



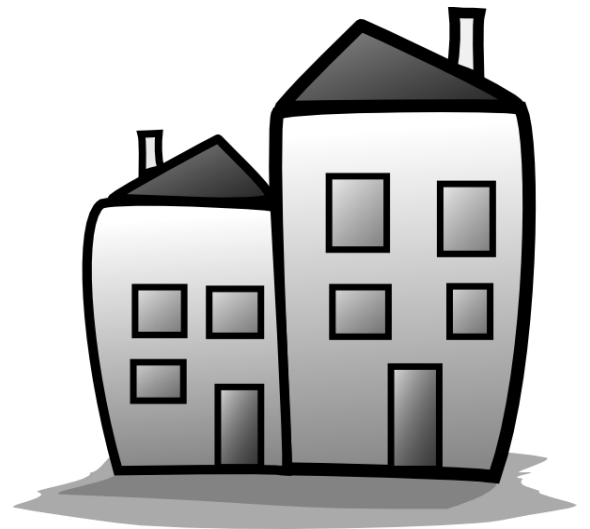
BOONE FIRE DEPARTMENT

Rental Housing Division
923 8th St. Boone, IA 50036
515-432-3446
www.boonegov.com/rental



BUILDING DEPARTMENT

Rental Housing Inspection Guide





Boone Fire Department

923 8th St.
Boone, IA 50036
Phone: 515-432-3446

Welcome to the Rental Housing Inspection Guide for the City of Boone Rental Housing program. This guide is designed to assist property owners in making sure that they comply with the rental code. The purpose of this publication is to provide a useful general guide to the most important features that will be inspected.

Contents

1—Kitchen	7—Other
2—Bathroom/Toilet Room	8—Additional Items
3—Fire Safety	Appendix A – Detector/Extinguisher Map
4—Interior (General)	Appendix B – Inspection Flowchart
5—Utilities	Appendix C – Self Inspection Checklist
6—Exterior	



1 – Kitchen

Rental Inspection Preparation

1. 171.10 (1) Every dwelling unit must have a kitchen or kitchenette. This area must include the following:
 - a. Working sink
 - b. Space for storage and preparation of food
 - c. Space for a stove or range (with electrical or gas connection)
 - d. Space for a refrigerator (with electrical connection)

2 – Bathroom/Toilet Room

Rental Inspection Preparation

1. 171.10 (2) Every dwelling unit must have the following working and functioning facilities:
 - a. Toilet
 - b. Bathtub or shower
 - c. Lavatory basin within or adjacent to the room containing the toilet.

3 – Fire Safety

Rental Inspection Preparation

- a. **Fire Extinguishers** (for additional information, see Appendix A)
 - a. 171.11 (1a) All dwelling units must be provided with a number of extinguishers that is approved by the Compliance Officer. All extinguishers must be properly mounted and accessible to all occupants. The extinguishers must be compliant with NFPA Standard 10 with a minimum size of a 2A 10B C. Extinguishers must have a visible gauge to monitor pressure and be maintained in accordance with NFPA Standard 10.
 - i. Single Family Dwellings- All single family dwellings shall have at a minimum of one charged and operable 2-A: 10-BC rated fire extinguisher located in conspicuous locations where they will be readily accessible and immediately available for use.
 - ii. Two Family/Duplex/Triplex- All Two Family/Duplex/Triplex dwelling units shall have at a minimum of one charged and operable 2-A: 10-BC rated fire extinguisher located in conspicuous locations where they will be readily accessible and immediately available for use; or if the dwelling unit is served by a common corridor then a minimum of one charged and operable 5 pound 2- A: 10-BC fire extinguisher shall be located at each exit, if the distance to the exit exceeds 30 feet then an extinguisher shall be placed at half the distance between the exits so as



Boone Fire Department

923 8th St.

Boone, IA 50036

Phone: 515-432-3446

to not exceed a traveled distance of greater than 30 feet to any extinguisher.

- iii. Multi-Family (More Than 3 Units)- - All Multi-Family dwelling units shall have at a minimum of one charged and operable 2-A: 10-BC rated fire extinguisher located in conspicuous locations where they will be readily accessible and immediately available for use; or if the dwelling unit is served by a common corridor then a minimum of one charged and operable 5 pound 2-A: 10-BC fire extinguisher shall be located at each exit, if the distance to the exit exceeds 30 feet then an extinguisher shall be placed at half the distance between the exits so as to not exceed a traveled distance of greater than 30 feet to any extinguisher.



Visible pressure gauge with current annual maintenance tag

- b. **Smoke Detectors** (for additional information, see Appendix A)
 - a. 171.11 (1b) All dwelling units must be provided with smoke detectors. In multi-unit dwellings, detectors must be installed in common hallways that serve 2 or more units. Detectors must also be located in cellars or basements if they are used for storage, laundry equipment, or contain central heating equipment. When detectors are added or replaced, the new detectors must be dual sensor smoke detectors (photoelectric and ionization). Beginning July 1, 2021 it will be required that all detectors be dual sensor.
 - b. 171.11 (1c) Smoke detectors must be placed on the wall or ceiling in the following locations:
 - i. Outside of each separate sleeping area in the immediate vicinity of the bedrooms (May be photoelectric or ionization / carbon monoxide).
 - ii. In each room used for sleeping (Must be a photoelectric/ionization).
 - iii. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics.
 - iv. In a split level dwelling, a detector on the upper level will suffice for both levels so long as both of the following are true:
 - 1. There is no door between the levels.
 - 2. The lower floor is less than 1 story below the upper level.





Boone Fire Department

923 8th St.

Boone, IA 50036

Phone: 515-432-3446

- c. **Carbon Monoxide Detectors** (for additional information, see Appendix A)
 - a. 171.11 (2) All newly registered dwelling units **with garages or fuel-fired appliances** (gas water heater, gas furnace, gas stove, etc.) must have an approved carbon monoxide alarm installed outside each separate sleeping area in the immediate vicinity of the bedrooms. Single or dual head smoke and carbon monoxide detectors are permitted so long as they are UL compliant.
- d. **Emergency Egress**
 - a. 171.11 (3) Every floor above the first floor used for human occupancy must have at least 2 approved means of egress as per current IRC or IBC. If only one means of egress exists, fire escape stairs are permitted although they must meet performance standards and are accessible from each dwelling unit on each story by either an approved exit or approved balcony.
 - b. 171.11 (5) Fire escape structural requirements:
 - i. Fire escape stairs must not pass in front of any building opening below the unit being served.
 - ii. The means of activating the escape device must be accessible to the rental unit or balcony.
 - iii. Installation of fire escape stairs must not cause a person to pass within six feet of external electrical wiring.
 - iv. Fire escape stairways and balconies must meet the requirements of the currently adopted International Building Code.
 - v. Fire escape stairs must reach the ground or be equipped with counterbalanced extensions which will allow them to extend to the ground.
 - c. 171.11 (6) Acceptability criteria. Acceptability criteria are the same as performance and structural requirements. In addition, fire escapes must be kept clear and unobstructed and must be in good operating order.

4 – Interior (General)

Rental Inspection Preparation

1. 171.10 (10) All parts of the structure (walls, ceilings, floors, handrails, etc.) must be maintained in safe and sound condition so that they are capable of supporting normal use. All structural hardware (hinges, door and window latches, etc.) must be maintained in good working order. All doors, windows, screens, etc. must be maintained in good working order and must fit reasonable well in their frame. Interior coverings (walls, ceilings, floors, etc.) must be maintained in a condition that allow it to be kept clean and where applicable, should be capable of providing privacy.
2. 171.10 (12) Every chimney and every supplied smoke pipe must be adequately supported, reasonably clean and maintained in a reasonably good state of repair.
3. 171.10 (13) Every means of egress must be maintained in good condition and must be free of obstruction at all times.



5 – Utilities

Rental Inspection Preparation

1. 171.10 (3) Every dwelling unit must be served by a properly working and functioning water heater able to provide hot water throughout the unit to a maximum of 210 degrees Fahrenheit.
2. 171.10 (4) Every kitchen sink, toilet, lavatory basin and bathtub or shower must be connected to City water and sanitary sewer.
3. 171.10 (7) Every dwelling must be have heating facilities capable of heating habitable rooms to 68 degrees Fahrenheit. All heating facilities must be installed compliant with City of Boone code as of the date of installation.
4. 171.10 (8) Every habitable room must have at least 2 separate electrical outlets. The distance between these outlets must equal no less that 25% of the perimeter of the room. For example, a 10'x10' room with a perimeter of 40' must have 2 outlets that are no less than 10' apart from each other.
5. 171.10 (14) The electrical system of every dwelling or accessory structure must be maintained in good working order and not expose the occupants to hazards of electrocution or fire by way of being overloaded, in disrepair, lacking insulation, or being improperly fused. The owner or operator must supply properly sized fuses or their equivalent at the beginning of each tenant's occupancy.
6. 171.10 (15) Every supplied plumbing fixture and water and waste pipe must be maintained in good and sanitary working condition.

6 – Exterior

Rental Inspection Preparation

1. 171.10 (5) Every dwelling unit shall have access directly to the outside or to a public corridor.
2. 171.10 (6) In addition to the main exterior access door, every dwelling unit must have at least 1 operable window or exterior door approved for emergency egress or rescue. This access must be able to fully and clearly open without the use of separate tools.
3. 171.10 (11) All eaves, downspouts and other roof drainage equipment on the premises must be maintained and installed so as to direct rainwater away from the structure.



7 – Other

Rental Inspection Preparation

1. 171.10 (9) In the case of a mobile home, the home must be securely anchored by an appropriate tie-down device to support the home and protect against overturning and sliding.
2. 171.10 (16) Whenever infestation is caused by the failure of the owner to maintain a dwelling in a reasonably rodent-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner.
3. 171.10 (17) No owner shall permit occupancy of the vacant dwelling unit unless it is clean, sanitary and fit for human occupancy.
4. 171.10 (18) Every owner of a dwelling shall supply adequate facilities for the disposal of garbage which are weather-tight, watertight, rodent proof and insect proof.

8 – Additional Items

Rental Inspection Preparation

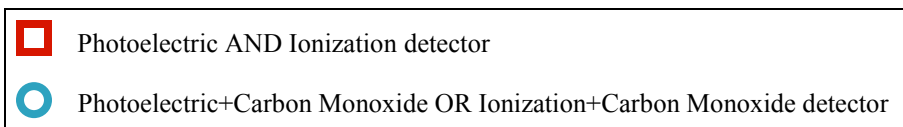
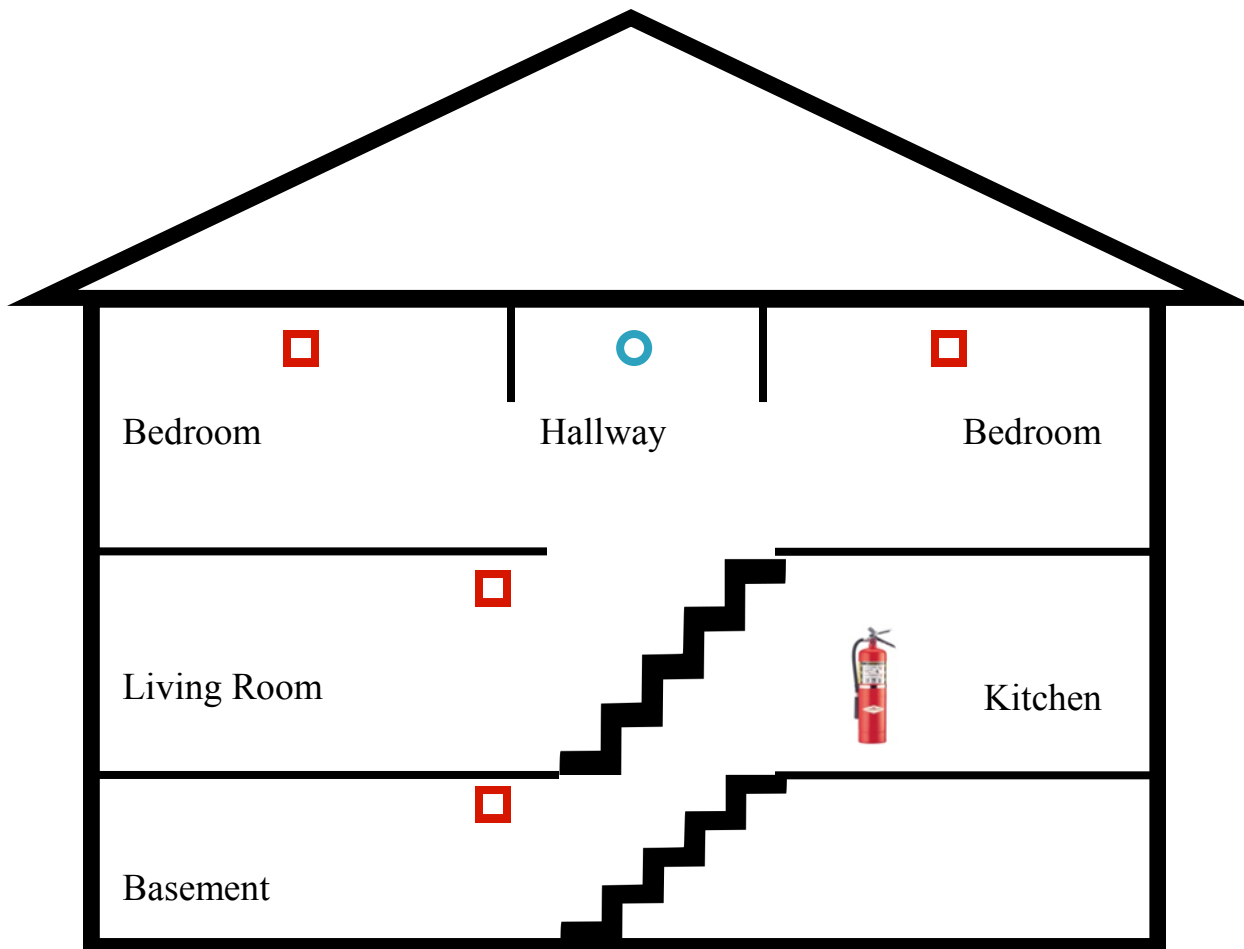
1. There are items that will be enforced that are not part of the rental code as they are a part of the International Building Code, International Residential Code or International Fire Code. Examples below-
 - a. Emergency lighting in a multifamily housing.
 - b. Sprinkler Systems in multifamily housing.
 - c. Fire Alarms in multifamily housing.
 - d. Address signage on all properties.

Appendix A

Single Family

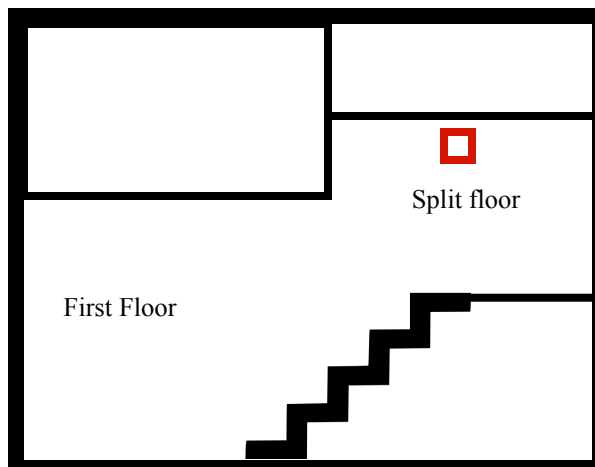
(Duplex's & Triplex's are treated like Single Family)

Updated 8/12/2016



In a split level dwelling, a detector on the upper level will suffice for both levels so long as both of the following are true:

- There is no door between the levels.
- The lower floor is less than 1 story below the upper level.

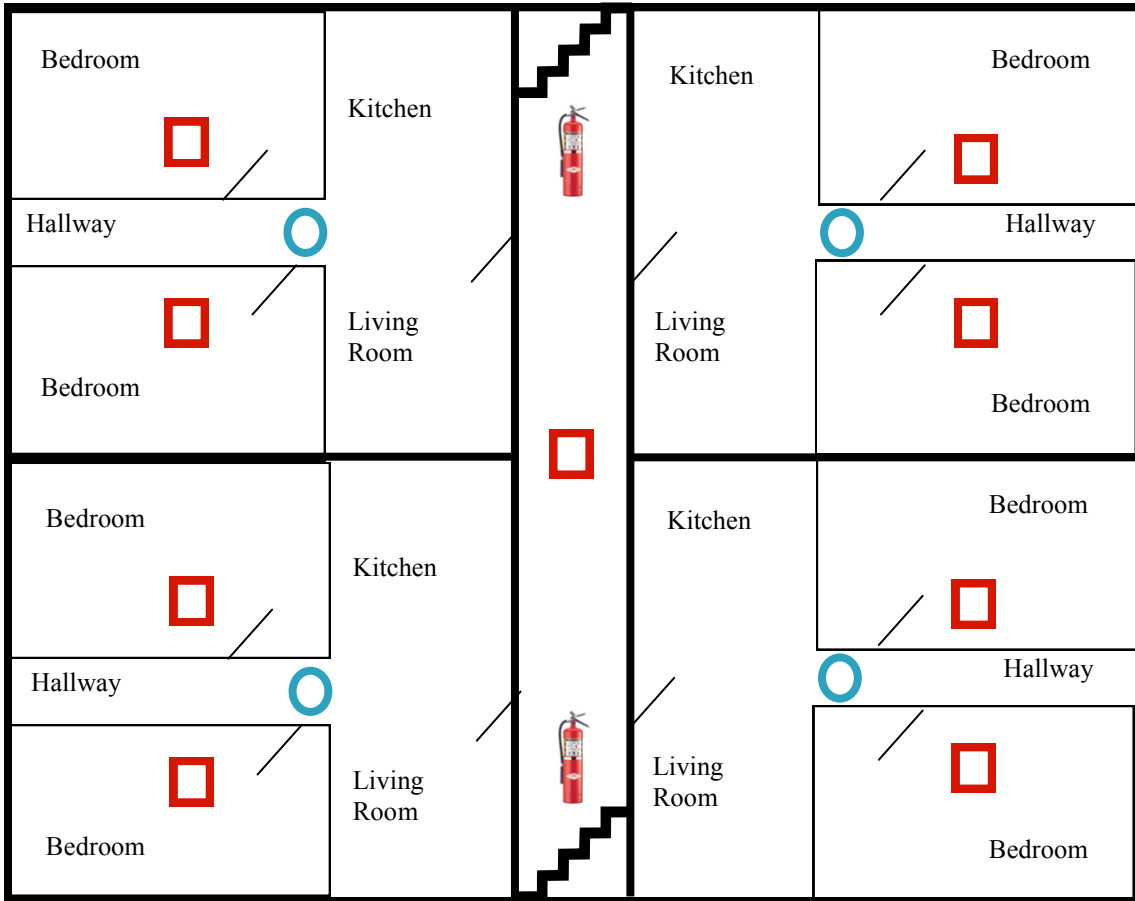




NOTE: The above images are a reference guide to assist the property owner in understanding what is required by code.

Appendix A

Multi-Family

Updated 8/12/2016

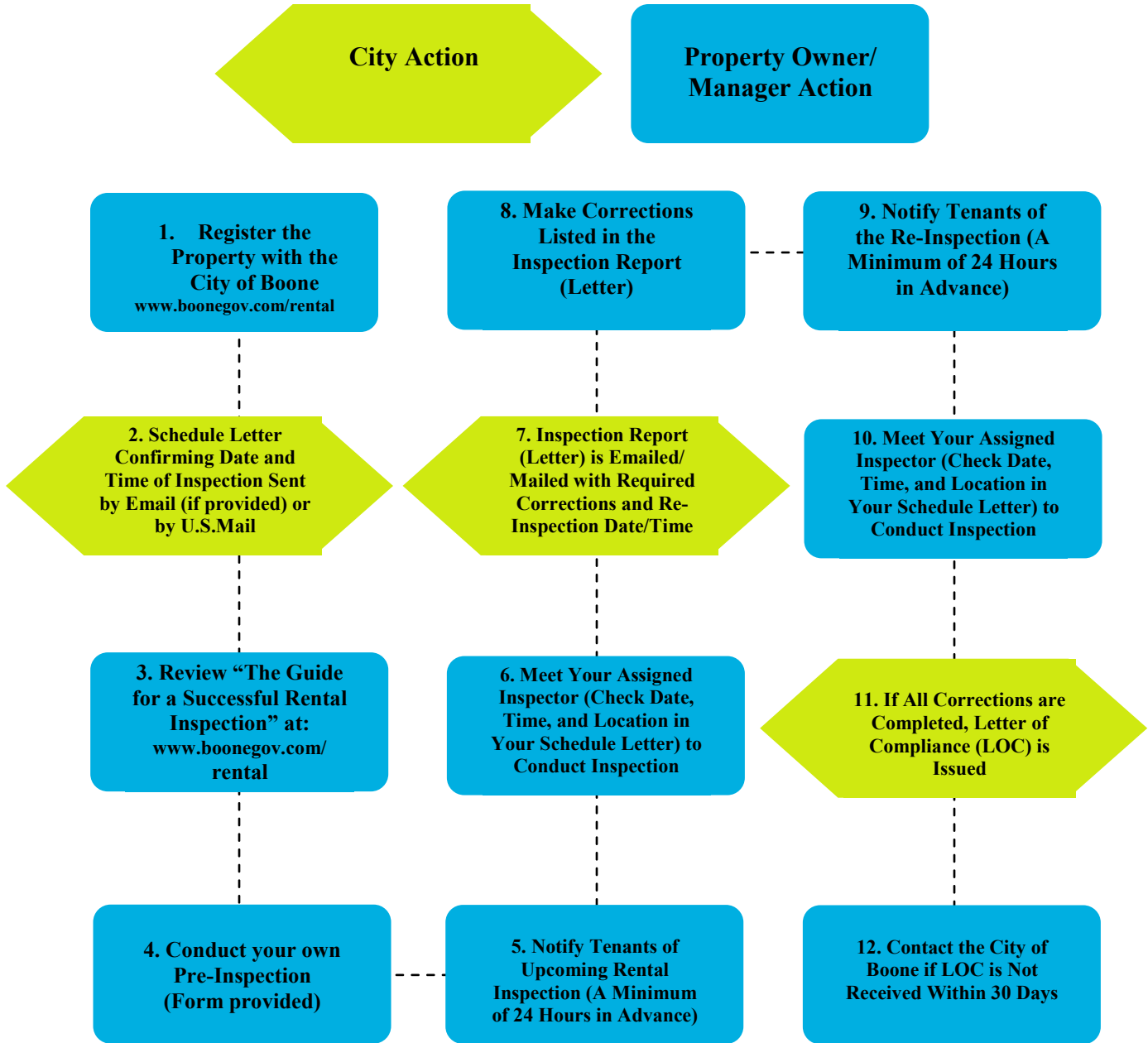


- | | |
|---|--|
|  | Photoelectric AND Ionization detector |
|  | Photoelectric+Carbon Monoxide OR Ionization+Carbon Monoxide detector |

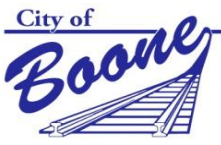
NOTE– Depending on the length of the hallway leading to exits will determine the number of fire extinguishers and smoke detectors needed. The above image is a reference guide to assist the property owner in understanding what is required by code.

Appendix B
 Inspection Flowchart
 Updated 8/12/2016

The Rental Inspection Process



Boone Fire Department
 Rental Housing Division
 923 8th St.
 Boone, IA 50036
 Phone: 515-432-3446



Appendix C City of Boone Rental Property Self Inspection

Property Address:	Boone, IA 50036	
Business Name:		Business Phone:
Primary Contact:		Contact Phone:
Building Type	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi Family Number of Units: _____	

KITCHEN

- GFCI Outlet
- Fire Extinguisher 2-A: 10-B:C
- Sink (Proper drainage & Water @ 210°)

BATHROOM / TOILET ROOM

- GFCI Outlet
- Toilet
- Bathtub or Shower
- Impervious Floor Covering

BEDROOM

- Smoke Detector (Dual Sensor)
- Door
- Egress Window

INTERIOR

- Smoke / Carbon Monoxide Detectors
- Entry Doors (Able to open freely)
- Furnace
- Water Heater / Boiler
- Clothes Dryer Exhaust
- Visible Signs of Infestation

EXTERIOR STRUCTURE

- Address Number on Building
- Visible Signs of Infestation
- Egress Window Well
- Decks, Stairs, Porches Structurally Sound

ELECTRICAL

- Exposed Wiring
- Service Panel (All breakers labled)

BASEMENT

- Stairs
- Basement Hatchway
- Smoke / Carbon Monoxide Detector
- Sump Pumps (Connection)
- Egress Window (Emergency Escape Opening)

FIRE PROTECTION SYSTEM

- Operable
- Annual Service Testing Completed
- Sprinkler Head Clearance

Date	Signature of Property Owner / Property Manager