

**CITY OF DULUTH-FIRE DEPARTMENT-LIFE SAFETY DIVISION**  
**RESIDENTIAL PRE-INSPECTION CHECKLIST**

For owners/managers of rental property of single, duplex or multiple. **THESE ARE NOT ALL OF THE STATE AND LOCAL REQUIREMENTS BUT THE MOST COMMONLY FOUND VIOLATIONS.** Ordinance requires all units in a rental building be inspected to include owner units.

**EXTERIOR**

**ADDRESS NUMBERS** - Must be clearly readable from the street, or alley way if applicable, both day and night. Numbers must be a minimum of 4" high in contrasting color.

**ROOF** - Must be tight, without leaks and have no missing or severely deteriorated shingles.

**EXTERIOR WALLS/PAINT** - Exterior surfaces other than decay-resistant wood must be painted with non-lead-based paint.

**STAIRS/PORCHES/DECKS** - Must be maintained in sound condition and good repair. New or substantial replacement must comply with requirements as defined in the State Building Code. Contact the Life Safety Division @ 730-4380.

**RAILS** - Handrails are required on stairs having more than three risers and must be maintained in good condition. To be positioned between thirty-four inches (34") to thirty-eight inches (38") above the stair nosing and the ends must return to a wall or a post. Grippable surface shall have a cross section of a minimum one and one quarter inch (1 1/4") to two inches (2").

**One & Two Family Exception:** Grippable surface shall have a cross section maximum of not more than two and one -quarter inches (2 1/4").

**GUARDS** - Existing guardrails must be a minimum of thirty inches (30") in height, be legally installed in accordance with a previous building code and be maintained in good repair. New guardrails on porches, balconies or raised floor areas that are more than thirty inches (30") above the floor or grade below shall be not less than forty-two inches (42") in height. Open sides of stairs with a total rise of more than thirty inches (30") above the floor or grade shall have guardrails not less than thirty-four inches (34") in height measured vertically from the tread nosing. Required guardrails shall have intermediate rails or ornamental closures that do not allow a four inch (4") diameter sphere to pass through. The triangular openings formed by the riser, tread and bottom rail of a guardrail shall not permit a six inch (6") sphere to pass through.

**One & Two Family Exception:** New guardrails shall not be less than thirty-six inches (36") in height

**DOORS** - Must be in sound condition and good repair, equipped with deadbolt lockset and capable of being easily opened from the inside without the use of a key.

**WINDOWS** - Must be in sound condition, have no broken glass, have hardware to hold in the "open" position, fit tight within the frame, and a secure locking mechanism. (Locks required on every window within 12 feet of grade and including second story or accessible by fire escape, stairs, etc.) Windows can be equipped with bars for security if they are not required "egress windows". Windows must be equipped with full screens.

**EGRESS WINDOWS** - One window from each sleeping room must be easily openable from the inside. Security grates and bars must have mechanisms that open easily from inside. These windows must have a minimum net clear openable area of five point seven (5.7) square feet. Minimum net clear opening height shall be twenty-four inches (24"). Minimum net clear opening width shall be twenty inches (20"), and a sill height of no more than forty-four inches (44") above the floor. Area wells must meet minimum sizes. This requirement is for new window installation.

**One & Two Family Dwelling Exception:** Grade floor window (having a sill height not more than forty-four inches [44"] above or below the finished grade adjacent to the window) may have a minimum net clear openable area of five (5) square feet (the 20" & 24" dimensions still apply).

**GARBAGE CONTAINERS** - Owners are required to provide sufficient containers with lids and regular garbage pick-up. Tenants are required to dispose of rubbish or garbage in the provided containers. Containers must be removed to

private property area promptly after pickup.

\*\*\* CONSTRUCTION NOTE \*\*\* All exterior repairs or reconstruction must be made with exterior grade materials.

### INTERIOR

**POST RENTAL LICENSE/OWNER INFORMATION** - License or placard at least 3 x 5" must be posted in a conspicuous place so that it can be seen & read by a person outside the building and within the common way or near the entrance of the dwelling & shall state the name, e-mail address & telephone number of the owner or managing agency. Any permitted license rental will ensure there is a local point of contact (within a 25 mile radius) available on such license. Owner information and emergency contacts should accompany license.

**WALLS/FLOORS/CEILINGS/PAINT** - Must be maintained clean, painted and in a professional state of repair.

**STAIRS/RAILS** - Same specifications as exterior stairs except construction materials need not be of exterior grade.

**EXTERMINATION** - All structures shall be kept free from insect and rodent infestation.

**Owner.** The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure.

**Single occupant.** The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for extermination on the premises.

**Multiple occupancy.** The owner of a structure containing two or more dwelling units, a multiple occupancy, rooming house or a nonresidential structure shall be responsible for extermination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for extermination.

**Occupant.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

**Exception:** Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.

**OCCUPANCY SEPARATION** - Fire walls and doors are required between commercial/residential space or attached or tuck under garage/residential space as defined in the State Building Code.

### BASEMENT/UTILITIES/CONDEMNATION

**COMBUSTIBLE STORAGE/FURNACE ROOM** - No combustible storage is allowed in any room containing furnace, heating, mechanical, or electrical equipment.

**FURNACE/HEATING PLANT** - Must be capable of providing heat at 68° (degrees) Fahrenheit in all habitable rooms, bathrooms and toilet rooms during the period from October 15 to May 15. Required temperatures shall be measured three (3) feet above the floor near the mid-point of the exterior wall and two (2) feet inward from the center of each exterior wall. Installation or alteration of heating equipment must be done by a qualified contractor or service company upon obtaining a heating permit from the Building Safety Department. A separate plumbing permit maybe required for gas piping.

**PLUMBING/SEWER** - Kitchen sinks, hand sinks, bathtub, showers, toilets or urinals must be supplied with running water, adequate hot water where applicable, and must be connected to the sewer and water system in accordance with all provisions of the Minnesota State Plumbing Code.

**WATER HEATER** - Must be capable of supplying adequate hot water at a minimum temperature of 120° (degrees) Fahrenheit at every kitchen sink, tub, shower, and laundry facility. All repairs or alterations must be made under permit from the Building Safety Department by a licensed contractor in accordance with the Plumbing Code.

**GAS CONNECTIONS** - Flexible connectors on stoves or dryers must be AGA (American Gas Association) approved double walled. Existing single walled connectors that are kinked, damaged, or corroded must be replaced. Illegal gas shut-off valves or valves with broken handles must be replaced with AGA approved valves.

**ELECTRICAL** - Service must be adequate to serve needs of occupants and maintained in accordance with the Electrical Code. Every habitable room, bathroom or toilet room must have at least two duplex outlets or one duplex outlet and one switched ceiling light fixture. Kitchens must have duplex outlets. Any new outlet installed above any

kitchen counter top must be Ground Fault Circuit Interrupters (GFCI). Every public hall, water closet, bathroom, laundry, or furnace room must contain at least one electric light fixture. Bathroom and laundry rooms must contain one light fixture and one duplex outlet. The laundry room outlet must be grounded and within six feet (6') of the laundry appliance. Any new outlet in the bathroom must be G.F.C.I. It is strongly recommended that existing outlets in bathrooms be converted to a G.F.C.I. It is strongly recommended that all metallic fixtures within five feet (5') horizontally or eight feet (8') vertically of grounded surfaces shall be grounded.

ALL FACILITIES AND EQUIPMENT - All required and supplied equipment and all building spaces and parts must be constructed and maintained to properly and safely perform their intended function.

FLAMMABLE LIQUID STORAGE - No gasoline or other flammable liquid can be stored in a residential building unless stored in a one-hour, fire-rated room or approved fire-rated cabinet. Flammable liquids can never be stored in a room with a source of ignition, such as a furnace, water heater, etc.

CONDEMNATION/UNFIT - Equipment, a dwelling unit or entire building may be condemned when it is determined to be a hazard to the safety or welfare of the tenant(s).

#### UNITS - DWELLING

SMOKE ALARMS - An operable smoke alarm shall be provided and maintained in accordance with the manufacturer's instructions in each sleeping room, in the area providing access to the sleeping areas, on each story and in the basement. Battery or electric smoke alarms are allowed, but electric are recommended. Battery replacement is owner's responsibility. Alarm placement must not be within a four inch (4") triangle at the junction where the wall and ceiling meet and no farther away than twelve inches (12") from the ceiling if placed on the wall. Best location is the ceiling. **\*Electric smoke alarms are required in areas with exposed wall or ceiling cavities.**

CARBON MONOXIDE ALARMS- State Statute requires an operable carbon monoxide alarm be provided and maintained in accordance with the manufacturer's. Instructions as follows:

- Alarm shall be placed within ten (10) feet of each room lawfully used for sleeping purposes
  - Alarm must either be hardwired into the electrical wiring, directly plugged into an electrical outlet without a switch
    - or battery powered
  - Tampering of the alarm by removal of batteries or pending inoperable in any way is prohibited
- Exceptions may apply for certain multifamily dwellings & state-operated facilities depending on type of appliances. For further information on these exceptions please contact the Fire Prevention & Life Safety Office @ 730-4380.

DEADBOLT LOCKS/DOORS - Apartment doors must be equipped with one-inch (1") approved single-cylinder deadbolt locks with a non-removable interior turning knob. Doors must be substantially secure from illegal entry, and if replaced, must be replaced with solid core, wood, 1 3/4" panel or a metal door with frames. Hinges must be placed on the inside of the door or tamper proof hinges installed.

PATIO-GLIDER DOORS AND WINDOWS - A removable track filler or key-operated vertical or horizontal bolt lock on patio and glider windows is required. A wood filler strip or removable screw in upper track of windows should be installed to prevent them from being lifted out of track.

FLOORS/WALLS/PAINT/CABINETS/WOODWORK - Must be in sound condition and good repair. All paint must be non-lead-based. Any peeling or flaking paint must be removed and repainted.

WINDOW LOCKS - All windows must be equipped with secure locks when they are within 12 feet (12') of grade.

SPACE HEATERS - Subject to all requirements of servicing/cleaning (see Furnace/Heating Plant) and must be serviced by a qualified contractor or service company. All regulations of the Mechanical Code must be applied. Unvented fuel-burning appliances are not allowed.

PORTABLE SPACE HEATERS - During periods of severe cold weather or if the permanent heating system is faulty or deemed unsafe portable electric space heaters shall be allowed for **temporary** use. The heater must be a UL or F.M. listed & approved unit. The heater must be plugged directly into an approved outlet without the use of extension cords or adapters. Required clearance from combustibles shall be minimum of eighteen inches (18").

**Recommendation:** Heaters have "tip over" safety shut-off feature.

BATHROOM LIGHT/VENTILATION - Every bathroom must have a window open able to the outside, or an approved mechanical

ventilation system, venting directly to the exterior.

TOILET/HAND SINK/TUB/SHOWER - Each dwelling unit must contain a bathroom with toilet, hand sink, and tub or shower installed and maintained in accordance with the State Plumbing Code.

ROOF DRAINS - The down spouts or rain water stacks which were or are now connected to the City sewer shall be disconnected and run outside as per requirements from City Sewer Division. For further information please contact the City Water Quality Specialist at 730-4051.

BATHROOM FLOOR - Must be impervious to water. Carpeting not allowed. Cracked or missing tiles must be repaired/replaced.

ELECTRICAL OUTLETS - See Electrical.

EXTENSION CORDS - Not allowed for permanent wiring. Those extension cords with circuit breakers are also not legal. The overload on the wiring in the wall produces heat and can be a fire hazard.

OCCUPANT LOAD - Dwelling units must contain the following:

Total unit gross floor area

Gross sleeping room/floor area

1 occupant - 150 square feet

1 occupant - 70 sq ft

2 or more occupants - 100 square feet per person

2 or more occupants/50 sq ft/person

Definition of Family:

Sec. 50-1.28. Family.

One or more persons related by blood, marriage or adoption, including foster children, and in addition to and including five other unrelated persons occupying a dwelling and living as a single housekeeping unit. (Ord. No. 9284, 12-11-1995, § Chapter 50 Duluth City Code).

TENANT SANITATION/RESPONSIBILITIES - Occupants are required to maintain their unit in a clean and sanitary condition and dispose of refuse in the containers provided by the owner. They are also required to keep supplied fixtures clean and sanitary and use reasonable care in their use and operation. If they furnish any fixtures of their own, they must be installed and maintained in accordance with the Building Code.

**ROOMING UNITS/ADDITIONAL REQUIREMENTS**

1. **Cannot contain cooking or eating facilities. (i.e. stoves, hot plates).**
2. **A bathroom containing a hand sink, toilet, and tub or shower must be available within the structure directly accessible without going outside and on the same floor or a floor adjacent to the room unit. One bathroom must be available for each eight persons (or fraction thereof).**
3. **Each sleeping room must contain at least 70 square feet of floor area, or 50 square feet per person for two or more people.**
4. **Owners are responsible for weekly changes of supplied linens and towels.**
5. **Owners are responsible for sanitary maintenance of walls, floors, ceilings, and for maintenance of all supplied equipment in common area and shared bathrooms.**

**MULTIPLE DWELLING REQUIREMENTS**

**FIRE SYSTEMS/EQUIPMENT**

**FIRE ALARM SYSTEM - Automatic detection fire alarm system required for apartment buildings of 17 or more units or three stories above grade.**

**FIRE ALARM TESTING - Fire alarm tests must be done yearly by a qualified contractor. Documentation must be furnished to Fire Prevention upon Certificate of Occupancy renewal.**

**SPRINKLER SYSTEM TESTING** - Sprinkler systems must be tested annually in accordance with their respective standards by qualified personnel and tagged at or near the main control panel. Documentation must be furnished to fire prevention upon certificate of occupancy renewal.

**FIRE EXTINGUISHERS** - A *2A5BC* fire extinguisher must be available in the hall within fifty feet (50') of any apartment door on the same level or a *2A5BC* fire extinguisher in each apartment. Laundry rooms and/or furnace/boiler rooms require *2A10BC* fire extinguisher within thirty feet (30') of the rooms.

**FIRE EXTINGUISHER SERVICING** - Extinguishers must be inspected and tagged every year by qualified personnel and hydrostatically tested by a qualified company every six years.

**FIRE SEPARATION/APARTMENT** - One-hour fire resistive wall & ceiling separation with a 20 minute self-closing fire door (closer shall be UL or FM listed & approved) is required in buildings with three (3) or more units.

**FIRE SEPARATION/BASEMENT** - One-hour fire resistive separation is required in incidental areas of 100 sq ft or more (i.e. - basements or storage areas) of three (3) or more unit building. Allowable construction is as follows:

- 1) Existing lath & plaster in good condition (Fire Chief approval is required) or
- 2) New 5/8" type "X" gypsum board or
- 3) An approved sprinkler system (requires minimum 1" water service to building) or
- 4) Spray applied fire resistant coating (UL or FM listed & approved) \*\* Building Official approval is required for product & application\*\*
- 5) Fire-rated suspended ceiling system.

**EXCEPTION:** Incidental area(s) with no combustible/flammable storage and no tenant access.

All doors exiting these areas must be self-closing, one-hour, fire-rated assembly (door, frame, door handle, hinges & self-closer must be UL or FM listed and approved).

**FIRE SEPARATION/FURNACE ROOM-** In any furnace room containing a heating appliance that exceeds 400,000 BTU per hour input must have walls & ceilings of one-hour fire resistive construction with a self-closing one-hour fire door assembly (door, frame, door handle, hinges & self-closer must be UL or FM listed & approved).

## EXITS

**NUMBER OF EXITS** - A second exit must be provided from the second floor when the occupancy load exceeds ten (2,000 square feet) and from the third floor and above at all times. If the door to the third floor unit is at the second level, the requirements for the second floor apply.

**EXIT OBSTRUCTIONS** - All exits to the building must be unobstructed at all items. No storage is allowed in stairwells, corridors, or in front of doors.

**CORRIDOR RATING** - Exit corridors that serve more than ten people (2,000 square feet of living space) are required to be one-hour, fire-rated. All doors entering that corridor must be twenty-minute, fire-rated with a UL or FM approved self-closing device.

*EXCEPTION: No corridor fire rating required if the building is fully sprinklered.*

**FIRE DOOR OBSTRUCTIONS** - Fire doors must not be blocked open, secured shut or obstructed with storage. Self-closures must be in operable condition. **\*\*REPEATED VIOLATION OF BLOCKING OPEN FIRE DOORS WILL RESULT IN REVIEW OF THIS CONDITION WITH THE FIRE MARSHAL FOR APPROVED METHOD OF CORRECTION.**

**CANADIAN FIX ENTRY DOORS-** Upon directive from the State Fire Marshal's Office previously approved 20 minute fire-rating of existing wood doors in common corridors serving ten (10) or more occupants by means of applying gypsum board or plywood to the apartment side of the entry door is no longer code compliant. All required doors of this type must be upgraded.

**EXCEPTION:** No correction required in fully sprinklered buildings

**STAIR ENCLOSURE/CHUTES** - Stairs that serve three (3) to five (5) levels must be enclosed with one-hour fire-rated enclosure or the building must have a sprinkler system. Six (6) levels or more **MUST** have one-hour fire rated enclosures. Doors entering these stairwells must be one-hour rated assemblies.

**STAIRWAY IDENTIFICATION**- Stairways serving four or more stories must be identified with signs on each floor level that clearly indicate the floor level and whether there is roof access.

**APARTMENT DOOR CLOSURES** - Apartment doors entering stairwells must be one-hour, fire-rated with a UL or FM approved self-closures. Apartment doors entering corridors that serve ten or more occupants (1,000 square feet living space) must have operable UL or FM approved self-closures and doors must be 20-minute fire-rated.

**EXIT ILLUMINATION** - All common halls and inside stairways must be lit with a minimum illumination of one footcandle per square foot. Exterior exits and entryways are required to be illuminated a minimum of one foot candle at grade level.

**EXIT SIGNS** - Illuminated exit signs are required when there is more than one exit from a story/space unless built under a previous Building Code in accordance with that Code.

**EMERGENCY LIGHTING** - Required in common hallways or spaces with two (2) or more exits. Emergency lighting must be maintained at all times and tested monthly.

### HI-RISE REQUIREMENTS

In addition to the residential requirements above, hi-rise buildings (75' or higher) (Below inspections are made by Fire Department staff):

**FIRE ALARM SYSTEM** - Must be installed in accordance with the Building Code standards for hi-rise including voice communication, public address system, central control station, and HVAC smoke detection.

**VOICE COMMUNICATION** - Activation of any detection or other initiating device must sound an alert signal in designated areas followed by voice instructions giving appropriate direction and instructions to occupants.

**SYSTEM TESTS** - All sprinkler systems, fire alarm systems, stand pipes, smoke and heat ventilators, smoke removal systems, and other fire protective or extinguishing systems must be tested and maintained in accordance with nationally recognized standards (quarterly for hi-rise).

**MANUAL SHUT-DOWN OR AIR HANDLING** - Each air distribution system must be equipped with a manually operated device that will stop the operation of supply, return, and/or exhaust fans in an emergency.

**STAIRWELL UNLOCKING** - Stairwell doors into exit stairways/enclosures must be unlocked from the stairway side on at least every fifth floor. These doors must be identified from the stairwell side. There are exceptions for door locking mechanisms deactivated by the fire alarm system.

**DUCT DETECTORS** - Smoke detectors must be installed in the main return and exhaust plenum of each air conditioning system and located in a serviceable area downstream of the last duct inlet, and at each connection to a vertical duct or riser serving two or more stories from a return air duct or plenum of an air conditioning system.