



PLANNING DEPARTMENT
CITY OF BOWLING GREEN

Interior 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 year 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) |
| Interior Structural Members: Every structural member shall be maintained in good condition and show no evidence of deterioration which would render it incapable of carrying loads which normal use may cause to be placed thereon. Attic check confirms no breach in firewalls. | | | |
| Interior Floors, Walls, Ceilings and Doors: Every floor, interior wall, ceiling and interior door shall be kept in sound condition and good repair; and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon. | | | |
| Bathroom Floors: Every water closet and bathroom floor shall be constructed and maintained so as to permit such floor to be easily cleaned and maintained in a sanitary condition. | | | |
| Interior Stairs: All interior stairs shall be constructed and maintained in a safe condition and good repair; and shall be capable of supporting the normal load which may be placed thereon during normal use; stairs shall be constructed as required by the Building Code. | | | |
| Interior Protective Railings: Every flight of interior stairs more than five (5) risers high shall have a handrail or railings on its unenclosed side; a stairway which is enclosed on both sides shall have a handrail on at least one side. Protective railings shall be installed in accordance with the Building Code and maintained in good condition; and shall be capable of supporting the normal load which may be placed there on during use. | | | |
| Windows: Every habitable sleeping room shall have at least one window, sliding glass door, skylight, or other approved light transparent media facing directly to the outdoors, except kitchens and bathrooms that are provided with the minimum artificial light required by this Code. The minimum total window or skylight area, measured between stops, for every habitable room shall be at least ten (10) percent of the floor area of such room but if light-obstruction structures are located less than three (3) feet from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors and shall not be included as contributing to the required minimum total window area. | | | |

| | | | |
|---|--|----------------------------------|--------------|
| 2 | <input type="checkbox"/> Pass <input type="checkbox"/> Fail | Healthy Living Conditions | (may be N/A) |
| Free from Dampness: Every dwelling, multiple dwelling, dwelling unit, rooming house, habitable room, basement and crawl space shall be maintained reasonably free from dampness to prevent conditions conducive to the growth of mildew or mold and to decay or deterioration of the structure. | | | |
| Interior Sanitation: The interior of every structure, building, and dwelling, multiple dwelling, dwelling unit, rooming house, and habitable room, shall be maintained by the owner, operator, agent or occupant in a clean and sanitary condition. A safe, continuous and unobstructed path of travel shall be provided from any point in the unit or structure to the public way. Means of egress shall comply with all applicable codes. The interior of every structure shall be free from noxious odors, garbage, rubbish, dirt and filth of every kind that create a nuisance or a threat to the health and safety of the occupants therein or the public. Stairways, hallways, storage rooms, laundry rooms and other commonly shared areas shall be maintained by the owner, operator or agent in a clean and sanitary condition. All rubbish, garbage, and other refuse shall be properly kept inside temporary storage facilities as required by section 401.05 of The Wood County Health, Safety and Sanitation Regulations for Structures and Vacant Lots. | | | |
| Interior Insect and Rodent Infestation: Every owner, operator, or agent of a structure, building, or dwelling, shall be responsible for the extermination of insects, rodents, vermin or other pests whenever the infestation exists in two or more of the dwelling units or habitable rooms or in the shared or public parts of the structure, building, or dwelling. The occupant of a structure, building, dwelling, dwelling unit or habitable room within a dwelling, multiple dwelling or rooming house shall be responsible for such extermination within the unit occupied by him whenever his dwelling unit or habitable room is the only one in the building that is infested. Notwithstanding the foregoing provision, whenever an infestation of insects, rodents or other pests is caused by failure of the owner, operator or agent to maintain any structure, building, dwelling, multiple dwelling or part or portion thereof, in an insect-proof or rodent-proof condition, extermination of such vermin shall be the responsibility of the owner, operator or agent. Extermination shall be by an approved and legal means and shall be for a duration of time sufficient to remove all pests from the premises, structure, building, dwelling or part or portion thereof. | | | |
| Basements As Habitable Rooms: No basement space shall be used as a habitable room or dwelling unit unless it is free from leakage of underground water and surface runoff water, insulated against dampness, has acceptable levels of natural light, and ventilation; and meets the requirements of Chapter 405 of The Wood County Health, Safety and Sanitation Regulations for Structures and Vacant Lots. If any basement is used as a sleeping room it must be separated from any furnace and/or water heater by permanent wall(s) constructed full height floor to ceiling without openings other than closable door ways. | | | |
| Water Closets: Every dwelling unit shall have at least one room which affords privacy and contains at least | | | |



PLANNING DEPARTMENT
CITY OF BOWLING GREEN

| | | |
|--|--|---|
| <p>one properly installed, properly operating water flush type toilet supplied by, and properly connected to an approved water supply system and an approved waste water system.</p> | | |
| <p>Water Closet Lavatory Sink:</p> <p>Every dwelling unit shall have at least one, properly installed, properly operating lavatory sink supplied by running, hot and cold potable water, properly connected to a waste water system, and located in, or in the immediate proximity of each water closet.</p> | | |
| <p>Bathtubs and Showers:</p> <p>Every dwelling unit shall contain a room which affords privacy; and which is equipped with a bathtub or shower properly connected to a running, potable, hot and cold water supply system and properly connected to a waste water system.</p> | | |
| <p>Non-habitable Room Light and Ventilation:</p> <p>Every bathroom, water closet and room used for the preparation of food shall comply with the light and ventilation requirements for habitable rooms as required by this Code except that no window or skylight shall be required in non-habitable rooms equipped with an approved mechanical ventilation system.</p> | | |
| 3 | <input type="checkbox"/> Pass <input type="checkbox"/> Fail | <p>Life Safety Systems</p> <p align="right">(may be N/A)</p> |
| <p>Electrical Service:</p> <p>Every occupied dwelling unit shall be supplied with a properly connected, properly maintained and operational electrical supply, installed in accordance to the building codes in effect at the time of installation or alteration.</p> | | |
| <p>Electrical Outlets and Fixtures:</p> <p>Every electrical outlet and fixture shall be installed, maintained and connected to the source of electric power in accordance with National Electric Code in effect at the time of installation or alteration. However, if a hazard exists, this hazard must be corrected.</p> | | |
| <p>Space Heaters:</p> <p>Space heaters are to be properly installed, used and maintained according to the manufacturer's instructions and in compliance with any applicable fire, building or safety codes.</p> <p>Space heaters located within two (2) feet of a wall or other combustible material shall be adequately insulated to prevent the combustible material from overheating or burning. Such space heaters must be installed in accordance with applicable building and/or fire codes.</p> <p>Vents on vented space heaters must be properly installed and insulated with the proper guards made of nonflammable material at the point of passage through a wall or ceiling. Such venting systems must be installed in accordance with applicable building and/or fire codes.</p> <p>Coal or wood burning space heaters and stoves must have a fire resistant panel or material beneath and behind them installed in accordance with the applicable building and/or fire codes.</p> | | |
| <p>Light in Common Halls, Stairways and Non-habitable Rooms:</p> <p>Every multiple dwelling shall be supplied with at least ten (10) foot candles of light at tread or floor level in all common halls, stairways and non-habitable rooms.</p> | | |

| | | |
|---|--|---|
| <p>Lead Based Paint Disclosure Requirements Prior To Rental Of Residential Property:</p> <p>Prior to renting or leasing a dwelling or dwelling unit constructed before 1978, the owner or other person in charge of the dwelling or dwelling unit shall:</p> <ol style="list-style-type: none"> 1. Disclose the results of any lead inspections to the tenant or lessee of the dwelling or dwelling unit. 2. Disclose all notices of violation under this ordinance involving the property being rented or leased to the prospective tenant. 3. Provide the prospective tenant written explanation of the dangers of childhood lead poisoning. | | |
| <p>Safety and Alarms:</p> <p>Smoke alarm devices are operational (test buttons checked), located in and in the vicinity of all sleeping rooms. The batteries in all smoke alarms in every unit have been changed in the last 365 days, and all smoke alarms have been replaced within the last ten (10) years.</p> <p>A fire extinguisher has been placed in every unit not serviced by a sprinkler protection system. Properly tagged fire extinguishers are located in the common hallways within 75' of the entrance doors to all units on the same floor. All fire extinguishers on the property are in place, tagged, and all inspections and certifications current.</p> <p>If an alarm notification system has been installed at the property, the battery has been replaced within the last 365 days.</p> <p>Where installed, building fire alarm systems have been tested and certified as operable for each individual unit.</p> <p>All dwelling units are required to have Carbon Monoxide (CO) detection. The detection must be installed in the dwelling unit outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each floor. CO detectors must be installed in each sleeping room if that room is directly serviced by a fuel-burning appliance. Combination CO/smoke alarms are also an acceptable alternative to alarms that are solely CO alarms. Batteries must be changed annually and units must be replaced every 10 years.</p> | | |
| 4 | <input type="checkbox"/> Pass <input type="checkbox"/> Fail | <p style="text-align: center;">Building Systems</p> <p style="text-align: right;">(may be N/A)</p> |
| <p>Plumbing Installation and Maintenance:</p> <p>Every plumbing fixture and water supply and waste water drain system shall be properly installed and vented, and maintained in good sanitary working condition, being free from defects, leaks, and obstructions, and capable of performing the function for which it was designed.</p> <p>Every dwelling unit shall be properly connected to a public or private sewerage system of a type and so maintained as to comply with applicable sections of the "Wood County Household Sewage Treatment and Disposal Regulations" or the Ohio Environmental Protection Agency.</p> <p>Every dwelling unit shall be properly connected to a public or private potable water system of a type and so maintained as to comply with applicable sections of the State of Ohio "Private Water System Rules" or the Ohio Environmental Protection Agency. The supply of water to all required plumbing fixtures shall be sufficient in quantity and pressure to meet the ordinary needs of the occupants.</p> | | |
| <p>Required Plumbing Fixtures:</p> <p>Every dwelling unit shall contain not less than a kitchen sink, lavatory, water flush type toilet, and a tub or shower, all in good working condition and connected properly to either a public or private water supply and sewer system. All sinks, lavatories, tubs, and showers shall be supplied with safe, potable, hot and cold running water.</p> | | |



PLANNING DEPARTMENT
CITY OF BOWLING GREEN

| | |
|--|--|
| <p>All required plumbing fixtures shall be located within the dwelling unit and shall be accessible to the occupants therein. The water closet, lavatory and tub or shower shall be located in a room affording privacy to the user.</p> | |
| <p>Air Heating Facilities:</p> <p>Every dwelling, multiple dwelling and dwelling unit shall have properly installed, properly maintained air heating facilities which are capable of safely and adequately heating all habitable rooms in the dwelling, multiple dwelling or dwelling unit, to seventy five (75) degrees Fahrenheit during normal minimum winter conditions. At no time shall the air heating system be unable to provide at least sixty (60) degrees Fahrenheit during normal minimum winter conditions.</p> | |
| <p>Water Heating Facilities</p> <p>Every dwelling, multiple dwelling, and dwelling unit shall have properly installed, properly maintained, hot water heating facilities. The hot water heating facilities shall be capable of heating an adequate amount of water to be drawn at every required kitchen sink, lavatory, bathtub and shower at a temperature of not less than one hundred twenty (120) degrees Fahrenheit.</p> | |
| <p>Cooking Facilities:</p> <p>Every dwelling unit, with the exception of rooming houses, shall contain suitable space to store, prepare and serve food in a sanitary manner.</p> <p>Every dwelling unit shall contain a sink of sufficient size and capacity for washing dishes and kitchen utensils. Such sink shall be supplied with safe, potable, hot and cold running water and be properly connected to an approved waste water system.</p> <p>Every dwelling unit shall have a stove and oven or similar device for cooking food which is properly installed, properly operating and properly maintained in a safe and sanitary manner. No gas burning appliances are allowed to be located in bedrooms.</p> <p>Every dwelling unit shall contain a refrigerator or similar device for safe storage of food at temperatures less than forty-five (45) degrees Fahrenheit and more than thirty two (32) degrees Fahrenheit which is properly installed, properly operating and properly maintained in a safe and sanitary manner.</p> | |
| <p>Ventilation:</p> <p>Every habitable room shall have at least one window, sliding glass door, or skylight which can be easily opened to provide adequate room ventilation; The minimum total window area, measured between stops, for every habitable room shall be ten (10) percent of the floor area of such room, bathrooms, dining rooms, kitchenettes and kitchens are excepted if adequate artificial ventilation is provided. Whenever walls or other portions of a structure face a window of any room and such obstructions are located less than three (3) feet from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors and shall not be included as contributing to the required minimum total window area for the room. Year around mechanical ventilating and air conditioning systems may be substituted for windows or skylights in rooms other than sleeping rooms. The minimum total window area requirement of 10% floor space shall not strictly apply to habitable rooms, if such dwelling or dwelling unit existed prior to June 30, 1985 and had existing windows which operate and are in good repair. In all cases, habitable rooms must be provided with adequate mechanical or natural ventilation.</p> | |