

INSPECTION CARD

ADDRESS			Letter type	
KEYNO	INSP DATE		Prop Maint-No Violations	
OWNER	2nd insp		Prop Maint-Sm Corr No Recal	
	3rd insp		Prop Maint- 1st Order	
	4th insp		Prop Maint-2nd Order	
	5th insp		Prop Maint -Citation	
RESIDENTIAL	6th Insp		AV-Order Refer to PD	
COMMERCIAL				
INSPECTOR			COMPLETED	

DWELLING

NOTES

	Awning	Defective awning on the dwelling is required to be repaired, replaced or removed	
	Doors	Missing or defective doors on the dwelling are required to be replaced	
	Gutters Downspouts	Downspouts, gutters & components are to be secured to the building. Downspouts are required to extend away from the building foundation to front or rear not to side.	
	Sump Discharge	Sump discharge is not permitted to cause a nuisance to adjoining properties. Discharge must be directed to front or rear.	
	House Numbers	Missing or defective house numbers are required to be replaced. Minimum 3" maximum 12" height	
	Paint	Exterior surfaces of the dwelling that have peeling/flaking paint are required to be repainted or provided with a comparable finish in order to prevent deterioration.	
	Permit	A Building Permit is required for the construction of or alteration to any building or structure. All construction shall conform to building and zoning codes.	
	Porch	Defective or missing material on the porch is required to be repaired or replaced.	
	Railing	Broken or missing railings are required to be repaired or replaced	
	Roof Boards	Rotted roof boards and eaves are required to be repaired or replaced	
	Roof Coverings	Defective or missing shingles on the dwelling are required to be replaced.	
	Siding	Siding on the dwelling shall be maintained weather tight and in good repair.	
	Siding	Defective or missing siding on the dwelling is required to be repaired or replaced.	
	Soffit/ Fascia/ Eaves	Defective soffits, fascia or eave areas of the dwelling are required to be repaired or replaced.	
	Trim	Defective or missing trim on the dwelling is required to be repaired or replaced.	
	Mortar/Brick	Defective or missing mortar/brick is required to be repaired or replaced.	
	Windows	Broken, cracked or missing windows/screens on the dwelling are required to be replaced	
	Chimney	Repair or replace deteriorated chimney	
	Electric	Electric openings are required to be weathertight	

SHED

	Permit	A Building Permit is required for the construction of any building or structure and all construction shall conform to building and zoning codes.	
	Shed	The shed is in need of repair	
	Shed, Solid Base	The shed shall be placed on a solid (concrete) base and anchored to the base. Shed is dilapidated and would be unreasonable to repair same. Raze within 30 days.	

GARAGE

	Address/Garage	Address of property to be posted on building closest to alley on alley side minimum 5' from grade	
	Doors	Missing or defective doors on the garage are required to be replaced.	
	Downspouts	Downspouts on the garage are required to be secured to the structure, extending away from structure to front or rear.	
	Electric	Electric openings on the garage are required to be weathertight.	
		Boarded up windows/doors shall be infilled with like wall covering materials	
	Gutters	Rain gutters on the garage are required to be securely attached to the structures	
	Roof Boards	Rotted roof boards on the garage are required to be repaired or replaced.	
	Shingles	Defective/missing shingles on the garage are required to be replaced	
	Siding	Defective or missing siding on the garage is required to be repaired or replaced	
	Soffit/Eaves/Fascia	Defective materials fascia, soffits and eaves of the garage are required to be repaired or replaced	
	Trim	Defective garage trim is required to be repaired or replaced.	
	Walls	Accessory structure shall be maintained in good repair.	
	Windows	Broken, cracked or missing windows/screens on the garage are required to be replaced.	
		Other	

YARD AREAS

	Brush/Debris	Loose brush and debris are required to be removed from the premises.	
	Concrete	Defective concrete/asphalt driveways and/or walkways are required to be repaired ore replaced.	
	Fence	The fence is required to be repaired	
	Firewood	Firewood is required to be neatly stacked and stored in the rear yard at least one foot above the ground.	
	Grass	Tall grass and weeds are required to be cut and maintained. Maximum 6" height.	
	Material Storage	The yard is required to be maintained free of stored materials.	
	Parking Surface	Parking surfaces shall be maintained in a clean, safe and sanitary condition.	
	Public Areas	Street, alley and sidewalk to curb areas adjacent to private properties shall be maintained.	
	Retaining Walls	Defective retaining wall is required to be repaired or replaced.	
	Trash Containers	Discarded materials which are stored outside for disposal are required to be stored in covered containers.	
	Trash Containers	Additional refuse containers are required to be provided.	
	Vehicle	An abandoned vehicle violation was noted on the property (separate letter to follow) Police Dept. Referral.	
	Vision Triangle	No obstruction is permitted within the triangular area formed by the point at the intersection of the street right-of-way.	
		Other blighting conditions	