

Property Address _____
Building # _____ Unit # _____



The following information is supplied for your convenience. It is to be used as a guideline for inspections.

The property maintenance inspector shall use this inspection checklist when inspecting on a scheduled inspection as well as follow up to a complaint that might be filed on any given rental unit. This Inspection checklist has been derived directly from the City of Gahanna Codified Ordinance (GCO) and/or the 2000 International Property Maintenance Code (IPMC) that was adopted by the City of Gahanna.

****Please call the Permit Department at 614-342-4010 to see if you need a permit for any changes to be made to a property BEFORE you begin!!!****

Below is a list with descriptions of items to be inspected. All items can be found in detail in the 2000 Property Maintenance Code or the Gahanna City Ordinance Code.

*Note that all items below do not constitute an all-inclusive list. This is to be used as a guideline.

Created 5/24/2019

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Exterior Property Areas

___ **P|F** ___ **Sanitation IPMC# 301.3** All vacant structures and premises shall be maintained in a clean, safe, secure and sanitary condition so as not to cause a blighting problem or adversely affect the public health or safety.

Comments: _____

___ **P|F** ___ **Sanitation IPMC# 302.1** All exterior property and premises shall be maintained in a clean, safe, sanitary condition.

Comments: _____

___ **P|F** ___ **Grading IPMC# 302.2** Graded and maintained to prevent erosion of soil and accumulation of stagnant water. **Exception:** Approved retention and reservoirs.

Comments: _____

___ **P|F** ___ **Drainage IPMC# 302.2** Prevents the accumulation of stagnant water thereon, or within structure.

Comments: _____

___ **P|F** ___ **Sidewalks and Driveways IPMC# 302.3** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. **Sidewalks GCO# 521.06-** No more than one inch vertical separation in sidewalk area.

Comments: _____

___ **P|F** ___ **Weeds and Vegetation Growth GCO# 945.06** Properties must be maintained free from weeds, grass and vegetation overgrowth in excess of 8 inches.

Comments: _____

___ **P|F** ___ **Rodent Harborage IPMC# 302.5** Free from rodent harborage and infestation.

Comments: _____

___ **P|F** ___ **Exhaust Vents IPMC# 302.6** Shall not discharge gases, steam, vapor, hot air, grease, or smoke, odors upon abutting or adjacent public or private property.

Comments: _____

___ **P|F** ___ **Fences and Accessory Structures IPMC# 302.7** Detached garages, fences, walls maintained structurally sound and in good repair.

Comments: _____

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___P|F___ **Accessory Structures-Gates IPMC# 302.7.1** Gates which are required to be self-closing and self-latching in accordance with the International Building Code shall be maintained such that the gate will positively close and latch when released from a still position of 6 inches (152 mm) from the gatepost.
Comments: _____

___P|F___ **Accessory Structures- Swimming Pools IPMC# 302.7.2** Swimming pools shall be maintained in a clean and sanitary condition and in good repair.
Comments: _____

___P|F___ **Commercial Vehicles GCO# 1163.09(a)** One commercial vehicle weighing less than 6,500lbs, limited to a two axel construction and has the operating characteristics of a passenger car and does not infringe upon the residential character of the district may be permitted.
Comments: _____

___P|F___ **Trailer and RV Parking GCO# 1163.09(c)** Only one trailer shall be parked on sealed surface on a residential lot. Tires on such trailer shall be kept inflated as required by code. Such trailer shall be limited to a two axel design.
Comments: _____

___P|F___ **Inoperable Motor Vehicles GCO# 1163.09(d)** Not more than one wrecked or disassembled motor vehicle with flat tires, missing plates or expired validation sticker, or with excessive body damage, or a broken or shattered windshield shall be allowable per dwelling unit. Vehicle may be parked only for a period of 72 hours and the vehicle shall be covered with a product designed for vehicles.
Comments: _____

___P|F___ **Defacement of Property IPMC# 302.9** No mutilation or defacing any exterior surface by marking, carving or graffiti.
Comments: _____

___P|F___ **Driveway surfacing and maintenance GCO# 1163.05** All off street parking areas including spaces, driveways, aisles and circulation drives shall be hard surfaced with asphaltic cement, concrete brick, or a combination thereof, meeting the requirements and specifications of the City Engineer. In addition all surfaces shall be graded and maintained so that water does not unreasonably accumulate nor flow or drain onto adjacent properties. All surfaces shall be maintained and free of chuck holes, litter, glass, nails, or other dangerous materials.
Comments: _____

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Exterior Structure

___ P|F ___ **General IPMC# 303.1** Maintained and in good repair, structurally sound and sanitary.
Comments: _____

___ P|F ___ **Exterior Structure/Protective Treatment Maintained IPMC# 303.2** All exterior surfaces shall be maintained and in good condition and protected from the elements and decay.
Comments: _____

___ P|F ___ **Premise Identification IPMC# 303.3** Shall have address numbers placed where visible and legible from the street or road fronting the property. Minimum 4 inches high. Numbers shall be in compliance with the numbering guide required or recommended by the City of Gahanna.
Comments: _____

___ P|F ___ **Structural Members IPMC# 303.4** Free from deterioration and capable of supporting imposed dead and live loads.
Comments: _____

___ P|F ___ **Foundation Walls IPMC# 303.5** Maintained plumb and free from open cracks and breaks and prevent entry of rodents and other pests.
Comments: _____

___ P|F ___ **Exterior Walls IPMC# 303.6** Free from holes, breaks, loose or rotting materials; maintained weatherproof and properly coated to prevent deterioration.
Comments: _____

___ P|F ___ **Roofs and Drainage IPMC# 303.7** Roof and flashing shall be sound, tight and defect free as to not admit rain. Drains, gutters in good repair and free from obstructions.
Comments: _____

___ P|F ___ **Gutters and Downspouts GCO# 1109.07(d)** All buildings and structures or appurtenances thereto erected within the City shall be provided with gutters and downspouts for the purpose of collecting and channeling roof water from such buildings and structures.
Comments: _____

___ P|F ___ **Conductors into Gutters, Storm Sewers GCO# 1109.07(e)** All water from sumps, sump pumps, gutters or downspouts, which water would flow by gravity over a public sidewalk or over adjacent property, shall be carried, by means of conductors, away from such adjacent property, beneath the sidewalk and through the curb outlets provided, into the gutter or storm sewer.
Comments: _____

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___ P|F ___ **Decorative Features IPMC# 303.8** Cornices, belt courses, corbels, terra cotta trim, and wall facings maintained in good repair with proper anchorage.

Comments: _____

___ P|F ___ **Overhang Extensions IPMC# 303.9** In good repair, properly anchored & protected from the elements.

Comments: _____

___ P|F ___ **Stairways, decks, porches, balconies IPMC# 303.10** structurally sound, good repair, proper anchorage, capable of supporting imposed loads.

Comments: _____

___ P|F ___ **Chimneys IPMC# 303.11** Structurally safe, sound and protected from elements and decay.

Comments: _____

___ P|F ___ **Handrails and Guards IPMC# 303.12** Firmly fastened, in good condition, and capable of supporting imposed loads.

Comments: _____

___ P|F ___ **Windows, Skylight and Door Frame IPMC# 304.13** Good repair, sound, and weather tight.

Comments: _____

___ P|F ___ **Window Glazing IPMC# 303.13.1** Glazing materials free from cracks and holes.

Comments: _____

___ P|F ___ **Openable windows IPMC# 303.13.2** Every window other than fixed, shall be easily openable and capable of being held in position by window hardware.

Comments: _____

___ P|F ___ **Insect Screens IPMC# 303.14** From January 1st through December 31st

Comments: _____

___ P|F ___ **Doors IPMC# 303.15** In good condition and locks shall tightly secure the door.

Comments: _____

___ P|F ___ **Basement Hatchways IPMC# 303.16** Basement hatchways shall be maintained to prevent the entrance of rodents, rain, and surface drainage water.

Comments: _____

___ P|F ___ **Guards for Basement Windows IPMC# 303.17** Every basement window that is operable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.

Comments: _____

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Rubbish and Garbage

___ P|F ___ **Accumulation of Junk, Trash, or Waste GCO# 521.07(a)** All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.
Comments: _____

___ P|F ___ **Disposal of Trash GCO# 521.07(a)** Every owner or occupant of a structure shall dispose of all junk, trash or waste in a clean and sanitary manner by placing such rubbish in approved covered containers for regular pickup by the City operated or licensed trash and garbage haulers.
Comments: _____

___ P|F ___ **Placement of Garbage, Rubbish, and Receptacles GCO# 941.03(g)** No person being the owner or occupant of any premises shall permit, household waste or rubbish/garbage to be stored or to accumulate. Any and all loose rubbish/garbage shall be cleaned up and premises maintained.
Comments: _____

___ P|F ___ **Garbage Receptacles Required GCO# 941.02** It shall be the duty of every owner, tenant, agent, lessee, occupant or person in charge of a property to provide receptacles for receiving and holding without leakage, all garbage.
Comments: _____

___ P|F ___ **Abandoned Refrigerators and Airtight Containers GCO# 521.01** Refrigerators, iceboxes, or other airtight containers and similar equipment shall not be discarded, abandoned, or stored on premises without first removing the doors.
Comments: _____

Storm Drainage

___ P|F ___ **General GCO# 507.1** Drainage of roof and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.
Comments: _____

___ P|F ___ **Ground Water Drainage; Sump Pump GCO# 925.03** Where a pipe or closed conduit is installed around the foundation of a building or structure for the purpose of draining ground water away from the foundation, a sump pump shall be used to dispose of such ground water by pumping it into a downspout drain to the curb, a storm sewer or other adequate outlet exterior to the house, other than any appurtenance of the sanitary sewerage system.
Comments: _____

