

HOUSE CHARLOTTE MINIMUM HOUSING INSPECTION

The primary objective of a minimum housing inspection is to ensure the City's housing stock is safe and sanitary. **Please note Effective March 2014 Tenant occupied properties are not eligible for purchase using House Charlotte funds. Neither should the inspection request be processed. The inspection should not be performed until the tenant has moved out of the property. At that time a new purchase contract *dated after the property is no longer tenant occupied* is required. Each section below must be completed.**

Does the property meet the City's Minimum Code Housing Inspection (per City Inspection representative)		<i>Pass</i> <input type="checkbox"/>	<i>Fail</i> <input type="checkbox"/>
Buyer(s) Name & Address	Date of Request	Date of Inspection	
Inspector Name	Email Address & Phone#		
Year Constructed	Re-inspection Date (City)		
General Property Information	Neighborhood		
Is Property Foreclosed? Yes or No (Short Sales are not consider foreclosures)			
Property Full Address (including Street, City, County, State, Zip)		Single Family Detached	Duplex or Two Family
Occupancy Determination	1. Is this property vacant? Yes or No 2. Is this property owner-occupied? Yes or No 3. Is this property tenant-occupied? Yes or No ***If yes, please list the Lease end date. _____ ***Tenant occupied properties cannot receive HouseCharlotte funds unless the tenant is the prospective buyer***		Row / Town House
Manufactured Home			
If built before 1978 please answer this questions.	1. Has a lead base paint inspection ever been performed at this property? Is yes, supply inspection report.		Yes or No N/A
Lead Base Addendum required before inspection can be ordered.	2. Has lead hazard reduction ever been performed? If yes, supply clearance report.		Yes or No N/A
	3. Is there currently visual evidence of chipping, peeling or flaking paint on the interior or exterior of the property?		Yes or No N/A
Number of Bedrooms	Number of children under age 6		
Buyer's Agent/or other responsible party			
Phone Number			
Email Address			

1.) Floors

Sec. 11-83(b)(3) – Floor joists should be reasonable level, not spongy, sagging, rotted or damaged by *termites* or *fire*. *If a floor joist needs to be replaced, altered or repaired a **permit is required**.*

a. Sec. 11-83(b)(5) – Check of holes or <u>excessive</u> cracks.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(b)(6) – Floor underlayment (the area under the carpeting, tile or vinyl) should be reasonably smooth, not spongy, sagging rotted or damaged by termites or fire.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-83(b)(9) – Floor coverings should be clean, reasonably smooth, installed in a workmanlike manner, not worn through or loose. It is acceptable to have a coat of paint, polyurethane or any other water-resistant covering in place of tile, vinyl or carpeting. Bathroom floors require a water-resistant surface.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

2) Interior Walls

a. Sec. 11-83(d)(1) – Check for holes, <u>excessive</u> cracks, peeling paint or loose wall material.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(d)(2) – Wall materials or wall partitions should not list or bow. A listing or bowing load-bearing wall indicates a structural deficiency that needs to be repaired. A permit is required for the replacement, modification or repair of a load-bearing wall or its components. A permit is not required to repair a non-load bearing wall.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-83(d)(6) – Load-bearing wall members (i.e. exterior walls or those supporting ceiling joists) should not be rotten, broken or termite damaged.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-84(a)(2) – Walls and wall coverings should be clean and installed in a workmanlike manner. Check for water damage.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. If the interior covering of an exterior wall is removed for any reason, the wall should be insulated.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

3) Ceilings

a. Sec. 11-83(e)(4) – Check for holes and/or <u>excessive</u> cracks.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(e)(5) – Check for peeling paint or loose materials.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-83(e)(1) – Ceiling materials and ceiling joists should not sag, be broken, rotted or termite damaged. If a ceiling joist needs to be replaced, altered or repaired a permit is required .	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

d. Sec. 11-84(a)(2) – Ceiling materials should be clean and installed in a workmanlike manner.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Check for water damage.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

4) Windows

a. Sec. 11-78(b) – At least ½ of a window area must be openable and be able to remain open. Windows should not be painted or nailed shut.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-78(c) – All windows must have screens. The screen requirement <u>cannot</u> be enforced if dwelling unit is serviced by an approved ventilating system (i.e. central air conditioning unit).	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-78(d) – Screens should not be permanently fastened to the window frame or sash. Windows should not be blocked by permanently fastened bars or other permanent obstructions.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-78(g) – All windows opening to the outside must have locks and be weatherproof. They should not be cracked or broken.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-77(k) – Window frames, sills and sashes should not be cracked, broken, rotted or termite damaged.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
f. Sec. 11-84(a)(1) – Check for peeling paint around window frames, sashes, sills and mullions (wooden grid around window panes). It needs to be scraped off and repainted.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

5) Doors

a. Sec. 11-77(p) – All exterior doors should be adequately weatherproofed.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-77(o) – All exterior doors must have operable locks.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-77(n) – All bedrooms and bathrooms must have operable doors. <ol style="list-style-type: none"> 1. Doors should not be cracked, broken or have holes in them. 2. Door frames should not be cracked or broken. 3. Door knobs, locks and other hardware must be properly installed. 4. A door should not be hanging loose. Check to make sure it is properly mounted on its hinges. 	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-79(a) – A dwelling unit must have at least two means of egress (exits). They should be a minimum of 30" wide and 6'8" tall.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

6) **Electrical**

a. Sec. 11-82(b) – All outlets and light switches should have coverplates. Coverplates should not be cracked or broken.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-82(b) – Check 3-pronged outlets to ensure that they have not been switched from a 2-pronged outlet.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-82(c) - There should be a minimum of two outlets in every habitable room (those used for living, sleeping, eating or cooking)	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-82(d) – There should be a minimum of one wall or ceiling light fixture in every habitable room (those used for living, sleeping, eating or cooking). This provision can be omitted in a bedroom or living room if a third outlet is present – it allows the occupant to use a lamp. The third outlet must be controlled by a light switch. Every bathroom, laundry room, hallway, stairway and furnace room <u>must</u> have at least one wall or ceiling light fixture.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-82(e) – Check for unsafe wiring. Unsafe wiring includes: <ol style="list-style-type: none"> 1. Improperly wired electrical fixtures. 2. Exposed wiring. 3. Receptacles or fixtures hanging loose. 4. Evidence of an electrical short (burn marks or melting) at an outlet, light switch, fixture or appliance. 	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
f. Sec. 11-82(f) – Extension cords may be used if six feet or less in length.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
g. Sec. 11-82(g) – Check for overloaded circuits.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
h. Sec. 11-82(i) – The repair, installation, replacement or modifications of an electrical system or its components requires a permit. The installation of an electrical fixture or hard-wired appliance (i.e. dishwasher, heating unit) requires a permit . One exception is the installation of an electrical hot water heater. It can be replaced by one of a similar capacity without a permit.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

7) **Heating Unit**

a. Sec. 11-81(b)(1)(2) – The heating appliance should be capable of heating every room in the house up to 68 degrees Fahrenheit three feet above the floor.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-81(c) – All heating appliances should be listed by Underwriters Laboratory or American Gas Association. The appliance should have a data plate fastened to it that indicates it is properly listed.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-81(c) – Check gas appliances to make sure the vent pipes are not loose and are securely fastened together. All vent pipes should extend to the exterior of the house. Check to make sure they do not terminate in the attic space.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-81(d) – Chimneys and fireboxes should not have loose or missing bricks or cracked mortar joints.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-81(h) – The point where a stove point enters a chimney (thimble) should be grouted tightly.	Pass Fail

	<input type="checkbox"/>	<input type="checkbox"/>
f. Sec. 11-81(k) – Fireplace hearths should be 16 inches deep and extend 8 inches beyond each side of the fireplace opening. In addition, there should not be any combustible materials within 7 inches of the top or sides of a fireplace opening.	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>
g. Sec. 11-81(o) – The stovepipe to a heating appliance should not pass through a combustible wall. The heat from the pipe could start a fire.	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>
h. Sec. 11-84(q) – A fireplace cannot be used as the primary source for heating a home.	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>

8) Kitchen

1) Sinks

a. Sec. 11-80(i) – A 12" x 16" x 6" sink shall be installed. Hot water should be supplied to the sink.	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>
b. Sec. 11-80(c) – All fixtures should be operable. <ol style="list-style-type: none"> 1. Check for missing/broken fixture handles 2. Check for water leaks caused by faulty plumbing or a cracked bowl. 3. Check around the fixture handles for leaks. 4. Check for dripping water coming from the spigot. 	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>
c. Sec. 11-80(a) – Make sure the sink has a P-trap.	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>

9) Bathroom

1) Water Closet (commode)

a. Sec. 11-80(e) – Check water closet to see if it is loose at the floor.	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>
b. Sec. 11-80(i) – Every bathroom must have a water closet.	Pass Fail <input type="checkbox"/>	<input type="checkbox"/>

2) Lavatory

a. Sec. 11-80(a) – Make sure the lavatory has a P-trap.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-80(c) – All fixtures should be operable. Check for broken/missing fixture handles.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-80(c) – Check for water leaks caused by faulty plumbing or a cracked bowl. Also check around the fixture handles for leaks.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-80(c) – Check for drips coming from the spigot.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-80(g) – The lavatory should provide hot water.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
f. Sec. 11-80(i) – Every dwelling unit must have a lavatory. The lavatory should be set in a vanity (cabinet), on a pedestal or securely mounted to the wall.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

3) Tub or Shower Stall

a. Sec. 11-80(c) – All fixtures must be operable. Check for broken/missing fixture handles or missing spigots or showerheads.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-80(c) – Check for water leaks around the showerhead, fixture handles or cracks in the tub or shower compartment.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-80(c) - Check for drips coming from the showerhead or spigot. Check for slow draining tub or shower.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-80(f) – Shower stalls or tub areas should be impervious to water. Check for missing or loose wall tiles, open areas around the tub/shower fixtures, loose wall material, torn, loose or missing floor material. If a window is present in a shower stall or a tub/shower combination, the interior portion of the window frame, sashes and trim must be waterproofed. Painting is an acceptable method of waterproofing.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-80(g) – The tub or shower stall must provide hot water.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
f. Sec. 11-80(i) – Every bathroom must have a tub or shower stall.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
g. Sec. 11-80(n) – The bathroom floor surface must be impervious to water. Check for torn, loose or missing floor material.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

10) Utility Room

1) Hot Water Heater (if present)

a. Sec. 11-80(a) – Make sure it is not leaning	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-82(e) – If it is an electrical hot water heater, the power supply line must be placed in conduit.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-81(c) - If a gas hot water heater is present, make sure the vent pipes at the top are not loose and are securely fastened in place. The vent pipe should extend to the exterior of the house. Check to make sure it does not terminate in the attic space.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

2) Washing Machine

a. Sec. 11-80(m) – Drain lines and water supply lines must be strapped (securely fastened to the wall).	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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3) Clothes Dryer

a. Sec. 11-82(b) – The electrical outlet should be securely fastened to the wall. Make sure it is not fastened to the floor and facing upward.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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11) Roof

1) Roof Covering

a. Sec. 11-83(f)(6) – Check for loose or missing shingles.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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2) Roof Underlayment (Sheathing)

a. Sec. 11-83(f)(5) – Check for deflection (bowing, wavy look) of the roof system. This can be inspected during the exterior review of the dwelling unit.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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3) Rafters

a. Sec. 11-83(f)(1) – Check for deflection and/or decay.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(f)(1) – Rafters should be supported on both ends (bearing to bearing). They should not be overlapped (sistered or spliced) without some type of support at their ends. Also, make sure the rafter supports are resting on a load-bearing wall or other partition – not ceiling joists.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

4) Ventilation

a. Sec. 11-83(f)(4) – Attic crawlspaces should be vented by a ridge vent, turbine vent, eave vent or soffit vent.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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5) Insulation

a. Sec. 11-85 – A minimum of R-19 insulation should be installed in the ceiling area.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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12) Property Exterior

1) Siding

a. Sec. 11-83(c)(5)(6) – Siding should not be missing, cracked, hanging loose or broken. Make sure wooden siding is not rotted or termite damaged.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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2) Paint

a. Sec. 11-84(a)(1) – Check to ensure the paint on siding, windows and trim is not peeling.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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3) Walls

a. Sec. 11-83(c)(1) – Wall materials or wall partitions should not list or bow. A permit is required for the replacement, modification or repair of a load-bearing wall or its components.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(c)(2)(3)(4) – All exterior walls are load-bearing (they carry the weight of the structure above them). Corner posts, wall studs, sole plates, top plates, sills, the band and wall bracing should not be rotten, broken or termite damaged.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-83(c)(5)(6) – Check for holes and/or rotted or warped siding fascia board and boxing.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-83(c)(7) – All guttering and downspouts (if present) should be functioning properly and installed properly.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

4) Foundation Curtain Wall

a. Sec. 11-36(3) – A minimum of one access door must be installed for access to the crawlspace.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(a)(7) – The curtain wall should not have loose or missing bricks, cracks in the mortar joints, holes, lean or budge.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-83(a)(7) – All foundation vents need to be in place. In the absence of a typical foundation vent, mesh, chicken wire or similar material may be submitted. The material must be permanently affixed to the structure and completely cover the hole where the vent was installed.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

5) Electrical

a. Sec. 11-82(i) – The exterior/interior panel box (where the fuses/circuit breakers are located) should have a door on it. The door should be able to latch shut and not be loose.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-82(i) – The panel box should be firmly secured to the wall it is mounted on. On the interior panel box there should be a cover plate firmly fastened in place.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-82(i) – The riser wire (large wire coming out of the top of the exterior panel box) should be firmly attached to the side of the house. It should not be frayed or significantly worn through.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-82(i) – The panel box should be properly grounded.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

6) Piers

a. Sec. 11-83(a)(3) – Ensure they are properly supporting the girders that are resting on them.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(a)(3) – Check for missing blocks/bricks, excessive cracks or deterioration	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-83(a)(3) – Piers should not be dry-stacked.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-83(a)(4) – Ensure they are not leaning or bowing.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-83(a)(6) – Wooden stiff knees are not permitted under any circumstance. If a pier or wooden stiff knee is replaced, a permit is required.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

7) Porches

a. Sec. 11-83(b)(1) – Check the decking to make sure it is not sagging, listing or bowing.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-83(b)(5) – Decking should not have excessive cracks or holes in it.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-83(b)(7)(8) – Decking should be reasonably level.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-83(e)(4) – Check the ceiling for holes, large cracks, rot or any other form of deterioration.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-83(g)(2) – If the porch is over 30" in height, guardrails must be installed. Make sure the guardrails are not loose, cracking, missing or broken.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

f. Sec. 11-83(g)(3) – Ceiling posts/supports should not list or bow. Make sure they are not rotted or termite damaged and they adequately support the porch roof.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
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13) General

a. Sec. 11-77 (q) – Smoke detectors are required.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
b. Sec. 11-77(r) – Carbon monoxide detectors are required.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
c. Sec. 11-82(h) – Check the fuse box to ensure the correct size fuses are installed. The door panel should contain a diagram of the fuse box and the rating for each fuse receptacle. The fuse should have a rating on its top.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
d. Sec. 11-84(b)(3) – Yards and crawlspaces should be free of trash/debris.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
e. Sec. 11-84(b)(1) – The ground around the house should be sloped away from the dwelling.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
f. Sec. 11-80(h) – The dwelling unit must have a potable (consumable) water source.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
g. Sec. 11-84(c) – The dwelling unit should be free of rats.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
h. Sec. 11-77(m) – Access must be provided to all rooms within a dwelling unit without passing through public space.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
i. Sec. 11-79(c) – The interior of the dwelling unit should have a safe, unobstructed exit to the exterior at street or grade level.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
j. Sec. 11-83(h)(1) – Stairs should not have excessive cracks or holes.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
k. Sec. 11-83(h)(2) – A handrail at least 30” in height needs to be installed with all stairs with more than four risers.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
l. Sec. 11-83(h)(5) – Stairs should not be decayed, loose, sagging or broken.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
m. Sec. 11-83(h)(6) – Stair treads should be firmly fastened and uniform in depth. Stair risers (if present) should be uniform in height.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
n. Noxious Vegetation-- i.e. cannot have vegetation (ivy / poison ivy)growing on/over egress/windows/siding	Pass Fail <input type="checkbox"/> <input type="checkbox"/>

