

MAJOR ITEMS OF CONCERN DURING A HOUSING INSPECTION

- 1) **Exterior Protection:** The exterior of the building will be checked to determine its condition. Violations include, but are not limited to, peeling paint, deteriorated roofing, chimney (including re-pointing), windows/screens, exterior steps, handrails, fire escape structure/painting (fire escapes must be clear of rust and painted), gutter and downspouts, accessory structures, foundation, and land use issues.
- 2) **Exterior Maintenance Tickets:** Check if your property has received an exterior property maintenance warrant/ticket for violations of any section of the Exterior Property Maintenance Code. Please contact the City Court at 273-2263 to verify that there are no outstanding warrants or tickets.
- 3) **Signage:** Building street numbers and an owner/agent information card is required to be installed on the street side and in a visible location on all rental dwellings.
- 4) **Garbage and Combustible Materials:** Accumulation of combustible materials and garbage on the premises, that is deemed a life-safety/health hazard to you and/or other occupants of the building, is a violation and must be removed.
- 5) **Interior Protection:** Interior walls, floors, and ceilings must be in good condition. Mold, peeling paint, loose/cracked or broken drywall, drywall seams that are not taped, pipe penetrations that are not sealed, broken or missing outlet covers, and other deteriorated finishes or penetrations that will contribute to the rapid spread of fire and smoke must be repaired.
- 6) **Window and Door Locks:** Locks are required on each window and exterior door. Exterior doors must have an approved "single cylinder" thumb turn type dead-bolt lock with a minimum bolt length of one (1") inch extending into a door jamb. Double key type locks and hasp type locks are not permitted. Window locks shall operate without the use of a key or special knowledge.
- 7) **Emergency Escape:** Windows and other openings required for emergency escape from the building must be in good condition and in good working order. Escape openings must be clear of obstructions that inhibit access to and escape from the required opening. Required signage must be maintained and visible.
- 8) **Extension Cords:** The use of extension cords or temporary electrical extensions for lighting or other uses is not permitted. UL listed or other testing agency labeled surge protected devices and power strip cords are permitted to be used. Electrical systems that are being overtaxed may require that additional permanent wiring be installed.
- 9) **Stairs:** Steps and stairs must be in good condition and must be equipped with handrails and/or guardrails that are properly attached. Open portions of stairs, where the walking surface is (30") thirty inches or more above the floor or grade or have (4) four or more risers, require guards and handrails. Stairs with side walls require one handrail located between 34" and not more than 38" measured above the stair nosing. Stairs must be maintained clear of items and obstructions for safe passage at all times.
- 10) **Smoke Detectors:** Smoke detectors are required to be installed and maintained in each sleeping room, in the immediate vicinity outside the sleeping rooms, and on each story of the dwelling including basement and cellars.
 - Flat ceilings: Locate a minimum of 4" from wall.
 - Peaked ceilings: 36" max horizontally from peak and 4" min vertical from the peak.
 - Sloped ceiling (greater than 1:8): locate 4" - 36" from wall.
 - Wall Mounting: 4" minimum from ceiling and 12" maximum from top of detector.

- 11) **Carbon Monoxide Detectors:** If your building contains a fuel-fired appliance, solid fuel appliance, fireplace, or an attached motor vehicle area, a carbon monoxide detector is required to be installed as follows: (1) Carbon monoxide detector must be installed in each sleeping unit or dwelling unit that is on the same story as a carbon monoxide source. (2) Within a multi-story dwelling unit: a carbon monoxide detector must be located on the lowest floor level containing bedrooms, in the immediate vicinity of the bedroom(s), and on each level containing a carbon monoxide source. See the manufacturer's instructions for installation instructions and prohibited locations.
- 12) **Heating Equipment:** Hot water/steam boilers, forced hot air furnaces, solid fuel burning appliances and their associated chimneys, are required to be inspected and certified by a qualified third party inspector. The company testing report and the signed Building Department form are required to be submitted to the Building Department. (see: Certifications)
- 13) **Fire Protection:** Fire alarm systems, emergency generators, sprinkler systems, standpipe systems, fire pump systems, fire suppression systems, ANSUL systems, and fire extinguishers are required to be inspected and certified by a qualified inspector. The company testing report and the signed Building Department form are required to be submitted to the Building Department. (see: Certifications)
- 14) **Emergency Lighting and Illuminated Exit Signs:** Buildings containing three or more dwelling units or units containing six (6) or more boarders, that exit into a common hallway/corridor and require two or more means of egress, are required to have emergency lighting and exit signs.
- 15) **Electrical Survey:** An electrical survey is required if your property is for sale, sold or being sold and the property file indicates that an electrical survey has not been conducted in the past **10** years. Additionally, an electrical survey may be required if the inspector finds evidence of an electrical hazard or improper wiring methods.
- 16) **Elevators:** Elevators, dumbwaiters, and platform lifts shall be maintained and meet the required inspection schedule in accordance with ASME A17.1 and ASME A18.1. Certification of these systems must be forwarded to the Building Department. (see: Certifications)
- 17) **System Certifications:** Certain systems are required to be inspected by a third party qualified person using the applicable reference standard as a guide for inspection of the system. The qualified person is also required to submit a testing report that notes defects found, the appropriate repairs, and sign and date the applicable Building Department form verifying that the system was inspected per the correct reference standard. This certification should be completed prior to the inspection.

The following is a list of systems that require certification:

Fire Alarm Systems	Emergency Lights (powered by generator)
Manual Fire Alarm Systems	Elevators
Fire Suppression Systems (ANSUL Systems)	Fireplaces
Standpipe Systems	Chimneys
Special Sprinkler Systems	Hot Air Furnaces
MRL Sprinkler Systems	Hot Water Boilers
NFPA 13, 13R, 13D Sprinkler Systems	Steam Boilers
Emergency Generators	Fire Extinguishers
Fire Pumps	

- 18) **Multiple Residence Law (MRL):** Buildings containing three or more dwelling units or units containing six (6) or more boarders are required to comply with the MRL. Requirements such as; two separate means of egress, lowest level separations (cellar ceilings are required to be covered with gypsum board and seams taped), fire rated enclosures for cellar stairs, corridor doors requiring door closers, fire rated storage compartments, emergency lighting, exit signs, and fire escapes are required to be maintained and in good operating condition.

PLEASE TAKE NOTICE that the Common Council of the City of Ithaca New York at a Regular Meeting on July 1, 2009 adopted the following ordinance:

BE IT ORDAINED AND ENACTED by the Common Council of the City of Ithaca as follows:

ORDINANCE NO. 2009-06

Section 1.

Section 210-43(F) (regarding fees for a certificate of compliance) as well as Sections , 210(I) and 210(J) of Chapter 210 of the City of Ithaca Municipal Code entitled "Housing Standards" are hereby amended to read as follows:

§ 210-43(F): The Fees for a Certificate of Compliance shall be a combination of the following charges:

- 1) The basic inspection fee which is determined by the cost of the room times the number of rooms in the building excluding closets. The cost of the room is shown below under "charge of room per occupancy."
- 2) Administrative costs associated with a re-inspection.
- 3) Costs for each violation: This fee escalates when upon each re-inspection, the same previously cited violation has not been repaired,
- 4) Charge of Room per Occupancy: The charges for room occupancy shall be assessed as follows:
 - (i) One and two family homes and multiple dwellings . . . \$7/room
Fraternity houses, sorority houses \$10/room
Dormitories \$1.50/room
 - (ii) An administrative fee of \$40 is charged each time an Inspector has to return for a re-inspection.
 - (iii) A fee of \$5 will be charged for each violation found at the initial inspection. This fee will be doubled if at the re-inspection, a violation cited at the initial inspection has not been repaired. At each re-inspection thereafter, an additional \$5 will be added to a violation that has not been corrected. When all the violations have been corrected, the fee for violations can be determined by adding the violation and fee cost at the first inspection, the violation and fee charges at the second inspection, the violation and fee charges at the third inspection, etc.
 - (iv) After 30 days and every 30 days thereafter, each and every violation not corrected will be charged an additional fee of \$5.
 - (v) A property owner is allowed one extension of 30 days to prepare for an inspection or to fix violations.

