



**City of Maplewood**  
*Community Development Department*  
1902 County Road B East | Maplewood, MN 55109  
651-249-2327 | [www.MaplewoodMN.gov](http://www.MaplewoodMN.gov)

## **Rental Property Inspection Checklist**

*This checklist contains general information about property code regulations found primarily in City Code Chapter 12 and state law. Other regulations and requirements may apply. For more information, or to schedule an inspection, please email [Rental@MaplewoodMN.gov](mailto:Rental@MaplewoodMN.gov).*

### • **Fire Precautions**

- Operable smoke detector must be provided and non-expired
  - In each sleeping room
  - Outside sleeping rooms within immediate vicinity of sleeping rooms
  - In common areas on each level
- Secondary egress must be provided for each sleeping room
  - Window in each sleeping room must be fully operable
  - Window in each sleeping room shall satisfy minimum egress size requirements
- Carbon monoxide detector required within 10 feet of each sleeping room
- Reasonable paths of free egress shall be provided from each room
- One hour fire separation between garage stalls and habitable space must be maintained (when applicable)
- Egress lighting and illuminated Exit signs must be provided for multi-family common areas
- Lower level egress window wells over 44 inches deep shall be provided with an escape ladder

### • **Mechanical**

- Temperature and pressure relief valve at water heater must extend to within 18" of floor
- Each mechanical appliance with gas connection must have separate gas shut off valve within reach or in an accessible location in the room
- Drip tee required for gas connection at each appliance as close as feasible to the appliance
- Dryer vents shall be properly vented to exterior of property, free of holes or breaks, and connected to duct system with UL approved duct extension including rigid or approved flexible metal venting. Plastic flex-type venting is a fire hazard and is prohibited
- Bath fans must be fully operable in each bathroom where an operable window is not provided, and must be properly vented to exterior
- Furnace filter must be clean and changed out regularly according to scheduled replacement for furnace and filter models
- All rooms must be provided with supply and return air

### • **Plumbing**

- Plumbing fixtures and vanities must be secured in place
- Adequate pressure as well as hot and cold water temperatures must be provided at all sinks and tubs
- Plumbing fixtures must be functioning properly, and without leaks
- Plumbing fixtures (sinks, toilets, tubs, showers, etc.) must be caulked around edges
- Dishwasher disposal lines must be looped up and secure higher than connection to drain pipe
- All plumbing work must be code compliant

- **Electrical**

- Electrical systems must be properly sized, installed, maintained and free from defects
- The main electrical panel must be accessible
- Extension cords, accessory splitters, taps, and unapproved strip outlets may not be used as a permanent extension of the building wiring
- Outlet and switch covers must be provided where such boxes exist or cover plates provided
- Electrical panels must have no open spaces and circuits must be properly labeled
- New lower level electrical outlets should be arc fault protected
- All non-compliant electrical shall be repaired by a state licensed electrical contractor and approved by the state electrical inspector

- **Sanitation**

- Conditions which permit mold/mildew growth must be alleviated, and any visibly affected mold surfaces must be sanitized and kept free of mold growth
- Any condition which would sacrifice health or safety of occupants must be eliminated

- **Structure Maintenance**

- Screens must be provided at every operable window
- All window screens must be maintained intact without holes or tears
- Interior doors must be in good repair and operational
- Any conditions which would sacrifice health or safety of occupants must be eliminated (i.e.; broken glass in windows)
- A minimum of one graspable handrail must be provided for stairwells with a height of four risers or more
- Exterior of structure must be maintained so as to not admit moisture into interior of structure
- All roofing, siding, and exterior facing materials shall be maintained in good condition
- Visible address numbers must be posted on structure

- **Property Maintenance**

- All accessory structures including, but not limited to, detached garages, sheds and fences, shall be maintained structurally sound and in good repair
- Unlicensed and inoperable vehicles, equipment, tires, vehicle parts, machinery, unused household goods, and most other objects and materials must be stored out of public view from neighboring properties and roadways
- Off-street parking of vehicles, boats, trailers, and recreational vehicles must be on an improved parking surface that meets construction and property line setback requirements
- Garbage, yard waste, construction/demolition waste, and other refuse shall be kept in approved containers and out of public view from neighboring properties and roadways until disposed of in a timely and appropriate manner

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**NOTICE:** An individual listed on the application as Property Owner or designated Property Manager **must** be present for the inspection.

There is no additional charge for the on-site inspection or the first re-inspection, if deemed necessary; however, if more than one re-inspection is necessary for a property additional fees will be assessed. This includes inspections that must be rescheduled due to “no shows”.

2<sup>nd</sup> re-inspection = **\$250**

3<sup>rd</sup> or more re-inspections = **\$500 per inspection.**