



City of Altoona Department of Housing

This handout is designed to assist landlords and tenants with the basic regulations adopted for rental properties.

This handout **DOES NOT** address all code related items. For more detailed information please refer to the City of Altoona Ordinance Chapter 162 and the 2006 International Property Maintenance Code.

A copy of Staff's Inspection checklist can be obtained at our website (www.altoona-iowa.com) or upon request.

Exterior

- ❑ Address needs to be posted on wall of building facing street. One and two family dwellings shall have numbers at least 3" in height. Multi-Family shall have numbers at least 6" in height.
- ❑ Make sure all trash and rubbish is picked up and disposed of properly. Bins are not overflowing and recycling provided for all multi-family dwellings.
- ❑ Make sure all walkways are safe, no abrupt changes in elevation, all exit doors are unobstructed.

- ❑ Make sure that there is no rotting wood, missing siding or chipping paint.
- ❑ Verify that all steps and stairways are structurally sound and in good condition, and that rise/run is even.
- ❑ Verify that all handrails and guardrails are in place and structurally sound for stairs, balconies, decks and porches. (Refer to Ordinance Chapter 162 for requirements).
- ❑ All exterior entrances/exits are illuminated.
- ❑ Verify that all windows are in good, sound condition – no broken glass or windows.
- ❑ All screens in place for openable windows. (Screens are required April 1 – Oct 31)
- ❑ All existing outside electrical receptacles shall be GFCI protected.
- ❑ Parking lot surface is sufficient, not dilapidated or deteriorated.

Interior Corridors/ Hallways/Stairways and Vestibules

- ❑ Make sure all trash and rubbish is picked up and disposed of properly.
- ❑ All doors are functional and doors that are required to be fire rated are in place and are self closing with smoke gaskets.
- ❑ Verify that no holes are in walls of stairways and corridors.
- ❑ All steps need to be structurally sound, handrail and guardrail needs to be in place and both structurally sound. (Refer to Ordinance Chapter 162 for requirements).
- ❑ All stairways are provided proper illumination.
- ❑ Egress width is being maintained through corridor and stairway system.

- ❑ All doors between stairways and corridors are self closing, have smoke seals and are fire rated.
- ❑ All exit doors shall be operational from the inside without the need of a key or special knowledge.

Dwelling Unit General Items

- ❑ Permanent heat to be provided and maintained at least to 68 degrees.
- ❑ All electrical circuit breakers to be identified/labeled.
- ❑ Dryer transition ducts do not exceed 8 feet in length.
- ❑ All mechanical equipment maintained in proper condition and performing as intended.

Kitchen

- ❑ Kitchen sink must be provided.
- ❑ All electrical outlets above the kitchen counter top must be GFCI protected.
- ❑ Hot water must be provided to the sink.
- ❑ 3 feet walkway/path needs to be provided between countertops and other appliances/countertops.
- ❑ Proper equipment and space needs to be provided for food storage and preparation.
- ❑ One lighting fixture must be provided.

Bathrooms

- ❑ All electrical receptacles to be GFCI protected.
- ❑ One electrical outlet and one lighting receptacle must be provided.
- ❑ One bathtub or shower, water closet/toilet, and lavatory must be provided.
- ❑ Hot water must be provided to bathtubs, lavatories and showers.
- ❑ Ceiling height must be at least 7' and not less than 6'8" above the plumbing fixtures.
- ❑ Plumbing must be leak free and in good working condition.
- ❑ Exhaust fan or openable window needs to be provided for ventilation.

Bedrooms and Other Habitable Rooms

- ❑ Each Bedroom shall be at least 70 square feet in area.
- ❑ A minimum of two electrical receptacle outlets are required, preferably on opposite walls or no more than 20' between them.
- ❑ All existing electrical receptacles may be of the two-wire type.
- ❑ A lighting outlet shall be provided.
- ❑ Egress window shall be provided for every bedroom, including one in the basement. The egress window must meet certain width and height requirements. No sleeping is allowed in the basement

without the room(s) meeting the requirements for a bedroom.

- ❑ A smoke detector shall be provided in each bedroom. If a smoke detector didn't exist prior, then it is acceptable to install a battery powered detector.

Fire Safety

- ❑ For Multi Family buildings fire extinguishers need to be provided and spaced no farther than 75 feet apart.
- ❑ Fire alarm is required to be tested yearly with documentation. Verify no missing horn/strobes or pull stations.
- ❑ Fire sprinkler system is required to be tested yearly with documentation. Verify sprinkler heads are not painted over.
- ❑ Exit signs need to be in place, functional and secure.
- ❑ Emergency lighting needs to be in place, functional and secure.
- ❑ All exposed electrical wires need to be concealed/protected.
- ❑ All penetrations into fire rated walls/floors/ceilings need to be properly sealed with appropriate material(s).
- ❑ Verify all mechanical equipment maintains proper clearances to combustibles.

Other Items

- ❑ All cracked or peeling paint needs to be scraped and repainted.

- ❑ All walls, doors and windows that have holes and/or are broken shall be repaired.
- ❑ Extension cords cannot be used as permanent wiring method.
- ❑ All accessory structures/buildings are required to be maintained structurally sound and in good repair.
- ❑ All areas of the property drain correctly with no ponding areas.
- ❑ Dryer transition ducts do not exceed 8 feet in length.

It shall be the duty of the property owner or his/her acting agent to inform all tenants of upcoming rental inspections.

The owner or his/her acting agent must be present for all inspections.

For additional information or questions please visit our website at www.altoona-iowa.com or call us at 515-967-5138.