



INSPECTION STANDARDS

To maintain Sanford's standard of livability and prevent deterioration of neighborhoods, rental units must meet minimum building standards. The Rental Housing License and Inspection Program enforces compliance with existing health and safety standards to eliminate substandard rental housing conditions and protect and promote the public health, safety, and welfare of the residents of the City of Sanford.

Rental Housing License inspections are conducted by the Code Enforcement Office. All Code Enforcement Officers are licensed and certified by the State of Maine and receive training as Fire Safety and Property Maintenance Inspectors.

City Code Enforcement Officers inspect rental housing properties for interior and exterior minimum property maintenance and housing standards. Code Enforcement Officers can issue notices of code violations and order corrective actions.

FIRE SAFETY INSPECTION CHECKLIST

- PRIMARY AND SECONDARY MEANS OF ESCAPE:** every sleeping room and every living area shall have not less than one primary means of escape which shall be a door, stairway, or ramp providing a means of unobstructed travel to the outside of the dwelling unit at finished ground level. Except for buildings protected throughout by an approved automatic sprinkler system, every sleeping rooms and every living area shall have an outside door or window, stairway, passage, or hall meeting certain conditions providing a way of unobstructed travel to the outside of the dwelling at finish ground level that is independent and remote from the primary means of escape.
- AISLES:** width of escape aisles shall be unobstructed.
- FIRE-RATED ASSEMBLIES:** fire-resistance-rated walls, fire stops, partitions, and floors shall be maintained free of holes and punctures.
- FIRE DOORS:** fire and smokestop doors shall be maintained and functional.
- SPRINKLER SYSTEMS:** automatic sprinkler systems shall be inspected, tested, and maintained.
- SMOKE ALARMS:** shall be located in every dwelling unit on every level including the basement and within 21 feet of every sleeping room; in every sleeping room; in every interior stairwell of multiple family buildings; installed on a ceiling at least 6 inches from any wall or on a wall located in between 4 to 6 inches from an adjacent ceiling.
- CARBON MONOXIDE DETECTORS:** located in every dwelling unit on every level and within 21 feet of every sleeping room, installed according to manufacturers instructions.

THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE

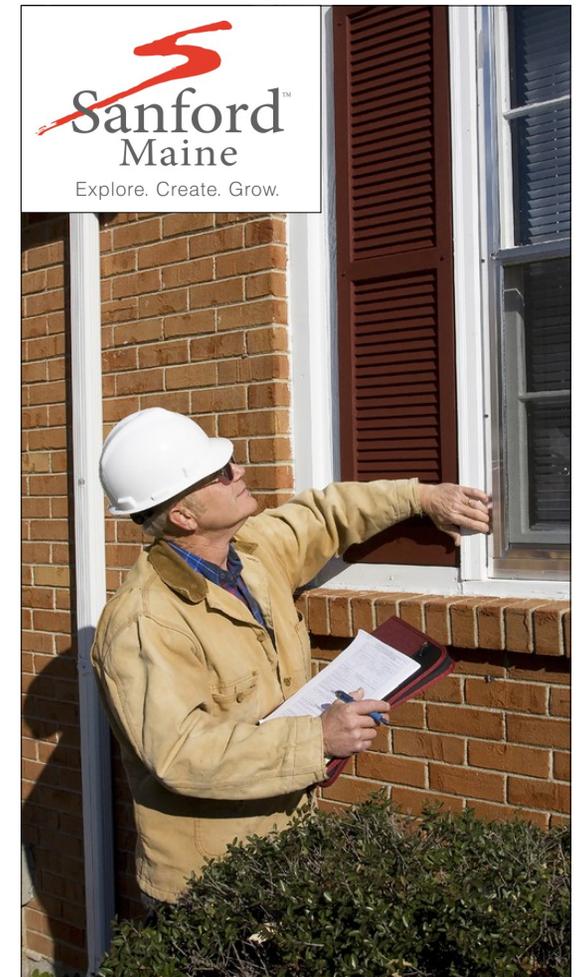
FOR MORE INFORMATION ABOUT THE PROGRAM

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SAFER, FAIRER RENTAL HOUSING

PARTNERING FOR A QUALITY HOUSING MARKET THROUGH RENTAL LICENSING AND INSPECTION

HOW THE PROGRAM WORKS INSPECTION STANDARDS



HOW THE PROGRAM WORKS

Owners of rental property must apply for a Rental Housing License with the Code Enforcement Office by submitting an Application Form and paying an annual per property program fee by December 31 of each year. Applications forms are available on the City website or may be picked up at the Code Enforcement Office.

Once the property is licensed, the property owner may proactively schedule an inspection or wait until the Code Enforcement Office schedules an inspection at a mutually agreed upon date and time. The property owner or responsible party is expected to be present during the inspection, which typically takes between 30 minutes to an hour and includes an inspection of the exterior and interior of a sampling or all dwelling units and all common areas in the building. If no code violations are found, the Code Enforcement Officer records a “passed” inspection in an electronic database.

If code violations are found, the Code Enforcement Officer will explain the violations and schedule a follow-up inspection and timeframe to correct those violations. Enforcement actions will be initiated if properties do not meet mutually agreed upon timeframes for correcting violations.

All rental properties will be inspected on a rolling basis. Fines and court action will be imposed for properties that resist participating in the program.

Some properties are exempt from the program, including properties that are not rented.

ENFORCEMENT OF LOCAL AND STATE LAWS

- IPMC – International Property Maintenance Code (2003)
- NFPA 101 – National Fire Protection Association Life Safety Code (2009)
- MUBEC – Maine Uniform Building and Energy

PREMISES INSPECTION CHECKLIST

- **SANITATION:** exterior property and premises shall be maintained in a clean, safe, and sanitary condition.
- **GRADING AND DRAINAGE:** premises shall be graded and maintained to prevent erosion of soil and to prevent the accumulation of stagnant water and within the structure.
- **SIDEWALKS AND DRIVEWAYS:** all sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
- **WEEDS:** noxious weeds, excessive plant growth, and grass growth in excess of 10 inches is prohibited.
- **RODENT HARBORAGE:** all structures and premises shall be kept free from rodent harborage and infestation.
- **ACCESSORY STRUCTURES:** all accessory structures, including garages, fences, and walls shall be maintained structurally sound and in good repair.
- **MOTOR VEHICLES:** not more than one unregistered vehicle or uninspected vehicle shall be parked or kept or stored on the premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.
- **DEFACEMENT OF PROPERTY:** no person shall willfully or wantonly damage, mutilate, or deface any exterior surface of any structure or building by placing any markings, carvings or graffiti.



BUILDING EXTERIOR INSPECTION CHECKLIST

- **EXTERIOR:** the exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare.
- **PREMISES IDENTIFICATION:** buildings shall have address numbers placed in a position to be plainly legible and visible from the street contrasting from the background a minimum of 4 inches in height and a minimum stroke of 1/2 inch.
- **FOUNDATION WALLS:** foundation walls shall be maintained plumb and free of open cracks and breaks.
- **EXTERIOR WALLS:** exterior walls shall be free from holes, breaks, and loose or rotting material and maintained weatherproof.
- **ROOFS AND DRAINAGE:** the roof and flashing shall be sound, tight, and not have defects that admit rain.
- **WINDOWS AND DOORS:** windows and doors shall be kept in a sound condition, good repair, and weather tight and shall be free from cracks and holes.
- **INSECT SCREENS:** doors and windows required for ventilation of habitable rooms shall have screens.
- **DOORS:** exterior doors, door assemblies, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units and guestrooms shall tightly secure the door.

BUILDING INTERIOR INSPECTION CHECKLIST

- **INTERIOR:** the interior of a structure and equipment shall be maintained in good repair, structurally sound, and in sanitary condition.
- **INTERIOR SURFACES:** all interior surfaces shall be maintained in good, clean, and sanitary conditions. Peeling, chipping, flaking, or abraded paint, cracked or loose plaster, decayed wood or other defective surface conditions shall be corrected.
- **STAIRS AND WALKING SURFACES:** stairs and railings shall be maintained in good condition.
- **RUBBISH AND GARBAGE:** all exterior and interior shall be free from any accumulation of rubbish or garbage.
- **DISPOSAL OF RUBBISH:** occupancy of a structure shall dispose of rubbish in a clean and sanitary manner in approved containers.
- **VENTILATION OF HABITABLE SPACE:** every habitable space shall have at least one openable window facing directly outdoors or to a court.
- **VENTILATION OF BATHROOMS:** every bathroom shall have an openable window facing outdoors or to a court or mechanical ventilation exhausted to the exterior.
- **MINIMUM ROOM WIDTHS:** habitable rooms shall not be less than 7 feet in any dimension with exceptions for ceiling height area. Kitchens shall have a clear passageway no less than 3 feet between counterfronts, walls or appliances.
- **BEDROOMS:** bedrooms shall have 70 square feet of floor area for the first person and 50 square feet of floor area for each additional occupant. Kitchens and non-habitable spaces shall not be used for sleeping purposes.
- **BATHROOM REQUIRED:** every dwelling unit shall contain its own bathtub or shower, lavatory, water closet, and kitchen sink which shall be maintained in a sanitary, safe working condition.
- **PLUMBING AND FIXTURES:** plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects.
- **WATER SUPPLY:** sinks, lavatories, bathtubs or showers, water closets or other fixtures shall be properly connected to the public water supply system or approved private water system and shall be supplied with hot or tempered and cold water.
- **SANITARY DRAINAGE:** plumbing fixtures shall be properly connected to either a public sewer or private sewage disposal system.
- **HEAT SUPPLY:** dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms.
- **RECEPTACLES:** every habitable space in a dwelling unit shall contain at least two separate and remote receptacle outlets. Every laundry area and bathroom shall contain at least one grounded-type receptacle with a ground fault circuit interrupter.
- **LIGHTING FIXTURES:** shared hallways, interior stairways, bathrooms, kitchens, laundry rooms, boiler rooms, and furnace rooms shall contain at least one lighting fixture.