**Village of Newburgh Heights Building Department**  
3801 Harvard Avenue

Newburgh Heights, OH 44105

**Phone: 216-641-4654 Fax: 216-641-2717**

**Email:** Kristine Pagsuyoin, Interim Building Commissioner, [kpagsuyoin@newburghhtsoh.gov](mailto:kpagsuyoin@newburghhtsoh.gov) or   
 Jessica Coleman, Building Department Assistant, [jcoleman@newburgh-oh.gov](mailto:jcoleman@newburgh-oh.gov)

**RENTAL INSPECTION**

**Property Address:**

**Property Owner:**   **Inspection Date:**

**Property Owner Address: Comply Date:**

**Property Management:**   
  
**Email:**  **Dwelling type:** Multi Family

**Email Report:** **Zoning:** Residential/Commercial

**Inspection conducted by:** Jason Monaco

The above property is in violation of the Village of Newburgh Hts. Codified Ordinance(s) as followed:

**1337.01 MAINTENANCE RESPONSIBILITIES.** Exterior property areas of all premises shall be kept free of any debris, object, material, or condition which may create a health, accident, or fire hazard, or which is a public nuisance, or which constitutes a blighting or deteriorating influence on the neighborhood.  Lawns, landscaping, and driveways shall also be maintained so as not to constitute a blighting or deteriorating effect in the neighborhood.(Ord. 1979-20.  Passed 6-19-79.)

**1307.01 CODE ADOPTED;** purposesis hereby adopted by and for the Village the 2006 International Property Maintenance Code, to establish the minimum regulations governing the conditions and maintenance of all property, buildings and structures, by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure the structures are safe, sanitary and fit for occupations and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures.(Ord. 2011-09. Passed 3-15-11.)

This is a VISUAL INSPECTION. The Village assumes no liability or responsibility for failure to report violations that may exist and makes no guarantee whatsoever that future violation(s) cannot or will not occur. *Permits are required for* *electric, plumbing, heating, building, and/or demolition work.* You have the right to appeal this inspection with in (30) days of this notice. Contact the Building Department for appeal information.

**No Show and Re-Inspection Policy:**Purchased Rental Inspections and Point of Sales include the original inspection and one re-inspection. For work subject to reinspection, there shall be imposed a fee of fifty dollars ($50.00) for defective work, or for failure to have work ready for inspection at the time requested for reinspection (1313.08). Coded violations not completed by the compliance date may result in a citation being issued to the property owner, and may result in a denial of a Rental Permit or Point of Sale Occupancy Permit.

Scheduled inspections or reinspections may be rescheduled within 24 hours of the inspection appointment. Contact the Building Department to reschedule. A No Show for a scheduled inspection or reinspection is subject to a fee of fifty dollars ($50.00). A second No Show may result in a citation being issued to the property owner, and may result in a denial of a Rental Permit or Point of Sale Occupancy Permit.

**Reading Your Inspection**

* Check Mark () in front of the code number represents completed/passed
* Notes and Comments in RED after the description of the code are violations that need to be completed by the comply date
* **POD** stands for *Per Original Design*

**EXTERIOR**

**304.3 Address-**

*Check for clear visibility.*

**302.4 Lawn-**

*Check for overgrowth, noxious weeds, insect and rodent harborage, dead trees, debris or other litter*

**302.4 Shrubbery-**

*Check for overgrowth and ensure adequate clearance of public right-of-way so that vision is not impaired for pedestrian or vehicular traffic.*

**302.3 Sidewalk-**

*Check for Spalding or cracked sidewalk concrete and raised or sunken slabs or trip hazards.*

**302.3 Driveway- Asphalt or Concrete-**

*Check for Spalding, cracked, raised, sunken or and trip hazards.*

**304.7 Roof-**

*Check for damage, missing or loose shingles and damaged flashing.*

**304.11 Chimney-**

*Check joints, bricks and flashing. Check for tuck-pointing needs.*

**304.2 Paint-**

*Check for extensive blistering, peeling caulking or overall appearance.*

**304.2 Decks & Porches-**

*Check general condition. Floors, ceiling railings..etc.*

**304.2 Siding & Trim-**

*Check siding & trim for decay, damage and cleanliness.*

**304.2 Windows & Doors-**

*Check for broken glass, flacking or peeling paint. Torn or unfastened screens. All windows must be self-standing.*

**304.8 Foundation above grade (Masonry) –**

*Check for defective block, brick, step and stoops for cracks or missing, sapling, improper anchoring. Check for weather-tight mortar joints.*

**304.7 Gutters & Downspouts-**

*Check connection to drainage system and condition of gutters*.

**302.2 Grading & Drainage-**

*All premises shall be graded and maintained to prevent erosion of soil and to prevent accumulation of stagnate water. Check drain cracks.*

**307.2 Fence-**

*Check for structural stability, missing slates, and general appearance.*

**605.1 Electrical Wiring-**

*Check exterior outlets and fixtures. Proper clearance of over-head wiring and proper attachment.*

**302.6 Louver & 403 Ventilation-**

*Should be open and screened to keep out insects, no debris. Check caulking. All bathrooms must have an exhaust or window.*

**GARAGE**

**1129.04 Garage Required-**

*If there is not currently a garage on the property indicate if garage will be required.*

**304.5 Foundation-**

*Check extensive blistering, peeling, caulking, and overall appearance.*

**605.1 Garage Electrical-**

*Check wiring and raceways, fixtures, outlets and switches.*

**304.15 Doors-**

*Check all doors are operational, no broken glass, peeling or chipping paint. Automatic opener must plugged into an approved grounded outlet.*

**302.3 Floor-**

*Check for Spalding, heaved, cracked concrete floor.*

**Notes for any other Exterior or Garage items:**

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**INTERIOR**

**Basement & Common Hall Areas:**

**305.4 Basement Stairs-**

*Check that stringers & threads are in sound condition, securely fastened. Handrail secure and in place.*

**305.3 Basement Floor-**

*Check Spalding, cracked, heaved or concrete. Check floor drains/strainers.*

**305.3 Foundation Walls-**

*Check foundation walls for weather tight construction, structural soundness and excessive peeling or flaking paint.*

**305.2 Structural Members-**

*Check columns, beams, and wood members for general condition for sagging and bowing.*

**605.1 Electrical panel(s-**

*Check proper sizing of fuses or breakers. Proper grounding, bundling, double lugging etc.*

**605.1 Basement Outlets-**

*Check outlets are properly grounded. Outlet at washer must be GFCI type no less than 3 feet from water source. Check for disconnecting ability.*

**505.1 Grounding-**

*Check Hot water tank & water meter for proper bonding*.

**601.1 Furnace-**

*Check fuel supply for proper devices (shut-off valve, drip leg, etc..). Check for cover and overall condition. Check flue connection.*

**501.1 Hot Water Tank (s)-**

*Check flue and water supply for proper devices (shut-off valve, relief valve, etc..). Check flue connection.*

**305.3 Common Halls & Stairways-**

*Check windows doors shall be maintained in good, clean sanitary condition. Check stairs are sound and support normal load bearing weight. Check hand railings. Check for chipping, peeling, flaking or abraded paint. Check for cracked or loose plaster or other defective surfaces.*

**Notes for any other Basement and Common Area items:**

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**INTERIOR**

**Unit Location**: Up / Down / Rear / Front (Circle One)

**605.1 Kitchen outlet(s)-**

*Check for GFCI protected outlet at countertops. Check range outlet. Check window, doors, ceiling , wall and other surfaces shall be maintained in good, clean sanitary condition.*

**501.1 Plumbing-**

*Check fixtures are installed properly with adequate shut-off valves, no leaks, proper strainers, traps, ect.. Check overall sanitary condition*.

**305.1 Flooring-**

*Check for general contour and excessive weakness or damage to tiles, floor boards, ect.*

**305.3 Drywall / Plaster-**

*Check for excessive holes or cracks and flaking or peeling coverings.*

**305.6 Doors & Locks-**

*Check that all doors open and close properly. Check that interior locks are not keyed in case of emergency egress*.

**304.13.2 Windows-**

*Every window, other than fixed, shall be easy to open and capable of being held in position by window hardware.*

**704.2 Smoke Detectors**-

*It is recommended that one detector is located on each floor level including basement and finished attic area(s), one in every sleeping area(s), and one directly outside the sleeping area(s).*

**605.2 Bathroom Outlet(s-**

*Check that outlet(s) are GFCI type.*

**403.4 Ventilation-**

*Check exhaust fan or an operable window in bathroom for proper ventilation.*

**305.3 Attic-**

*Check for roof leaks and openings that may permit entry of pests or rodents. Check rafters, ventilation opening and chimney.*

**605.2 General Electrical-**

*Check all habitable rooms have sufficient lighting with a wall switch upon entry*

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