

# CITY OF ROCKY RIVER

## APPLICATION FOR RENTAL LICENSE / CERTIFICATE OF OCCUPANCY

BUILDING DEPARTMENT - 21012 HILLIARD BOULEVARD, ROCKY RIVER, OH 44116 - 440-331-0600

### INSPECTION CHECKLIST – CODE REQUIREMENTS:

(TO BE RETAINED FOR PROPERTY OWNER'S REFERENCE – DO NOT RETURN)

1. **Smoke Detectors** – Single and multiple-station smoke detectors/alarms shall be installed and maintained in accordance with the codes as adopted and the manufactures instructions in the following locations: City of Rocky River Codified Ordinance – Chapter 1340.02

**1. In each room used for sleeping purposes.**

2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling / dwelling unit, including basements but not including crawl spaces and uninhabitable attics.

2. **Carbon Monoxide Detectors** – Carbon Monoxide detectors/alarms shall be installed and maintained in accordance with the provisions of this code and the manufactures instructions. The detector shall meet and conform to UL 2034 and NFPA 720 and be installed and maintained in accordance with the manufacturer's instructions in the following locations.

City of Rocky River Codified Ordinance – Chapter 1340.03 & 1340.04

**At least one carbon monoxide detector/alarm shall be installed within 15 feet of every room used for sleeping purposes within each dwelling unit.**

It is the responsibility of the owner of the structure to supply and install all required detectors /alarms. The tenant is responsible for the replacement of any required batteries in these detectors.

3. **Kitchens** – Strongly recommend that existing electrical outlets on both the right and left sides of the kitchen sink counter top area be converted to **GFCI** electrical outlets, mandatory when unit is remodeled. The only exception is that it is **not** recommended that refrigerators be plugged into **GFCI** protected outlets.
4. **Bathrooms** – Install a new GFCI electrical outlet near sink where no electrical outlets are present. '2003 International Property Maintenance Code' – Section 605.2 Receptacles. "Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection". Or strongly recommend converting the existing electrical outlet near sink to a GFCI protected outlet. A two wire, ungrounded GFCI protected outlet is acceptable. In either case, render any outlets in the light fixtures inoperable.
5. **Deadbolts** – Install a deadbolt lock in all entrance doors. As referenced in the '2003 International Property Maintenance Code' – Section 304.18.1 Doors. "Doors providing access to a dwelling unit that is rented, leased or let shall be equipped with a deadbolt lock meeting specifications set forth herein." Such deadbolts shall be operable inside the dwelling unit by the turning of a knob, without the use of a key.
6. **Correct any overfusing:** 15 amp fuses / circuit breakers for all 14-gauge wire and outlets, 20 amp fuses / circuit breakers for 12-gauge wire and heavy-duty appliances, 30 amp fuses / circuit breakers for 10 gauge wire supplying air conditioners and/or sub-panels. Label each fuse position and/ or circuit breaker in the fuse / breaker panel box as to which circuit they control.