Building & Rental
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Manistee, MI 49660
231.398.2806 (phone)
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Property Maintenance Checklist

Note: This checklist may be used as a guide for property compliance with the City's Property Maintenance Code. The list contains commonly found violations. It is not a comprehensive list of all violations that could be identified. If you have a question about a specific situation, please contact the Building and Rental Department at 231.398.2806

Generally: The property premises, exterior of every structure, interior of every structure, and the systems and equipment therein shall be maintained in good repair, structurally sound, and in sanitary condition so as not to pose a threat to health, safety, or welfare. All appliances shall be capable of performing their intended function.

EXTERIOR

❒ Address numbers for each unit visible from the road and at least 3" high.
❒ Chimney in good condition (no rust or loose bricks)
❒ Doors weather proof and deadbolt lockable, all hardware operable
❒ Screen/storm doors in good condition, no broken/missing glass or torn/missing screens, all hardware intact and operable
❒ Driveway and sidewalk in good condition, free of trip hazards and standing water
❒ No driving/parking occurring on unpaved surfaces (lawn/yard areas)
❒ Foundation structurally sound and weatherproof, no open cracks or breaks
❒ Garage, shed and/or fences structurally sound, waterproof, and in good condition
❒ Handrails/guardrails sturdy, weatherproof, at least 30" high, spindles less than 4" apart
❒ Openings sealed to prevent the entry of rodents or animals
❒ Property graded so that water does not accumulate
❒ Roofs, shingles, eaves, soffits, and fascia in good repair (painted, weatherproof, not rotted)
❒ No rubbish or debris on property (except within a trash container)
❒ Siding, trim, and paint in good condition (not missing, peeling, or chipped)
❒ Steps, decks, porches, and landings weatherproof in good/safe condition
❒ No unlicensed or inoperable vehicles parked outside a garage
❒ All yard growth maintained at less than 6" high (exception: typical landscaping)

SMOKE DETECTORS

❒ Smoke detectors must be installed inside and outside of each sleeping area. One on every level is required, including the basement. Hard wiring with battery backup is the preferred method of installation. An electrical permit may be required.

BASEMENT

❒ Stairs structurally sound, no trip hazards, handrail in place that **extends** entire length of stairs. No opening greater than 4"
❒ An open side of stairs must have a guardrail at least 30" high with spindles less than 4" apart
❒ Water heater must have a pressure relief valve, drip leg, to within 4" of the floor, and be property vented
❒ Dryer correctly vented to the outside using only metallic duct material (no vinyl)
❒ Washer property hooked up and property drained
❒ No combustible items stored within 3' of furnace or any heating appliance

INTERIOR

❒ At least 50 sq ft of bedroom area per occupant (including infants and children), 70 sq ft minimum for a one person bedroom
❒ Bathrooms must have a window that opens or working vent fan
❒ Seven (7) ft minimum ceiling height in all rooms
❒ Floor coverings clean, in good condition, and free from trip hazards (no ripped/torn carpet)
❒ Heat supplied to maintain all habitable rooms at a minimum of 68° F
❒ All mechanical equipment and systems functioning as designed
❒ All rooms must be a minimum of 7 ft x 7 ft; kitchens must have a clear passageway not less than 3 ft wide
❒ All sleeping rooms must have proper egress
❒ All surfaces properly maintained including woodwork/trim, counters, cabinets, etc.
❒ Unit is clean, sanitary, and free from rodent or insect infestations
❒ Walls and ceilings free from holes, cracks, flaking/peeling paint, and loose plaster

ELECTRICAL

❒ All cover plates for outlets, switches, and junction boxes in place
❒ GFI outlets installed in bathroom, laundry room, and kitchen
❒ Each habitable room must have a minimum of 2 outlets which are remote from one another

PLUMBING

❒ All drains work properly (not slow or plugged) and must hold water
❒ All fixtures in good repair, not rusted or corroded, and operable as designed
❒ Hot and cold water available, adequate water pressure
❒ No leaks in plumbing or dripping faucets
❒ Toilets flush completely and do not run

WINDOWS

❒ All windows must be operable, hardware must work properly and hold the window in an open position
❒ All windows must have locking hardware that works properly
❒ Window sashes, sills, and frames in good condition and neatly painted
❒ Windows weather proof, not broken or cracked

REQUIRED PERMITS

Permits are required for many projects including new construction, some remodeling, garages, decks, porches, furnace replacement, electrical work and new plumbing fixtures. Other permits that may be required are for fences, driveways and land use. Call the Building Department at 231.398.2806 to see if a permit is needed.

Electrical, Plumbing, and Mechanical permits are issued by the State of Michigan. Applications are available online at www.michigan.gov/LARA