

# CITY OF GRINNELL RENTAL INSPECTIONS

**September 10, 2019**  
**5:00pm – 5:30pm**

**September 12, 2019**  
**5:30pm – 6:00pm**

**Tyler Avis**  
**Building &**  
**Planning Director**

# ADMIN POLICY: ADOPTION

The Grinnell City Council passed Ordinance Number 1469 on the 20TH day of MAY, 2019 thereby establishing a Rental Code Program to be in effect on the 1ST day of JULY, 2019. The purpose of this program is to provide safe and sanitary housing conditions for the residents of Grinnell by establishing minimum standards and regular inspections for all rental units in Grinnell, IA.

The authorization to carry out this program is set out in the City of Grinnell Code of Ordinances Chapter 154 which authorizes inspections of rental properties in order to enforce the regulations within the 2015 International Property Maintenance Code.

This policy outlines the administrative guidelines to implement and organize the program. The Rental Code Program is administered by the City of Grinnell Building and Planning Department with direction from the Building and Planning Director.

# ADMIN POLICY: ORDINANCE #1469

- Two copies of the 2015 International Property Maintenance Code (IPMC) be kept on file at City Hall & One Copy at Drake Library.
  - Acts as the guiding document for Rental Inspection Program

- Rental Inspection Program applies to:

## **All dwellings used for habitation that are not owner-occupied.**

- **Exempt:** Any dwelling or dwelling unit(s) located as part of a building that is *routinely* inspected by a representative of the State Fire Marshal's office.
  - State Fire Marshal's office confirmed most hotels in our area are only inspected when a complaint is filed; therefore the City determined they shall be included in this program.
  - College, Assisted Living, Nursing Homes, are not included in this program as they are routinely inspected.

# ADMIN POLICY: ORDINANCE #1469

- Rental Inspection Program is intended to:
  - Provide the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that rental structures are safe, sanitary, and fit for occupation and use.
  - Sets the standards and procedures for the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structure.

# EXAMPLES



# RENTAL INSPECTION POLICY : REGISTRATIONS

- **154.07: Registration:** All rental properties and rental units within the corporate limits of the City of Grinnell shall be registered with the City annually by the owner or the owner's representative. The owner or owner's representative shall file a completed registration form (as provided by the City) with the Building and Planning Department on or before May 1 of each year.
  - Registration is currently open. If registration is completed by June 30, 2020, Registration Fee (\$10.00/unit) is waived.
    - Registration fee is only due once for the ownership of the unit(s).
    - For new units after 6/30/2020, registration must be completed within 30 Days.
  - Failure to register/pay registration fee by July 1<sup>st</sup> will result in a \$25.00/day municipal infraction up to a maximum of \$1,500.00 and may result in the unit being condemned for non-compliance.

# RENTAL INSPECTION POLICY : INSPECTIONS

- **154.08:Inspections:** Each rental property and rental unit shall be inspected by the designated inspector at a frequency stated in the City of Grinnell's Rental Code Administrative Policy. The inspections will be conducted to confirm compliance with regulations set forth by said Code. Inspections will be conducted in accordance with the City of Grinnell's Rental Code Administrative Policy and in accordance with all State and Federal laws pertaining to tenant rights and notification requirements.
- **Inspection Fee:** \$50.00 for 1<sup>st</sup> unit, \$15.00 for each additional unit.
  - Example: Single-Family Home: \$50.00; Duplex = \$65.00; Triplex = \$80.00

# RENTAL INSPECTION POLICY : INSPECTION CYCLE

## ■ 154.08:Inspections

### ■ Inspection Cycle:

- Inspections will begin in downtown area in Fall of 2019, then work outward to other parts of the City
- First Inspection will address **Major Violations**. Second Inspection will begin addressing all violations, and will determine inspection frequency.
- 0 – 5 Violations: Re-inspection every 3 years.
- 6 – 10 Violations: Re-inspection every 2 years.
- More than 10 Violations: Re-inspection 1-year from date of original inspection.

# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ 154.11 Violations

- Items identified as **Major Violations** require a mandatory 48-hour notice.
  - Inspector must be notified how the **Major Violation** will be remedied.
- All **Major Violations** must begin to be remedied within 90-days.
  - If not begun to be remedied property may be considered non-compliant.

# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ Major Violations (Exterior Areas):

- Property address missing
- Structural members/foundation in disrepair
- Unsound/leaking roof
- Decks, etc. not structurally sound
- Doors fail to operate
- Missing basement opening protectives - window(s)
- Security devices fail to operate
- Rodents present
- Unsafe storage of combustible material

# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ Major Violations (Interior Areas):

- Interior structure and equipment not maintained in good condition
- Interior unsanitary
  - Relating to the conditions that affect hygiene and health, especially the supply of sewage facilities and clean drinking water.
- Interior surfaces, including doors, windows, walls, etc. in good condition
- Stairs, handrails, etc. structurally sound
- Occupant Loads meet requirements:
  - **Room area.** Every living room shall contain not less than 120 square feet and every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof.
  - **Access from bedrooms.** *Bedrooms* shall not constitute the only means of access to other *bedrooms* or *habitable spaces* and shall not serve as the only means of egress from other *habitable spaces*.
    - **Exception:** Units that contain fewer than two *bed-rooms*.

# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ Occupant Load Requirements

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room	120	120	150
Dining room	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ Major Violations (Plumbing):

- Toilet rooms and bathrooms shall provide privacy and shall include an interior locking device when located in a dwelling with more than one unit.
- Every sink, lavatory, bathtub or shower, drinking fountain, water closet, or other plumbing fixture shall be properly connected to either a public water system or an approved private water system.
- Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged into the sanitary sewer system, and shall be discharged in a manner that may cause a nuisance.
  - Will take note of this violation for time-being, but will likely be enforced within next 10 years.

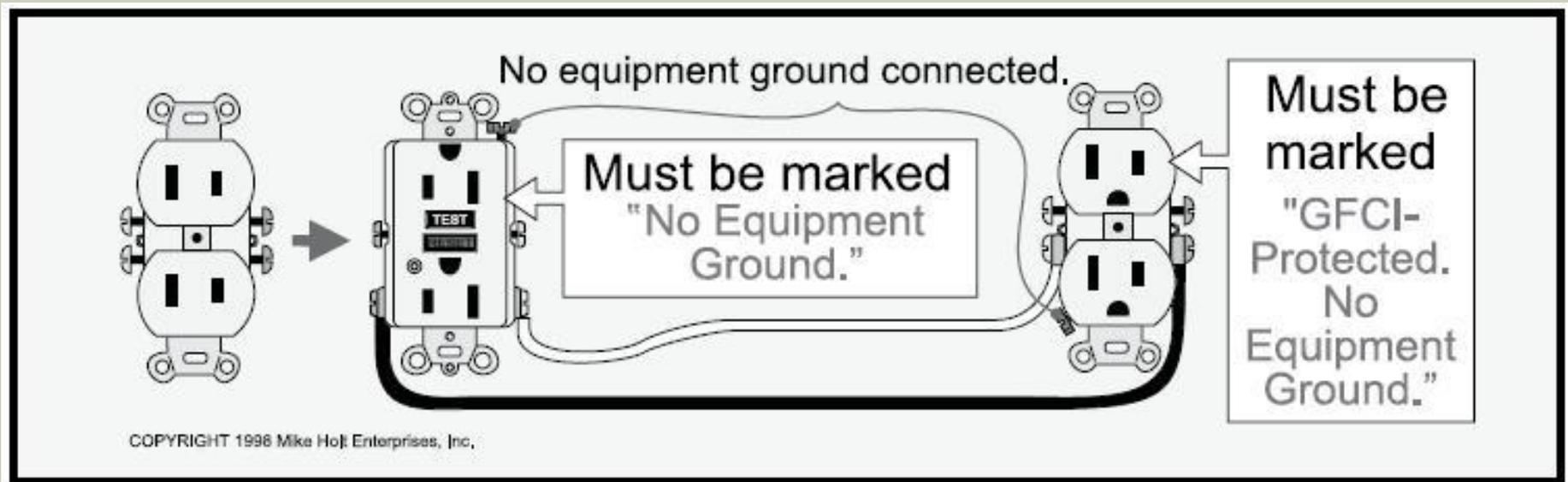
# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ Major Violations (Electrical):

- Dwelling Units shall be served by a three-wire 120/240 volt, single-phase service with a minimum rating of 60 amperes.
- All electrical equipment shall be in good working condition, and any equipment exposed to water shall be replaced.
- No electrical hazards shall be visible.
- Every habitable space shall contain not less than 2 separate receptacles.
- Laundry rooms shall contain a grounding-type receptacle or a receptacle with a **ground fault circuit interrupter (GFCI)**.
- Flexible extension cords shall not be used for permanent wiring.
- GFCI outlets shall be installed for all outlets within 6 feet of a water source.

# RENTAL INSPECTION POLICY : VIOLATIONS

- **GFCI Receptacles: Within 6' of water sources.**



- **Replacing older 'two-slot' receptacle with GFCI will work as intended. If GFCI receptacle does not 'TEST', device has failed.**

# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ Major Violations (Mechanical):

- Dwellings shall be provided with heating facilities capable of maintaining a room temp of 68 degrees Fahrenheit in all habitable rooms, bathrooms, and toilet rooms. Cooking appliances and portable unvented fuel-burning space heaters shall not be used to provide required heating.
  - Preferred tenants have control to heating facilities unless it is explicitly identified in the lease that the landlord will control heating controls.

# RENTAL INSPECTION POLICY : VIOLATIONS

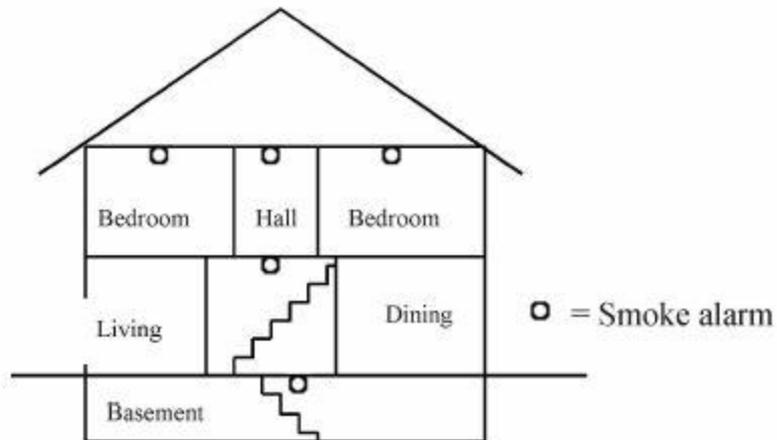
## ■ Major Violations (Fire Safety):

- A dual sensor (**Photoelectric and Ionization**) smoke alarm is required on each floor, within each sleeping room, and immediately outside of all sleeping areas. *Required per Iowa State Fire Marshal's Office.*
- A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way.
- Each dwelling unit has an appropriately sized ABC-rated fire extinguisher, properly inspected and tagged within 75 feet from the unit's main entrance.
- A carbon monoxide alarm detector shall be installed immediately outside each sleeping room where carbon monoxide producing sources are provided, or the dwelling or unit has an attached garage.
- Fire alarm and suppression systems are properly installed, operational, and tested where required.
- In new construction and renovation, proper fire-resistance ratings shall be maintained where required.

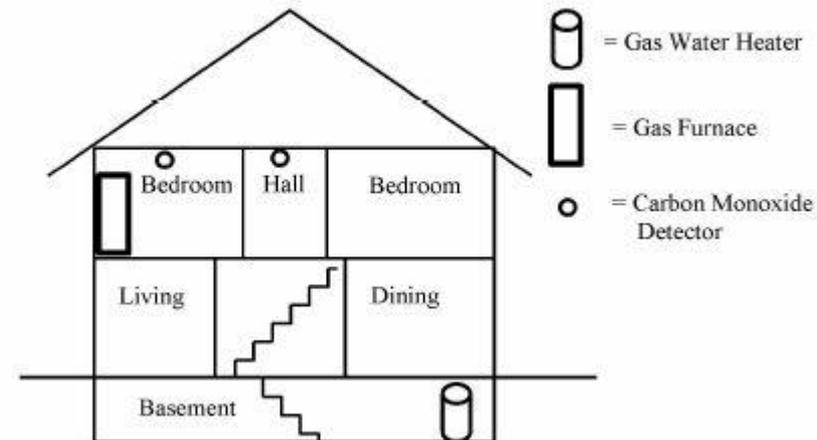
# RENTAL INSPECTION POLICY : VIOLATIONS

## ■ Smoke Detectors & Carbon Monoxide Alarms

### Single Family Home Smoke Alarm Placement:



### Single Family Carbon Monoxide Detector Placement:



# RENTAL INSPECTION POLICY : NO-SHOWS

- Ample time will be given for each inspection to be scheduled.
  - Likely 3 weeks ahead of time.
  - Landlord's duty to notify tenants of inspection date and time.
  - If Landlord/property manager is not present for inspection at set date/time, a \$50.00 no show fee will be charged before the inspection will occur.
    - If no-show fee is not paid within 14 days, a municipal infraction may be assessed.
- If tenant refuses entry or animals can not be confined the tenant may be assessed a \$100.00 municipal infraction.
  - Duty of landlord/property manager to reschedule inspection within 1 week.

# RENTAL INSPECTION POLICY : RESPONSIBILITY

**Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter (2015 IMPC Ch. 3). *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

# RENTAL INSPECTION POLICY : APPEAL

- Any person whose permit to operate a rental dwelling unit has been suspended or who has received notice from the housing inspector that a permit is to be suspended unless existing conditions or practices are corrected, may request, and shall be granted, a hearing on the matter before the Building Code Board of Appeals, provided that if no petition for such hearing is filed within ten (10) days following the day on which such permit was suspended, such permit shall be deemed to have been automatically revoked.
- Building Code Board of Appeals exists to determine if the inspector interpreted the code correctly; it does not have the power to waive code requirements.

# RENTAL INSPECTION REGISTRATION:

## GOOGLE: City of Grinnell Rental Inspection

Create an Account - Increase your productivity, customize your experience, and engage in information you care about. Sign In



City Government Departments Our Community Services and Programs **How Do I...?**

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- Permits & Information 
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Home » Departments » Building & Planning » Rental Inspection Program

### Rental Inspection Program

A rental inspection program was established and approved by the city council in May of 2019. All rental homes, hotels, and motels fall under this program.

#### Registration

All owners of residential rental properties, including hotels and motels, will be required to register each rental unit with the city at no charge beginning August 1, 2019 through July 31, 2020. After that time, registration of all new rental units will require a one-time fee of \$10.00 per unit. Registration will be required on an annual basis between April 1st and May 1st of each year. As long as the property has not changed hands, annual renewals will be done at no charge. If a property has been sold and remains as a rental it will be considered a new rental unit.

Download a [Registration Form](#) or Register [Online](#)

#### Inspections

All properties covered under this program will require an inspection to be completed. The inspection fee is \$50.00 for the first unit plus \$15.00 for each additional unit at the same property. The inspection frequency will be determined by the number of violations present during the inspection. If fewer than six violations are found a re-inspection will not be needed for three years. Six to ten violation will require re-inspection within two years and more than

#### Contact Us

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Hours  
Monday - Friday  
8:00 am - 4:30 pm

Select Language 

# RENTAL INSPECTION REGISTRATION:

The screenshot shows the 'Rental Unit Registration Form' on the City of Grinnell website. The page is titled 'Forms Center' and includes a search bar and a navigation menu on the left with items like 'Bid Opportunities', 'Code of Ordinances', and 'City Council'. The form itself is titled 'Rental Unit Registration Form' and includes instructions and a 'Sign in to Save Progress' link. The form fields are as follows:

- Contact Information:** City, State, ZIP, Contact Number, Alternate Contact Number, E-mail Address.
- Property Manager Information:** Are the owner and Property Manager the same? (Yes/No), Primary Contact Name (if Property Owner/Property Manager).
- Registered Property Address Information:** Property Address, Total Number of Units at Property.
- Units at Property:** Date of Last Inspection, New Registration?, Add a 3rd Address?, and a table for unit details (Unit #, Inspection Date, Status).
- Registration Fees:** Registration fees are waived from August 1, 2019 to July 31, 2020. After that time, a fee of \$100 per unit for new registrations will be required to complete registration.
- Electronic Signature of Owner or Owner's Representative:** Signature, Date.
- Other Information:** If Received an email Copy of this form, Email address.

At the bottom of the page, there are four icons with text: 'Stay Informed' (Sign up to receive email & text notifications), 'Online Payments' (Get bills on line to pay with auto pay), 'Agendas & Minutes' (Stay informed on upcoming and past meetings), and 'Contact Us' (Have contact information for city staff). The footer includes the 'Aim of the Prairie' logo and contact information for the City of Grinnell, Iowa, including the address, phone number, website, and social media links.

# Questions?

**Meeting ends at 6:00pm**

**Tyler Avis**  
Building &  
Planning Director