaluation report filed with the city.

Sec. 106-185. Correction of hazardous items or conditions.

- (a) In the evaluation report, the evaluator shall clearly identify any hazardous items or conditions, pursuant to the Housing Evaluator's Code of Ethics and Standards.

(b) No occupancy shall be permitted of any dwelling unit if vacant and a hazardous condition exists, unless a buyer signs a written acknowledgment as provided in 106-185 (e) .

(c) If a hazardous item or condition is identified in a dwelling unit, the seller shall have 30 days to correct the hazardous item or condition, unless an extension is granted by the Building Official. In the alternative, if the seller cannot correct the hazardous item or condition within 30 days, the buyer may assume responsibility for the corrections as provided in section (e).

(d) The seller is responsible for correcting all hazardous conditions, except when the buyer has assumed such responsibility as provided in section (e). When correcting identified hazards, all necessary permits shall be obtained from the city. Following corrections of any hazardous items, a reinspection must be conducted by a licensed housing evaluator that is different from the original evaluator to verify that the hazardous items have been corrected. If additional hazardous items are discovered during a reinspection, these shall be reported to the city and the original evaluator must file an amended report. The original evaluator shall be responsible for the costs associated with filing amended reports or any subsequent re-inspections due to the errors or omissions of the original evaluator.

(e) If a seller cannot correct the hazardous items within 30 days as stated in section (b) and the buyer desires to assume the responsibility for correcting the hazardous items and conditions, the buyer shall sign a written acknowledgment from the city. Such written acknowledgment must include:

- (1) The buyer's acceptance and assumption of responsibility for correcting the hazardous items and conditions within 30 days from the date of closing;
- (2) That the buyer understands that a reinspection to verify that the hazardous items and conditions have been corrected is required;
- (3) Evidence of financial ability to perform the corrections; and
- (4) That the buyer holds the city harmless from liabilities and claims if the buyer occupies the building prior to correction of the hazardous items and conditions.

(f) Failure of the seller or buyer to correct the hazardous items identified in a housing evaluation report is a violation of this ordinance.

(g) Failure of a seller to disclose to a buyer that there is an evaluation report identifying hazardous items is a violation of this ordinance.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Approved: _____, 2010

Published: _____, 2010

Attest:

Christy Wilcox, City Clerk



City of South St. Paul
 125 Third Avenue North
 South St. Paul, MN 55075

**TIME-OF-SALE
 HOUSING EVALUATION REPORT**

INITIAL REPORT

AMENDED REPORT

This Evaluation Report shall be conspicuously displayed on the premises at all times the dwelling is offered for sale.

NOTICE - READ ENTIRE REPORT CAREFULLY

Address of evaluated dwelling	Unit No.	No. of Units
Owner Name	Nbr of Bedrooms	Nbr. Of Baths
Owner Address		

- This report offers a limited overview of building components and fixtures by the Housing Evaluator and is not technically extensive. Prospective buyers may see additional evaluations from various experts in the inspection field prior to purchase. **This report is NOT a warranty or guarantee expressed or implied by the City of South St. Paul, or by the Evaluator, of any building component or fixture.**
- The City Code requires that no person shall exhibit or show a dwelling for sale without first having obtained an Evaluation Report. The original Evaluation Report issued for the dwelling must be displayed on the site and shall be provided to the buyer before or at the time of sale of the dwelling. A copy of the Report must be submitted by the Evaluator to the City of South St. Paul within 10 calendar days after the evaluation has been made.
- This Report is not an FHA or VA inspection or appraisal.
- This Report covers only the items listed on this form. The Evaluator is not required to evaluate inaccessible, concealed, or unsafe areas; climb up on roofs; or disassemble items. This report does not address lead paint, radon or asbestos.
- This Report is valid for one year from the date of issue and only to the owner named above.
- Any questions regarding this Report should be directed to the Housing Evaluator whose name appears on the last page of this form. Any **complaints** regarding this Report should be directed to the Housing Evaluator. Any questions regarding the Time-of-Sale program should be directed to the City of South St. Paul at (651) 554-3210.

Evaluation Codes:

If an item is non-existent, the word "None" shall be indicated in the comment area. Items marked with an "NA" indicate that this item is not applicable or not relevant. Items marked with an "M" indicate that no problems related to that item were seen at the time of evaluation. The following require comments explaining each item: any "B" (Below minimum requirements); any "C" (Comment);

and any "H" (Hazardous as defined in the Housing Evaluators Standards). Additional comment sheets may be attached if needed. **Items marked "H" (Hazardous) must be corrected and reinspected by a separate Licensed Housing Evaluator prior to occupancy. PERMITS MAY BE REQUIRED FOR CORRECTION OF HAZARDOUS ITEMS.**

None	Non-existent	M Meets requirements	B Below minimum requirements	C Comment	H Hazardous	NA Not applicable
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INTERIOR: basement

Comments and remarks

- | | | |
|--|-------|-----|
| 1. Stairs - railings, landings, steps | _____ | 1. |
| 2. Floor | _____ | 2. |
| 3. Foundation Walls | _____ | 3. |
| 4. Columns and beams | _____ | 4. |
| 5. First floor structural systems | _____ | 5. |
| 6. Floor drain and its cleanout | _____ | 6. |
| 7. Water supply piping | _____ | 7. |
| 8. Plumbing fixtures | _____ | 8. |
| 9. Drain, waste and vent piping | _____ | 9. |
| 10. Heating system installation and operation | _____ | 10. |
| 11. Water heater installation and operation | _____ | 11. |
| 12. Venting system of the heating plant and water heater | _____ | 12. |
| 13. Gas lines and valves | _____ | 13. |
| 14. Electrical service installation | _____ | 14. |
| 15. Electrical service size at panel _____ AMPS | _____ | 15. |
| 16. All circuits indexed at the service panel | _____ | 16. |
| 17. Electrical outlets/fixtures/wiring | _____ | 17. |
| 18. Sleeping room(s) - egress | _____ | 18. |

Address of evaluated dwelling: _____

INTERIOR: Rooms on level		1	2	#	Comments and Remarks
19.	Plumbing fixtures	_____	_____	19.	
20.	Gas lines and valves	_____	_____	20.	
21.	Electrical outlets/fixtures/wiring	_____	_____	21.	
22.	Auxiliary heaters – installation & wiring	_____	_____	22.	
23.	Wood burning appliances	_____	_____	23.	
24.	Fireplaces	_____	_____	24.	
25.	Floors & rooms – construction & dimension	_____	_____	25.	
26.	Light & ventilation windows	_____	_____	26.	
27.	Sleeping rooms	_____	_____	27.	
28.	Smoke & C.O. detectors	_____	_____	28.	
29.	Walls & ceiling components	_____	_____	29.	
30.	Stairs and railings (upper floors)	_____	_____	30.	

INTERIOR: Attic Space			#	Comments and Remarks
31.	Rafters, sheathing, ventilation	_____	31.	
32.	Evidence of staining or seepage	_____	32.	
33.	Electrical outlets/fixtures/wiring	_____	33.	

EXTERIOR			#	Comments and Remarks
34.	Electrical outlets/fixtures/overhead service	_____	34.	
35.	Stairs, decks, balconies, porches, railings	_____	35.	
36.	Walls - siding, trim, etc.	_____	36.	
37.	Windows (frames/screens/glass)	_____	37.	
38.	Doors	_____	38.	
39.	Roof covering and flashing	_____	39.	
40.	Chimneys and vents	_____	40.	
41.	Drainage	_____	41.	
42.	Plumbing – backflow prevention	_____	42.	

GARAGE			#	Comments and Remarks
43.	Roof structure and covering	_____	43.	
44.	Wall structure and covering	_____	44.	
45.	Overhead garage door-opener <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	45.	
46.	Electrical outlets/fixtures/wiring	_____	46.	
47.	Gas lines and valves	_____	47.	
48.	Fire separation	_____	48.	
49.	Heaters	_____	49.	

MISCELLANEOUS			#	Comments and Remarks
50.	Abandoned fuel tanks, house numbers	_____	50.	
51.	Sanitation	_____	51.	

CERTIFICATION BY LICENSED CONTRACTOR		Yes/No	#	Comments and Remarks
52.	Certification of the heating system required?	_____	52.	
53.	Certification of the water heater required?	_____	53.	
54.	Certification of the plumbing system required?	_____	54.	
55.	Certification of the electrical system required?	_____	55.	
56.	Certification of the structural system required?	_____	56.	
57.	List other certifications required	_____	57.	

Address of evaluated dwelling: _____

An immediate hazard as indicated in City of South St. Paul's Housing Evaluators Standards was discovered and is identified herein. Correction and re-inspection of all hazardous items must be completed prior to occupancy by a new owner.

YES

NO

I hereby certify that this evaluation was done in compliance with South St. Paul City Code, Chapter 106, Article V1, Sections 106-177 to 187 and the City of South St. Paul Housing Evaluators Code of Ethics and Standards.

Evaluator's printed name _____

Evaluator's signature

Phone No. _____

Issue Date: _____

I hereby certify that I have re-inspected for hazardous items as shown on this evaluation report and found hazardous items not reported. THIS PROPERTY REQUIRES AN AMENDED FORM AND RE-INSPECTION.

Evaluator's printed name _____

Evaluator's signature

Phone No. _____

Issue Date: _____

I hereby certify that I have re-inspected all hazardous items as shown on this evaluation report and found these items have been corrected. (Initial by each corrected item.)

Evaluator's printed name _____

Evaluator's signature

Phone No. _____

Issue Date: _____