

RENEWAL INSPECTION

The Renewal Inspection consists of four parts:

A. General Life Safety Requirements:

Part A of the Renewal Inspection must be performed by:
City of Boulder Licensed D-9 contractor, OR
City of Boulder Licensed General A, B
or C contractor

Note: The smoke and carbon monoxide alarm verification and trash removal verification sections of the Renewal Inspection can be completed by the property owner or their agent.

B. IPMC Appendix C Energy Efficiency Requirements (Prescriptive)

Part B of the Renewal Inspection must be performed by:
City of Boulder licensed General Class G contractor*

* In addition to the detailed license requirements, must also be certified through a COB sponsored training program to inspect prescriptive energy efficiency measures.

Compliance. Effective January 2, 2019, the energy efficiency of existing residential rental dwelling units must comply with Section C101.2.1 for performance-based energy efficiency requirements or Section C101.2.2 for prescriptive-based energy efficiency requirements.

The City of Boulder encourages applicants to achieve compliance as early as possible. For information, please visit the website: www.bouldercolorado.gov/smartregs.

C. Mechanical Requirements:

- I. General Mechanical
- II. Boilers
- III. Water Heaters

Part C of the Renewal Inspection must be performed by:
City of Boulder Class A, B or C mechanical license, OR
Colorado Licensed Design Professional, OR
ICC Certified Combination Inspector, OR
Qualified Xcel service personnel

D. Electrical Requirements:

Part D of the Renewal Inspection must be performed by:
City of Boulder Licensed Electrician, OR
Colorado Licensed Design professional, OR,
ICC Certified Electrical or Combination Inspector, OR
ASHI or NAHI Certified Inspector

QUICK NOTES

Required Inspections for Renewal License

Effective Jan. 3, 2011, for a renewal license, **ONLY** a Renewal Inspection is required. All parts of the Renewal Inspection Checklist must be completed by rental inspectors licensed through the City of Boulder. Companies may be licensed to perform one or all parts of this inspection.



RENEWAL INSPECTION

Please visit www.boulderplandevlop.net/rental for a list of licensed contractors who can perform all parts of the renewal inspection. Before hiring any company to perform the rental licensing inspections, please ask the company to ensure their licenses are current with the City as our website list is not verified on a daily basis.

Walk through your property prior to the inspection and make certain it meets the minimum requirements of the code. A checklist of items the inspector will look at is included on page xx.

If you have tenants, notify them in advance of the inspection. Meet the inspector at the property on the scheduled date and time with the inspection checklist provided on page xx and all necessary keys.

At the completion of the inspection have the inspector sign the inspection compliance verification form on page xx. If the property does not meet the inspection standards the inspector may not be able to sign the form until the property is compliant with the code.



Renewal Inspection Checklist

Includes All Single and Multi-Unit Rental Properties

Effective January 2011

Rental Property Address: _____ Unit# _____

This Renewal Inspection Checklist and Renewal Inspection Compliance Verification Forms are required to be completed and signed by the appropriate City of Boulder licensed inspector(s) and the owner/operator and returned to:

**Planning and Development Services
c/o Rental Licensing Program
1739 Broadway, Third Floor
P. O. Box 791
Boulder, Colorado 80306**

During all inspections, a property owner, tenant or agent must be present. The inspector(s) will do a visual inspection for compliance with this checklist based on the Boulder Property Maintenance Code [Boulder Revised Code 1981, Chapter 10-2]. Each inspection is only a visual examination of those elements and areas that are safely and readily accessible at the time of the inspection.

The licensed inspector(s) is/are not responsible for compliance with the city's property maintenance code either at the time of inspection or anytime thereafter. Compliance with the city property maintenance code is the responsibility of the owner. The owner must also verify that the smoke and carbon monoxide alarms are functioning properly and that a contract is signed for trash removal from the site and certify these actions by signing the attached Compliance Verification Form.

Existing structures and premises that comply with all applicable codes in place at the time of construction will be deemed to comply with this code except where the code official determines that the deviations from this code pose a danger to health, safety or welfare of the public or occupants and issues an order for the owner to correct those specific conditions or alterations (B.R.C. 1981, 10-2 Section 102.2, "Maintenance").

Please note the following:

- ▶ Common areas of condominium complexes that provide access to individual units and are subject to homeowner association control may require life-safety issues to be addressed for individual units to obtain a rental license.
- ▶ All items listed on the following pages must be inspected. An inspector must inspect each item or indicate not applicable (N/A) where such requirement does not apply. All outstanding safety issues must be corrected and verified by the inspector.

A. General Life Safety Requirements

License Qualifications:

City of Boulder licensed D-9, OR
General A, B or C contractor

☐ **1. Maintenance.** Equipment, systems, devices and safeguards required by the code in effect when the structure or premises was constructed, altered or repaired shall be maintained in good working order. (IPMC 101.3)

☐ **2. Floodplain safety signage.** Structures located in a 100-year floodplain shall be posted with a warning sign that states: "This property is located in an area that is subject to sudden and severe flooding. In case of flood emergency be prepared to seek high ground immediately." For information see www.boulderfloodinfo.net.

The sign shall be a metal plaque with minimum ¼" letters in a contrasting color attached to the structure with non-removable fasteners posted on the exterior of the building at the entrance. (IPMC 310; 9-3-3 (a) (10), B.R.C. 1981)

Note: The rental license inspector is responsible for informing the owner or operator if their unit is located in a designated floodplain and requires the safety signage.

☐ **3. Address numbers.** Numbers are plainly visible from the street. (IPMC 304.3)

☐ **4. Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. All glazing shall be maintained free from loose and broken glass. (IPMC 304.13, 304.13.1)

☐ **5. Fireplaces and kitchen appliances.** Appliances are checked for safe installation. (IFGC 503, 504, 602.2, 604, 605, 623; IMC Chapter 8, 902-905, 917)

☐ **6. Common area.** Corridor walls, door ratings and clear egress path is maintained to exterior exits. (IPMC 702)

☐ **7. Interior and exterior handrails and guards.** Safely maintained. (IPMC 304.12, 305.5)

☐ **8. Interior and exterior stairs, decks, porches and balconies.** Safely maintained. (IPMC 304.10, 305.4)

☐ **9. BBQ safety.** Charcoal burners and other open-flame cooking devices shall not be used on combustible balconies or within 10 feet of combustible construction. (IFC 308)

Exception 1. One-and two-family dwellings.

Exception 2. Where buildings, balconies and decks are protected by an automatic sprinkler system.

Exception 3. LP-gas cooking devices having an LP-gas container with a water capacity not greater than 2½ pounds (nominal 1 pound LP-gas capacity).

☐ **10. Portable fire extinguishers.** Portable fire extinguishers shall be installed in structures containing three or more rental units with interior corridors and/or common areas as detailed below. (IFC 906)

Install fire extinguisher where access is not obstructed or obscured from view.

Install fire extinguisher with mounting bracket provided by manufacturer.

Fire extinguisher installed in a cabinet shall not be locked unless subject to malicious use or damage.

Provide means for ready access for fire extinguisher locked in a cabinet.

The minimum rating for a fire extinguisher is 2-A.

A fire extinguisher is required on each floor level.

The maximum travel distance to a fire extinguisher is 75 feet.

The maximum height of a fire extinguisher is 5 feet above the floor.

☐ **11. Smoke alarm inspections.** Smoke alarm inspections are required to be conducted by the property owner as detailed below.

Smoke alarms. Smoke alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and if supplied with battery backup, the battery shall be replaced as necessary for proper function of the smoke alarm.

Battery-powered smoke alarms. Battery-powered smoke alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the smoke alarm.

Single- or multiple-station smoke alarms. Shall be installed and maintained in Groups R-2, R-3, R-4 and in

dwellings regulated in Group R occupancies, regardless of occupant load at all of the following locations. (IPMC 704.2):

On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.

In each room used for sleeping purposes.

In each story within a dwelling unit, including basements and cellars, but not crawl spaces and uninhabitable attics. In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with manufacture's installation instructions.

☐ **12. Carbon monoxide alarms.** Carbon monoxide alarm inspections are required to be conducted by the property owner or agent as detailed below. Carbon monoxide alarms are to be installed in existing residential structures in accordance with Colorado state law effective on July 1, 2009. (IPMC 608.1)

Carbon monoxide alarms are required to be installed in existing dwellings and rented single and multi-family dwellings that have fuel fired heaters, appliances or fireplaces or attached garages based on the following guidelines:

Carbon monoxide alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and supplied with battery back-up, the battery shall be replaced as necessary for proper function of the carbon monoxide alarm.

Battery-powered carbon monoxide alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the carbon monoxide alarm.

Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with manufacture's installation instructions.

B. IPMC Appendix C Energy Efficiency Requirements (Future)

License Qualifications:

City of Boulder licensed General Class G contractor*

* In addition to the base detailed license requirements, must

also be certified through a City of Boulder sponsored training program to inspect prescriptive energy efficiency measures.

Compliance. Effective January 2, 2019, the energy efficiency of existing residential rental dwelling units must comply with Section C101.2.1 for performance-based energy efficiency requirements or Section C101.2.2 for prescriptive-based energy efficiency requirements.

The City of Boulder encourages applicants to achieve compliance as early as possible. For information, please visit the website: www.bouldercolorado.gov/smartregs.

C. Mechanical Requirements

License Qualifications:

City of Boulder licensed Mechanical A, B or C contractor, OR

Colorado Licensed Design Professional, OR
ICC Certified Combination Inspector, OR
Qualified Xcel Personnel

Note: Electric baseboard heating systems are exempt from heating system tune-up requirements. If applicable, submit this form, clearly stating "All Electric Heating".

I. General Mechanical Requirements

☐ **1. Clothes dryer exhaust systems:** Shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions. (IPMC 403.5)

Exception 1. Approved condensing (ductless) dryers.

Exception 2. For electric clothes dryers, an approved commercially manufactured lint containment system within the appliance space and accessible for maintenance.

☐ **2. Heating Facilities.** Every dwelling unit must be equipped with heating facilities capable of safely and adequately heating all habitable rooms and bathrooms to 68 degrees (measured at a location two feet away from walls and three feet above the floor). (IMC 309)

☐ **3. Gas Piping Materials.** Verify use of approved materials for gas piping. Non-complying gas pipe must be replaced with approved materials. (IFGC 403 & 406.1) Correct as necessary.

Gas Leaks: Where any gas leak is detected the inspector may shut off the gas at the appropriate location. The owner or operator of the facility must be contacted immediately. (IFGC 108.7)

☐ **4. Shutoff valves.** The appliance gas shutoff valve must be accessible, in the same room and not further than six feet from the appliance. (IFGC 409.5)

☐ **5. Furnace Location.** Gas fired furnaces accessed through bedrooms and bathrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room containing the furnace. (IFGC 303.3 & 304.6)

☐ **6. Venting.** Appliance vents. Connectors and draft diverters must be in sound condition, be of approved material, securely in place and free of obstructions and combustible deposits. The appliance venting system shall meet the draft requirements for the appliance in accordance with the manufacturer's instructions. (IFGC 501.15.2, 503.3.1, 503.12 & 801.2) Secure and replace as necessary.

☐ **7. Combustion Air.** Verify adequate combustion air is provided for fuel burning appliances in mechanical rooms and enclosures. (IFGC 304.5-304.9) Correct combustion air supply as necessary.

☐ **8. Clearances.** All single wall vent connectors for appliances shall maintain a minimum of six inches of clearance from combustibles. All B-vents serving appliances shall maintain a minimum of one inch of clearance from combustibles. Sufficient clearance must be maintained for cleaning and replacement of appliances (IFGC 306, 503.10.1-503.10.16) Correct clearance deficiencies.

☐ **9. Piping identification.** Gas piping from multiple gas meter installations shall be marked with permanent identification so that the piping system supplied by each meter is readily identifiable. Each meter shall have a separate shutoff valve. (IFGC 401.7)

☐ **10. Service requirement.** Conduct or verify service of all fuel burning appliances at time of inspection. Clean combustible materials, dust and dirt in and around appliance, blower, motor, burners and controls. Lubricate and adjustment of moving parts as needed.

Clean or replace of all filters (cleaning/replacement must occur as required by the appliance manufacturer).

Check all limit switches and replace if necessary.
Perform carbon monoxide testing of fuel-burning appliances with commercial testing instrument in accordance with testing instrument manufacturer's operating instructions and correct safety issues revealed by testing.

Check to assure heat exchangers are sound.

II. Boilers: Boilers serving six or more dwelling units must maintain a valid certificate of inspection from the State of Co.

Exception: Hot water supply storage tanks, including those designed for space heating, domestic or sanitary purposes, that are not recirculating and not exceeding a heat input of 200,000 Btu/hour, a water temperature of 210 F and a capacity of 120 gallons or less.

Note: Certification may be an annual or biennial certificate depending on the type of boiler (CRS 9-4-101-18 and ANSI/NB-23)

III. Water Heaters

☐ **1. Access through bathrooms and bedrooms.** Water heaters accessed through bathrooms and bedrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room. (IFGC 303.3)

☐ **2. Required features.** Water heaters must have a temperature and pressure relief valve, discharge piping a maximum of six inches above floor or waste receptor, an accessible shut-off valve and safety pilot assembly. (IPC 504)

D. Electrical Requirements

License Qualifications:

City of Boulder Electrician's license, OR
Colorado Licensed Design Professional, OR
ICC Certified Electrical or Combination Inspector, OR
ASHI or NAHI Certified Inspector

☐ **1. Electrical faceplates.** Sound and maintained in place. (IPMC 604.3)

☐ **2. Extension cords.** Not to be used for permanent wiring where run through holes in walls, structural ceilings, suspended ceilings, dropped ceilings, floors, through doorways, windows, or similar openings. (IPMC 605.5)

☐ **3. Electrical panelboards.** Panelboard covers shall be removed and panelboards inspected to verify safety of all wiring, grounding, breakers and fuses as detailed in the National Electrical Code. (NEC chapters 1-4)

Additional Code Related Safety Items Noted Here:

The inspector will not certify a completed renewal inspection until all outstanding issues have been addressed and all items completed at re-inspection. Scheduling a re-inspection is the responsibility of the owner/agent and is performed by a licensed rental-housing inspector.

Renewal Inspection Compliance Verification Form

Please return this portion of the Renewal Inspection Checklist

Note: By signing this form, the licensed inspector certifies that he/she performed the housing inspection for the rental property indicated below and found it complied with the requirements included in the checklist at the time of inspection. The inspector also certifies that he/she has no financial interest in the property and is not related in any way to the owner/agent or tenant.

Property Address _____ Unit # _____

Owner/Agent Name _____

PART A – General Life Safety Requirements

Company Name _____ Contractor license # _____

Type of license _____ Telephone # _____

Name of Inspector _____

Signature

Please print name

Date of inspection compliance _____ (Must be completed within the previous 12 months)

PART B – IPMC Appendix C Energy Efficiency Requirements (Prescriptive)

Compliance. Effective January 2, 2019, the energy efficiency of existing residential rental dwelling units must comply with Section C101.2.1 for performance-based energy efficiency requirements or Section C101.2.2 for prescriptive-based energy efficiency requirements.

The City of Boulder encourages applicants to achieve compliance as early as possible. For information, please visit the website: www.bouldercolorado.gov/smartregs.

RENEWAL INSPECTION COMPLIANCE VERIFICATION FORM CONTINUED

PART C – Mechanical Requirements

Company Name _____ Contractor license # _____
(If different from above)

Type of license _____ Telephone # _____

Name of Inspector _____
Signature Please print name

Date of inspection compliance _____ (Must be completed within the previous 12 months)

PART D – Electrical Requirements

Company Name _____ Contractor license # _____
(If different from above)

Type of license _____ Telephone # _____

Name of Inspector _____
Signature Please print name

Date of inspection compliance _____ (Must be completed within the previous 12 months)

The owner/agent must perform the following tests and certify compliance by signing below in order to complete the Baseline Inspection (B.R.C. 1981, 10-2, Section 608, "Carbon Monoxide Alarms" and Section 704, "Fire Protection Systems").

Number and location(s) of smoke alarms _____

Number and location(s) of carbon monoxide alarms

Date _____

Commercial contractor: _____

Date _____