



PERMITTING & INSPECTIONS

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Guideline Checklist of Property Standards for Rental Property Owners

This list is meant to serve as a general guide for rental property standards. It includes the most commonly cited problems at rental properties. It is not an exhaustive list; more detailed information is available in the City of Burlington Code Ordinance.

Are the foundation, exterior walls and roof maintained in a structurally sound and sanitary condition?

Problems cited by Code Enforcement include:

- Cracks, leaks or openings;
- Holes, breaks or loose or rotting boards or timbers;
- Conditions that admit rain, wind or dampness; - Peeling paint;

Are the exterior windows, doors and frames constructed and maintained to be weatherproof, preventing any wind or water from entering, fitted in the frame, and in sound condition and good repair? *Problems cited by Code Enforcement include:*

- Window that doesn't fit frame, is not weather-tight, or weather-stripping absent or in disrepair;
- Broken window panes;
- Window hardware or locks not fully functional or absent;
- Window not easily opened and not easily held open with window hardware;
- Required lock on first floor windows or exterior doors missing;
- Storm windows absent;
- Holes, cracks or other damage to window frame or door;
- Lack of Essential Lead Maintenance practices per Vermont State Lead Paint regulations (applies to all structures built prior to 1978);

Are the dwelling units and public areas, including the yard, maintained in clean and sanitary condition? Are there adequate, contained trash disposal facilities, and timely trash pick-up? Are all trash containers kept covered at all times? *Problems cited by Code Enforcement include:*

- No common trash facilities or trash pick-up provided by property owner;
- Trash facilities inadequate, not separate from general environment, or uncovered;
- Unsanitary condition of trash area or overflowing trash;
- Garbage, trash, or recycling on the sidewalk or greenbelt;
- Trash or recycling in the front yard or on the greenbelt beyond the pick-up period;
- Improper separation and containment of trash and recyclables;
- Rubbish, junk, refuse, garbage, metal, or recyclables uncontained on the greenbelt;
- Unsanitary condition in dwelling unit, common area, or yard;
- Lack of compliance with lead paint Essential Maintenance Practices;

Is the interior and its equipment maintained structurally sound and in sanitary condition and good repair. *Problems cited by Code Enforcement include:*

- Uneven, damaged or unsanitary surface conditions of floors, walls or ceilings; - Holes, leaks, cracked or loose plaster, or decayed wood; - Peeling paint;
- Water damage to floors, ceilings, or walls;
- Bathroom or kitchen floors not impervious to water;
- Rodent damage or evidence of rodent infestation; - Damaged doors, appliances, or fixtures;

Is every inside and outside stair, porch, railing safe to use, in sound condition and good repair, and capable of supporting normal use? Problems cited by Code Enforcement include:

- Interior or exterior stairway without handrail;
- Handrail damaged or unsafe to use;
- Stair treads or risers worn, broken, warped, or loose;
- Insufficient stability to stairway or porch;
- Decayed or damaged wood on stairway or porch;

Do heating and cooking facilities meet minimum requirements, and is all equipment properly installed and safely maintained? Does the owner pay for heat where there are not separate heating facilities for each unit? Problems cited by Code Enforcement include:

- Room/area does not meet maintenance of at least 65 degree temperature F;
- Heating to adequate temperature causes overheating in some areas;
- Portable cooking equipment used inside building or on porch or balcony;
- Insufficient clearance between heating equipment and combustible materials;
- Safety controls for fuel-burning equipment not maintained to effective functioning;
- Fuel-burning equipment not connected to approved chimney, flue, or vent;
- **Fuel-burning equipment without inspection tag;**
- Portable heating equipment of prohibited type (kerosene or gasoline);
- Mechanical equipment not maintained to be safe and in good working condition;
- Heating or cooking equipment with fire, health, or accident hazard;
- Heating costs being billed by estimate, without separate heating equipment for each unit; - Heating costs being improperly allocated;

Are plumbing fixtures and connections, and water heating facilities maintained in compliance with requirements, and are all fixtures and connections maintained in good working order, and meeting minimum flow requirements? Problems cited by Code Enforcement include:

- Lack of adequate private toilet facilities, bathtub/shower, and lavatory facilities;
- Lack of separate kitchen sink with hot and cold running water;
- Flow less than 3 gallons per minute on a sustained basis;
- Adequate hot water at temperature of at least 110 degrees F not maintained on sustained basis;
- Plumbing fixture, vent or drain with obstruction, leak, or other defect;

Do electrical outlets and fixtures meet the minimum requirements? Problems cited by Code Enforcement include:

- Room without 2 separate and remote outlets OR 1 outlet and 1 electric light fixture;
- Kitchen without 3 separate and remote outlets OR 2 outlets and 1 fixture;
- Bathroom, laundry room without outlet and light fixture;
- Hall, stairway, furnace room or other common space without electric light fixture;
- Electrical equipment, wiring, fusing, or appliance installed or maintained incorrectly;
- Electrical wires not properly terminated;

- Extension cords being used as permanent wiring;
- Knob and tube wiring (requires certification from licensed electrician);
- Common electrical facilities without individual circuit or house meter billed to owner; -
Inadequate electrical service;
- Electrical hazard;
- Electrical work without evidence of electrical permit;

Are all appliances, plumbing fixtures, heating devices and systems, utilities, chimneys, and smoke pipes constructed and installed to function safely and effectively, and maintained in sound working condition? Has any required equipment or utility been shut off or disconnected? Problems cited by Code Enforcement include:

- Incorrectly installed or maintained appliance;
- Incorrectly installed or maintained plumbing fixture;
- Incorrectly installed or maintained heating device or system;
- Incorrectly installed or maintained utility;
- Incorrectly installed or maintained chimney or smoke pipe;
- Discontinued water, heat or electrical service;
- Disconnected plumbing, heating or electrical equipment;

Do the dwelling units and bedrooms meet all requirements for minimum habitable space? Problems cited by Code Enforcement include:

- Less than 150 square feet habitable area for first occupant;
- Less than an additional 100 square feet habitable area for each additional occupant up to 3;
- Less than an additional 50 square feet for each 4th and additional occupant beyond 4;
- Less than 70 square feet habitable area for first occupant in sleeping area;
- Less than 50 square feet per occupant for sleeping area occupied by more than one person;

Do all habitable rooms meet the requirements to provide sufficient space, light, and ventilation? Problems cited by Code Enforcement include:

Problems cited by Code Enforcement include:

- Occupied room without window opening to the outdoors;
- Minimum ventilation of opened window area less than 4 percent of floor area;
- Sleeping room window area less than 8 percent of floor area;
- Bathroom window less than 2 square feet;
- Bathroom without window or fan, and sufficient ventilation to prevent moisture buildup;
- Inadequate lighting or ventilation in common hallway or stairway;
- Cellar being used as habitable space;
- Basement being used as habitable space without meeting all requirements for light, ventilation, egress, etc.

Can occupants exit the units safely in case of emergency? Are all egress requirements met? Problems cited by Code Enforcement include:

- Third floor (or higher) unit is without second means of egress;
- Egress path stairway without handrail, or handrail is damaged or unsafe;
- Door for required egress not easily opened, uses keyed lock, or locks from outer side;
- Path of egress is blocked by storage, debris, trash, snow, ice, or other obstruction;
- Required egress leads through another unit or bathroom;
- Exit method does not comply with building code; - Path of egress is otherwise unsafe or unusable; **Are smoke detectors installed to requirements, with working batteries**

and functional connections? Are any required fire protection systems maintained in proper operating condition? Problems cited by Code Enforcement include:

- Smoke detector requirements are not met: requirement is for hard-wired, interconnected smoke detectors inside and outside the bedrooms and at least one detector on all levels;
- CO detector requirements are not met: requirement is for CO detectors in the vicinity of the bedrooms (not inside) and at least one on every level. CO detectors must be included in any new hard-wired smoke detector installations. Hard-wired CO detector heads should be matched to existing smoke detector installations.
- Smoke/CO detector without back-up batteries, disconnected, or otherwise damaged;
- Smoke/CO detector not listed by nationally recognized testing/listing agency;
- Fire protection system, for example sprinkler system required by Fire Department, installed but not maintained in proper working condition;

Are stored items or other accumulations obstructing egress, creating fire or other hazard, or in greater than reasonable quantities? Is there an accumulation of garbage, trash, abandoned or unregistered vehicles, appliances or furniture at the property? Problems cited by code enforcement include:

- Waste, refuse or other materials stored in stairway, passageway, or hallway; or stored near door, window, fire escape or other egress;
- Combustible refuse such as paper, boxes, or rags accumulated and stored on premises;
- Flammable materials such as paint, volatile oil, or cleaning fluid stored on premises;
- Garbage, trash, recycling, or debris in the yard;
- Trash or recycling left in front yard beyond pick-up period;
- Rubbish, junk, refuse, garbage, metal, or recyclables uncontained in front yard;
- Abandoned or unregistered vehicle, appliances, furniture, or construction debris in the yard;
- Accumulation/storage with coverage in yard in excess of 50 square feet;
- Accumulation/storage with coverage in yard greater than 6 feet high;
- Accumulation/storage in yard in violation of zoning setback regulations;

Please phone the Permitting and Inspections Department at (802) 863-0442 for further assistance—we are here to help 😊