



PLANNING DEPARTMENT
CITY OF BOWLING GREEN

Exterior Rental Inspection Checklist

***This is for your use and reference ONLY. The City will only accept submittals on the on-line portal.**

The following checklist is required to be submitted every two (years) for residential rental property, per the Rental Dwelling Exterior Inspection Requirements of the City of Bowling Green's Code of Ordinances, Chapter 121.04. The requirements referenced are outlined in The Wood County Health, Safety and Sanitation Regulations for Structures and Vacant Lots and all applicable codes (Fire & Building Codes). If you have any questions, please contact the Planning Department at (419) 354-6218.

No.	Check One Box	Minimum Standards	Additional Notes
1	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Structural Conditions	(may be N/A)
		Foundations: Every foundation wall, pier or structural element, including chimneys, shall be maintained in a safe manner and capable of supporting the load which normal use may cause to be placed thereon. Every foundation wall, chimney, pier and structural element shall be level, plumb, free from holes and cracks and shall be reasonably water-tight, weather-tight and rodent-proof.	
		Exterior Walls: Every exterior wall shall be free of holes, breaks, or loose or rotting boards or timber; shall be substantially weather-tight; shall be made impervious to the adverse effects of weather and be maintained in sound condition and good repair, capable of supporting loads that normal use may cause to be placed thereon.	
		Roofs: The roof shall be structurally sound, weather-tight, water-tight, rodent proof and be in good repair; it shall have no defects which might admit rain or cause dampness in the walls or interior portion of the structure, building or dwelling; it shall be safe to use and capable of supporting the load that normal use may cause to be placed thereon.	
		Exterior Stairs, Porches and Appurtenances: Every outside stair, porch and appurtenance shall be weather resistant and safe to use; shall be capable of supporting the load that normal use may cause to be placed thereon; and shall be kept in sound condition and good repair.	
		Exterior Protective Railings: Protective railings shall be required on any unenclosed exterior appurtenance designed for human foot traffic that is over five (5) feet from ground level or on any exterior steps containing five (5) or more risers; exterior protective railings and handrails shall be maintained in good condition, capable of supporting the load that normal use may cause to be placed thereon.	
		Accessory Structures: All accessory structures including detached garages shall be maintained structurally sound and in good repair in accordance with the requirements of sections 400.01 to 400.05 inclusive of The Wood County Health, Safety and Sanitation Regulations for Structures and Vacant Lots.	

2	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Healthy Living Conditions	(may be N/A)
<p>Grading and Drainage:</p> <p>All premises, exterior yard areas and improved land shall be graded and maintained so as to prevent the accumulation of stagnant water thereon, or within any structure, building or dwelling thereon. Such grading shall carry surface water to a public street or alley, public storm sewer, or public ditch or watercourse.</p>			
<p>Protective Treatment:</p> <p>All exterior wood surfaces, except those consisting of decay resistant wood, shall be protected from the elements and decay by painting or other protective covering or treatment.</p>			
<p>Windows, Exterior Doors and Hatchways:</p> <p>Every window, exterior door, basement door and hatchway shall be substantially weather-tight, water-tight, and rodent-proof; shall be kept in sound working condition and good repair; and exterior doors shall have a properly operating lock capable of being unlocked from inside without the use of a key, and all windows which are openable shall have at least one properly operating lock.</p>			
<p>Screens:</p> <p>From June 1st to October 15th of each year any door or window opening directly from a habitable room to the outdoors required for ventilation purposes shall be provided with a screen of not less than sixteen (16) mesh per inch and every swinging screen door shall have a self-closing device in good working condition; except no such screens shall be required for a habitable room on a floor above the fifth floor and screen doors and screened windows shall not be required for dwelling units or habitable rooms provided with properly operating mechanical ventilating systems.</p>			
<p>Gutters and Downspouts:</p> <p>If gutters and downspouts are present on a structure, building, or dwelling they must be properly installed, operated and maintained.</p>			
<p>Exterior Insect, Rodent and Pest Infestation:</p> <p>Every owner, operator, or agent of a premises, structure, building, dwelling or vacant lot shall be responsible for the extermination of insects, rodents, vermin and other pests in all exterior yard areas of the premises, structure, building, dwelling or vacant lot; except that the occupant of a premises containing only a single dwelling unit shall also be responsible for such extermination in the exterior yard areas of such premises. Whenever infestation exists in the public or shared part of a premises of other than a single dwelling unit, extermination shall be the responsibility of the owner, operator, or agent.</p> <p>During the months of April thru November any object capable of retaining water shall be emptied of its contents within five (5) days. This includes but is not limited to pooling of water in tires, buckets, swimming pools, house gutters and ornamental garden ponds that are not properly functioning or any object that can hold a small amount of water. It is the property owner's responsibility to treat standing water after five (5) days with mosquito larvacide.</p>			
<p>Exterior Sanitation:</p> <p>All exterior yard areas of any premises, structure, building, dwelling or vacant lot shall be maintained in a clean and sanitary condition free from any noxious odors and accumulations of rubbish or garbage.</p> <p>The owner, operator, agent or occupant of a premises, structure, building, dwelling, or vacant lot shall not utilize the exterior yard areas of such property for open storage of, including but not limited to, any abandoned freezer, refrigerator, stove, glass, building</p>			



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<p>material, building rubbish, scrap tires, weeds, dead trees, brush and tree limbs, trash, and garbage.</p> <p>Composting of organic materials shall be allowed in a properly constructed compost pile. It shall be constructed and maintained to avoid noxious odors, flies, rodents, vermin and other pests. Composting of meat, bones, dairy products, charcoal, cat and dog feces, cat litter, cooked food waste, fats, grease and oils shall be prohibited.</p> <p>The owner, operator, agent or occupant of any structure, building, dwelling, or vacant lot shall not allow the existence of any abandoned well, open shaft, open basement, open cellar or open excavation on the premises thereof.</p>	
<p>Interior Furniture:</p> <p>No person shall use interior furniture in exterior yard areas of any premises, structure, building, or dwelling or vacant lot or in any other place which exposes the interior furniture to the effects of the weather.</p>	
<p>Swimming Pools:</p> <p>In ground and above ground swimming pools over 18" deep or over 100 square feet must be maintained so as not to create a public health nuisance. All wood or concrete deck structures surrounding pools must be properly maintained so they are safe and support the intended regular traffic loads.</p> <p>The swimming pool water needs to maintained so it will not support the development of mosquito larvae and any other undesirable aquatic pests or become stagnant and emit odors. If the swimming pool becomes inoperable and the disinfection levels cannot be properly maintained it must be drained or covered so there is no standing water.</p>	
<p>Garbage Disposal:</p> <p>Every occupant of a structure, building, or dwelling shall dispose of all his garbage, rubbish, and other organic waste which might provide food for rodents and insects in a sanitary and approved manner. Putrescible solid waste shall be collected at a frequency not to exceed seven (7) days. Temporary storage of any solid wastes where such storage causes a nuisance or Health Hazard in the Judgment of the Health Commissioner or the Director or their authorized representatives shall be considered open dumping.</p>	
<p>Refuse Storage and Disposal Facilities:</p> <p>Owners, operators, and agents of dwellings containing three or more non-family members or multiple dwellings with two or more dwelling units shall supply refuse containers for the sanitary and safe storage and/or disposal of all rubbish and garbage accumulated between collections; in the case of single-family dwellings it shall be the responsibility of the occupants to furnish such facilities or refuse containers.</p> <p>All refuse storage containers shall be rat- proof, insect-proof, water-tight, structurally strong to withstand handling stress, easily filled, emptied and cleaned; shall be provided with tight-fitting covers or similar closures; and shall be maintained at all times in a clean and sanitary condition. Plastic bags may be used as refuse container liners, but shall not be used without the container for on-site storage of refuse.</p>	

<p>Dumpsters must have tight fitting lids that are kept properly closed and be numerous and/or large enough to contain all garbage and refuse accumulated between collections.</p> <p>When a dumpster is filled to the point that refuse or bags of refuse are on the ground around the container or the lids cannot be tightly closed more than four (4) separate days in one month or two (2) consecutive days in one week the owner, operator, or agent shall provide additional or larger dumpsters capable of holding all accumulated refuse between collections or provide and additional collection as is required to abate the overflow.</p> <p>The total capacity of all refuse containers and bulk storage containers shall be able to contain all refuse accumulated between collections; the lids shall be kept tightly closed at all times the container contains any refuse.</p> <p>Any spillage which may occur upon the ground, sidewalk, street, or alley shall be promptly cleaned up within twenty-four (24) hours after the scheduled collection for which it was put curbside for.</p> <p>Any refuse or junk not collected regardless of reason shall be promptly removed within twenty-four (24) hours after the collection for which it was put curbside for.</p>			
3	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<p style="text-align: center;">Life Safety</p>	(may be N/A)
<p>Addressing:</p> <p>Every address shall be legible and fixed to the front of building and visible from the public right-of-way. All rear access doors on multi-family structures shall have the address placed on the access door or immediately adjacent thereto. Numbers shall be at least 3 inches in height, but not exceed 6 inches in height.</p>			
<p>Exit Doors:</p> <p>Every door available as an exit shall be capable of being easily opened from the inside and capable of being locked and unlocked from inside without the use of a key. Any basement unit needs to have the appropriate number of egress per the all applicable codes.</p>			
<p>Safe Egress:</p> <p>Every structure, building, dwelling, multiple dwelling, dwelling unit, rooming house and habitable room shall have a safe unobstructed means of egress leading to a safe and open outdoor space at ground level; every interior door shall be easily opened without the use of a key from inside the room it separates from the safe means of egress.</p>			
<p>Private Hydrants</p> <p>All private hydrants located on the property are current on all inspections and repairs, and are compliant with all local, state, and federal regulations. Yearly flow test results and maintenance records she all be sent to the Bowling Green Fire Division immediately after testing is done.</p>			

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