



# City of Riverview

14100 Civic Park Drive  
Riverview, MI 48193-6300

(734) 281-4242 • Fax: (734) 281-4247

## BUILDING – RENTAL CHECKLIST

ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

( ) **REPAIR OR REPLACE CONCRETE / TRIP HAZARDS AS INDICATED: (PERMIT REQUIRED)**  
Sidewalk(s) \_\_\_\_\_ Driveway \_\_\_\_\_ Approach \_\_\_\_\_ Service Walk \_\_\_\_\_

( ) **PORCH(S):** FRONT \_\_\_\_\_ REAR \_\_\_\_\_  
**CAP:** Repair or Replace \_\_\_\_\_  
**STEPS:** Repair \_\_\_\_\_ Replace \_\_\_\_\_ Re-install to Code \_\_\_\_\_  
**PORCH FOUNDATION:** Repair \_\_\_\_\_ Replace \_\_\_\_\_ Re-install to Code \_\_\_\_\_  
**PORCH GUARDRAIL/HANDRAIL:** Install at \_\_\_\_\_

( ) **INTERIOR STEPS:** ( ) UPSTAIRS ( ) BASEMENT ( ) OTHER  
Install handrail to code for: \_\_\_\_\_  
Block open side(s) for: ( ) UPSTAIRS ( ) BASEMENT ( ) OTHER

( ) **LANDING AREA AT EXTERIOR DOORS:** ( ) FRONT ( ) SIDE ( ) REAR  
Provide a minimum 3' x 3' landing area

( ) **EXTERIOR DOORS:**  
**SCRAPE / PAINT OR REPLACE:** ( ) FRONT ( ) SIDE ( ) REAR  
**REPLACE KICK PANEL:** ( ) FRONT ( ) SIDE ( ) REAR  
**REPLACE HARDWARE:** ( ) LATCH ( ) HANDLE ( ) HINGES  
**DOOR CLOSER – REPAIR:** ( ) FRONT ( ) SIDE ( ) REAR  
**LOCK(S):** REPLACE DOUBLE-KEY CYLINDER LOCKS TO THUMB-TURN AT: \_\_\_\_\_

( ) **EXTERIOR WALLS / TRIM:** ( ) POWERWASH ( ) SCRAPE AND PAINT  
( ) REPLACE DAMAGED BRICKS ( ) REPLACE DAMAGED MORTAR – TUCKPOINT  
( ) SIDING – REPLACE OR REPAIR ( ) ROTTED WOOD – REPLACE OR REPAIR ( ) TRIM

( ) **GARAGE:** ( ) Demolish ( ) Repair \_\_\_\_\_

( ) **SHED:** ( ) Demolish ( ) Repair \_\_\_\_\_ ( ) Must be on concrete pad

( ) **ROOF:** ( ) Replace ( ) Repair/Replace Missing Shingles ( ) Repair Valley(s)

**BUILDING INSPECTION CONT.**

**FENCE:** Remove, repair, replace or clean  
REPAIR OR REPLACE:  Left Side  Right Side  Rear  All

**YARD:**  
TRIM OVERGROWN TREES / BUSHES / PLANTS BACK AT:  
 AROUND FENCE  AROUND HOUSE  AROUND GARAGE/SHED  
REMOVE WEEDS AND DEBRIS AT: \_\_\_\_\_

**WINDOWS:**  
BROKEN GLASS: REPAIR OR REPLACE AT: \_\_\_\_\_  
STORM WINDOWS: REPAIR OR REPLACE AT: \_\_\_\_\_  
SCREENS: REPAIR OR REPLACE AT: \_\_\_\_\_  
HANDLES: REPAIR OR REPLACE AT: \_\_\_\_\_  
LATCHES: REPAIR OR REPLACE AT: \_\_\_\_\_

**SWIMMING POOL / HOT TUB:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT REQUIRED:**  YES  NO

**DRAINAGE:** Provide positive drainage by installing gutters, extensions, downspouts at:  
 Front  Rear  Side(s)  All around house

**ADDITIONAL COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE WEATHER, SNOW COVERAGE, ACCESS TO AREAS, PATIOS / DECKS!**

**INSPECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ELECTRICAL

LOCATION: \_\_\_\_\_ APPLICANT'S NAME: \_\_\_\_\_

- \_\_\_\_\_ 1. Increase electrical service to minimum of (3) wire 100 amperes.
- \_\_\_\_\_ 2. Provide a switch controlled light at entrance doorway \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_ Side
- \_\_\_\_\_ 3. Provide wall switch to control ceiling fixture in \_\_\_\_\_
- \_\_\_\_\_ 4. Provide a switch controlled ceiling light or wall light in bathroom.
- \_\_\_\_\_ 5. Provide a switch controlled ceiling light in kitchen.
- \_\_\_\_\_ 6. Provide a switch controlled ceiling light or switch controlled duplex electrical receptacle in: \_\_\_\_\_ Bedroom(s)  
\_\_\_\_\_ Living Room \_\_\_\_\_ Dining Room \_\_\_\_\_ Bathroom(s) \_\_\_\_\_ Recreation Room  
\_\_\_\_\_ Kitchen \_\_\_\_\_ Other (specify) \_\_\_\_\_
- \_\_\_\_\_ 7. Provide additional duplex electrical receptacle(s) conveniently located: \_\_\_\_\_ Bedroom(s) \_\_\_\_\_ Dining Room  
\_\_\_\_\_ Bathroom(s) \_\_\_\_\_ Living Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Recreation Room.
- \_\_\_\_\_ 8. Install multiple switch control at head and foot of stair to (second floor), (basement) with a lighting outlet so placed to adequately illuminate stair.
- \_\_\_\_\_ 9. Install additional lighting outlets in basement so as to provide one lighting outlet per each 200 square feet of floor space.
- \_\_\_\_\_ 10. Provide a separate wall mounted 20 ampere laundry circuit.
- \_\_\_\_\_ 11. Provide at least one lighting outlet in basement toilet room, basement furnace room, basement utility room \_\_\_\_\_
- \_\_\_\_\_ 12. Install correct ampere rated type "s" fuses.
- \_\_\_\_\_ 13. Repair or replace defective electrical receptacle(s), wall switches, wall fixture(s), ceiling fixture(s) in \_\_\_\_\_
- \_\_\_\_\_ 14. Discontinue use of extension cords in lieu of permanent wiring in \_\_\_\_\_
- \_\_\_\_\_ 15. Remove or protect surface wiring located below joists or on walls.
- \_\_\_\_\_ 16. Replace missing cover plates on receptacles and switches in \_\_\_\_\_
- \_\_\_\_\_ 17. Provide junction box for open splice wiring in \_\_\_\_\_
- \_\_\_\_\_ 18. Replace or remove unapproved wiring in \_\_\_\_\_
- \_\_\_\_\_ 19. Install separate 20 amp. circuit for kitchen, supplying (3) duplex outlets.
- \_\_\_\_\_ 20. Provide separate 15 amp. minimum circuit for furnace.
- \_\_\_\_\_ 21. Jumper water meter with a No. 6 minimum copper conductor using approved ground clamps.
- \_\_\_\_\_ 22. Remove unused wiring.
- \_\_\_\_\_ 23. Replace equipment covers.
- \_\_\_\_\_ 24. Install smoke detector.
- \_\_\_\_\_ 25. Ground kitchen and laundry outlets, and bathroom outlets.
- \_\_\_\_\_ 26. Wire pool to code.
- \_\_\_\_\_ 27. Install G.F.I. receptacle in \_\_\_\_\_

PERMIT REQUIRED \_\_\_\_\_ FEE: \$ \_\_\_\_\_

WORK TO BE DONE BY LICENSED CONTRACTOR \_\_\_\_\_ YES \_\_\_\_\_ NO.

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSPECTING AUTHORITY: \_\_\_\_\_ DATE: \_\_\_\_\_



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## PLUMBING – RENTAL CHECKLIST

ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

- ( ) PORCELAIN FIXTURES: Repair, re-glaze, or replace chipped fixtures for: \_\_\_\_\_
- ( ) WATER METER: Requires full opening valves on both sides of meter
- ( ) WATER CLOSET REPLACE: ( ) Fixture ( ) Ballcock ( ) Seat ( ) Secure to floor
- ( ) CAULK FLOOR/SURFACE AREAS FOR THE: \_\_\_\_\_
- ( ) VACUUM BREAKERS/HOSE BIBBS REQUIRED FOR: ( ) Laundry faucet ( ) Outside faucet
- ( ) FLOOR DRAINS/SCREENS: ( ) Replace missing/broken cleanout plugs ( ) strainers
- ( ) LAUNDRY TUB: ( ) Replace old cement/drum trap units ( ) Secure to floor
- ( ) SADDLE VALVES: Replace saddle valves; replace with tees or valves of approved materials  
( ) Humidifier ( ) Ice Maker ( ) Water Filter ( ) Insta-Hot Device ( ) Other
- ( ) SANITARY WASTE LINE: Replace or repair sanitary line: \_\_\_\_\_
- ( ) CLEANOUT: Provide, install or restore ( ) Stack base ( ) Bldg drain ( ) Sewer junction
- ( ) WATER LINES: ( ) Replace undersized ( ) Replace deteriorated pipes
- ( ) WATER LINE CONNECTION: Replace iron to copper connections with dielectric unions
- ( ) SHOWER FAUCET: Install vacuum breakers/check valve for handheld shower heads or  
replace with a fixed shower head.
- ( ) FAUCETS: ( ) Repair/replace leaks and defects: AIR CHAMBERS: ( ) Repair  
( ) Kitchen ( ) Bath ( ) Other
- ( ) DRAINS: Replace "S" Trap with "P" Trap FLOOR DRAINS: ( ) Require Strainers/Trap  
( ) Kitchen ( ) Bath ( ) Other
- ( ) DISHWASHER DRAIN: Raise the dishwasher discharge piping or hoses and secure to the  
bottom of the counter-top
- ( ) VENTING: Sanitary venting required for:  
( ) Kitchen ( ) Laundry ( ) Vanity Sink ( ) Toilet ( ) Shower ( ) Bathtub ( ) Floor Drain
- ( ) HOT WATER TANK: Replace/Install ( ) Piping ( ) Relief valve ( ) Discharge Piping
- ( ) PERMIT REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

Comments: \_\_\_\_\_

\_\_\_\_\_  
INSPECTOR'S SIGNATURE:



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## MECHANICAL – RENTAL CHECKLIST

ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

- ( ) NUMBER OF FURNACE(S): \_\_\_\_\_ TEST FURNACE HEAT EXCHANGER/FOR SAFETY  
Furnaces two years or older must have the heat exchanger and furnace safety tested by a licensed contractor. ***\*Copy must be submitted to building department with furnace brand, model number, and serial number.***
  - ( ) BOILER: Requires shut-off ( ) Pressure valve ( ) Low water shut-off ( ) Backflow preventer
  - ( ) INSTALL: Lever handle shut-off, union tee in gas line for ( ) Hot water tank ( ) Furnace
  - ( ) INSTALL: Lever handle shut-off in gas line near gas fired appliances ( ) Stove ( ) Dryer
  - ( ) DRYER VENT: Must be 4-inch metal smooth pipe; (No Plastic) and secured with metal tape
  - ( ) RELOCATE: ( ) Gas pipe union ( ) Shut-off outside of furnace
  - ( ) REMOVE NON-CODE TEE: On gas line near \_\_\_\_\_
  - ( ) SECURE ALL GAS PIPING FOR (AREA): \_\_\_\_\_
  - ( ) CAP OR PLUG OPEN GAS LINES FOR: ( ) Stove ( ) Dryer ( ) HWT ( ) Other
  - ( ) HUMIDIFIER: Remove, repair, replace or clean
  - ( ) PRESSURE RELIEF VENT: Vent with 3/4" hard pipe to within 4-inche off the floor for:
  - ( ) INCINERATOR: Remove; Cap/Plug gas opening; Cement chimney opening; Weld door shut
  - ( ) SECURE AIR GRILLS (REGISTERS) FOR: ( ) Return air ( ) Supply air
  - ( ) DUCT: REPAIR/REPLACE: ( ) Plenum ( ) Ductwork SECURE: ( ) Return ( ) Supply duct work to joist
  - ( ) BATHROOM VENTING: ( ) Venting required per code
  - ( ) HEAT /RETURN AIR: Heat must be provided to all rooms; Install for \_\_\_\_\_
  - ( ) CHIMNEY: ( ) Vent pipes sealed/cemented and have accessible clean-out
- COMMENTS:** \_\_\_\_\_
- ( ) FLUE PIPES: ( ) Proper pitch ( ) Secure with screws at each joint ( ) Replace w/gal. pipe
  - ( ) COMBUSTIBLES: Maintain proper clearance to combustibles for ( ) HWT ( ) Furnace
  - ( ) PERMIT REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
INSPECTOR'S SIGNATURE: