

Property Maintenance Code Inspection Checklist
Rental or Vacant Exterior Inspection

302.1 Sanitation

- Property is free from litter, trash, discarded items, rubbish, and debris;
- Only furniture designed for exterior use is on the exterior of the property including porches;
- Property is free from accumulations of yard waste;
- Property is free from animal feces

302.3 Private Sidewalk/Driveway

- Sidewalk is good condition;
- Sidewalk is free from tripping hazards;
- Sidewalk is continuous;
- All vehicles on property are to be parked on an approved parking space

302.4 Weeds

- Grass is maintained to a height of less than 10 inches;
- Property is free from any noxious weeds;
- Property is free from hazardous or injurious weeds to human health

302.4.1.1 Weeds – Specified Areas

- All vegetation and weeds along a public right-of-way is trimmed back to allow the use of the public right-of-way

302.4.1.5 Weeds in the Sidewalk

- Sidewalk is free and clear of any grass or weeds

302.7 Accessory Structures (Garages, Sheds, fences, retaining walls, gazebos, carports, etc.)

- Structure is structurally sound;
- Structure is free from deterioration and in good repair;
- Roof shingles are in good repair and free from defects;
- All windows are free from breaks and holes;
- Vehicle and walk-in doors are intact and free from breaks or deterioration;
- Fences are intact and free from deteriorating conditions;
- Gates are capable of performing functions as intended;
- Materials used on carports are non-pliable

702.1.1 Fire Escape/Means of Egress Condition

- All treads and landings are capable of supporting imposed loads;
- All components are structurally sound and properly anchored;
- All surfaces are free from deterioration and holes;

705.1 Accumulation on Fire Escape

- Fire escape egress paths are free from any items

304.2 Protective Treatment

- All surfaces painted are free from chipping and flaking;
- Wood surfaces are protected from the elements;
- Metal surfaces exposed to the elements are properly protected;
- Surfaces are protected to prevent the decay of untreated/non-weathered materials;
- The building's envelope and the perimeter of windows, doors, and skylights is in good repair, weather resistant and watertight

304.3 Premises ID

- Existing premise identification numbers are at least 3 inches high, numbers installed after 2003 must be 4 inches high;
- Identification numbers are contrasting to the background color;
- Identification numbers are plainly legible and visible from the street or road fronting the property

304.3 Premises ID Rear

- Identification numbers are plainly legible placed at the rear of the property and be affixed to a permanent structure, including but not limited to any building, accessory building or fence;
- Existing premise identification numbers are at least 3 inches high, numbers installed after 2008 must be 4 inches high;
- Identification numbers are contrasting to the background color

304.5 Foundation Walls

- Walls are intact with all components and plumb;
- Mortar is in sound condition and in place;
- Foundation walls are structurally sound

304.6 Exterior Walls

- Walls are intact with all components and plumb;
- Wall components are free from deteriorating conditions;
- Siding is in good repair and in place;
- Stucco is in good repair;
- Mortar is in sound condition and in place;
- Exterior wood components including trim are free from deteriorating conditions
- Walls are structurally sound;
- Lintels are intact and in good repair;
- Window framing is intact and in good repair

304.7 Roofs & Drainage

- Entire roof is covered with roofing material designed for direct contact;
- Roof materials are free from deterioration and leaks;
- Roof is free from holes;
- Maximum of 2 layers of roofing material;
- Roof soffit is in place and free from deterioration;
- Roof flashing is in place, intact, and free from deterioration;

Please be advised that this checklist is advisory only, and it is not intended to be a comprehensive list of all code requirements. Property owners are ultimately responsible for compliance with all applicable provisions of the Code of the City of Hagerstown. City Code Inspectors will assess properties for compliance with all provisions of the Code of the City of Hagerstown.

- Spouting/gutter/downspouting are free from holes and breaks;
- All drainage system components are in place and properly supported;
- Water being discharged from a drainage system is not creating a hazard

304.8 Decorative Features (Corbels, spandrels, dental molding, shutters, overhang extensions, awning)

- Decorative features are properly attached and secured to the structure;
- Features are free from holes and deterioration

304.10 Stairs, Porches, Balconies

- All stairs, decks, porches and balconies are capable of supporting imposed loads;
- All components are structurally sound and properly anchored;
- All surfaces are free from deterioration and holes;
- Stairs are intact;
- Treads are in place;
- Treads are in good condition;
- Treads are secure;
- Stair stringers are capable of supporting imposed loads

304.11 Chimneys

- Chimneys are plumb;
- All chimney components are in place;
- Bricks are properly secured to the chimney;
- Mortar is in place and free from deterioration;
- Chimney cap is installed and in good condition

304.12 Handrails/Guardrail Condition

- Handrails and guardrails are securely fastened and capable of supporting imposed loads;
- Handrails and guardrails are in place;
- Handrails are smooth;
- Handrails are in good condition

304.13 Windows & Door Frame Condition

- Windows are intact;
- All window components are free from deteriorating and rotting conditions;
- Windows and doors are properly installed;
- Thresholds are intact and in good repair;
- Weather stripping is in place and in good repair

304.15 Doors

- Door hardware is in place and capable of performing intended function;
- All door panels are in good repair;
- Windows in doors are intact;
- Screen doors are in good condition and have all door components;
- Screen doors are free from rips and screens are properly secured

304.16 Basement Hatchways (including Bilco doors, sidewalk doors)

- Hatchways are in good repair;
- Hatchways are weathertight;
- Hatchways are capable of supporting imposed loads

304.18.4 Basement Hatchways Secure

- Basement hatchways shall lock

306.1 Handrail & Guardrail condition

- Any stairs with four or more risers have a handrail;
- Handrails heights are between 30 inches and 42 inches;

306.4 Guardrails

- Surfaces over 30 inches above grade has guardrails;
- Doors with no landing have guards in place to prevent falls

306.5 Guardrail Opening Limitations

- Spacing on guardrails is less than 4 inches measured from center of guard to center of guard;

604.2 100 Amp Service Min Required

- All units have the minimum of a 100 amp service

604.3 Electrical System Hazards

- Service wires are free from deterioration and sheathing is in good repair;
- Meter sockets are in good repair, properly sealed and tamper free;
- Main service drop is installed to prevent human contact;
- Panel boxes on the exterior are rated for exterior use;
- Panel boxes are free from holes and deterioration;
- Wires are protected from physical damage under the panel box;
- Wires are secured to the structure;
- Wires installed in sunlight are UV rated;
- Wires are free from deterioration and are in good repair;
- Wire connections are concealed;
- Exterior receptacles are ground-fault protected;
- Exterior receptacles and switches have weatherproof covers;
- Faceplates are in good repair;
- Lighting fixtures are secure and in good repair

302.9 Defacement of Property

- Property is free from graffiti

302.8 Motor Vehicles

- All vehicles on property are to be parked on an approved parking space;
- All vehicles on property are to be operable and properly licensed