



CITY OF NEW SMYRNA BEACH - BUILDING DEPARTMENT

214 Sams Ave
New Smyrna Beach, FL 32168
386-410-2800
www.cityofnsb.com

BUSINESS TAX RECEIPT INSPECTION CHECKLIST – RENTAL PROPERTY**OUTSIDE THE DWELLING**

- Is the property properly identified with street numbers that are at least 4 inches tall and easily visible from the street?
- Are the premises free from weeds or excessive plant growth? Is grass maintained at a height of less than 6 inches?
- Is all rubbish and garbage properly stored and removed on regular basis?
- Is the exterior (siding, brick and/or paint) in good condition?
- Are all accessory structures (sheds, garages, fences, etc.) in good condition?
- Is the roof in good repair with no leaks?
- Are the gutters and/or downspouts in a good state of repair and directing rainwater away from the structure?
- Are the steps, decks, landings and fire escapes functional and in good condition?
- Do all stairs with more than 4 risers have a handrail on one side?
- Do all balconies, porches, or landings 30 inches or more above grade have guardrails?
- Is the yard and porch free of junk, trash, or debris?
- Are there items being used or stored outside that belong indoors (includes stuffed indoor furniture)?
- Is the property free of inoperable, junk or unlicensed vehicles?

INSIDE THE DWELLING – FIRE SAFETY

- Is there a full fire extinguisher located inside the house?
- Are all smoke detectors hardwired with a battery backup or have a 10-year lithium, sealed tamper proof battery?
- Are smoke detectors located one in every sleeping area (not including kitchen and bathroom)?
- Are all combustible materials stored at least 3 feet away from sources of ignition?
- Are all liquid fuels properly stored outside of habitable spaces?

DOORS AND WINDOWS

- Do the exterior doors have deadbolt locks designed to be readily operable without the need for a key?
- Are all exterior doors weather tight and in good working order?
- Are there any broken or badly cracked windows?
- Are all windows lockable, weather tight and in good working condition (capable of remaining open without a means of support)?
- Do the required operable windows have screens without rips, tears or holes?
- Does every habitable space have an operable window?

WALLS, CEILINGS AND FLOORS

- Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition?
- Are the floors structurally sound?
- Do overhead lights have proper globe covers in place?

ELECTRICAL SYSTEM

- Does every habitable room have at least 2 separate working outlets?
- Do the bathrooms, kitchen, laundry, garage and exterior areas have ground fault circuit interrupter? (GFCI) outlets?
- Are all cover plates for outlets, switches and junction boxes in place?
- Are all switches, outlets and electrical fixtures in good working order?
- Are electrical panel/circuits properly labeled?

MECHANICAL

- Does each room including bathrooms have adequate heat?
- Are all combustion gases vented to the outside?
- Are clothes dryers properly vented?

PLUMBING

- Do plumbing fixtures have adequate water pressure and do they operate properly?
- Are supply and drain lines free of leaks?
- Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?

BATHROOMS

- Are all bathroom fixtures working properly?
- Is the floor easily maintained in a clean, dry condition?
- Is there an operable window or adequate mechanical ventilation?

MISCELLANEOUS

- Are all structures free from insect and rodent infestation?
- Are all interior and exterior premises free from any accumulation of rubbish or garbage?
- Are all interior and exterior spaces kept in clean and sanitary condition?
- Is there adequate sleeping space for the number of occupants?
- Has the owner properly registered all the units in the building?
- Is a Residential Rental Occupancy License posted inside each unit?
- Has out-of-county property owner designated a local responsible agent?

**** A REINSPECTION FEE OF \$56.04 WILL BE APPLIED FOR THE SECOND FAILED INSPECTION AND/OR INSPECTIONS CANCELLED WITH LESS THAN 24 HOURS NOTICE. SUBSEQUENT REINSPECTIONS WILL BE CHARGED \$224.15 PER THE CITY ORDINANCE. ****