



## INSPECTION CHECKLIST

*All requirements listed are described in greater detail in Chapter 10, Article V, of the City of Federal Heights Municipal Code.*

Property Street Address: _____		Unit/Apt/Space#: _____		Property Inspection Date: _____	
Year Built: _____	# of Bedrooms: _____	# of Bathrooms: _____	Unit Occupied <input type="checkbox"/>	Agent Present <input type="checkbox"/>	Owner Present <input type="checkbox"/>
Owner Name: _____		Owner Address: _____			
Owner Phone #: _____		Owner Email Address: _____			
Local Agent Name: _____		Local Agent Address: _____			
Local Agent Phone: _____		Local Agent Email Address: _____			

**Scope.** The provisions of this article shall apply to all residential rental properties, including all existing premises, or portions thereof used, designed, or intended to be used for dwelling purposes on a rental basis as well as the site or lot, including parking lots, driveways and landscaping, and accessory structures, including, but not limited to, fences, retaining walls, sheds, and other such structures. Except as provided herein, such properties, including buildings, or portions thereof, and their equipment, devices and safeguards, shall be maintained in conformance with the building code under which they were installed, provided such use is not a danger or hazard as deemed by the city's building official. (Federal Heights Municipal Code §10-100(c))

**Non-conforming rights.** Except for smoke and carbon monoxide detectors and Ground Fault Circuit Interrupters ("GFCI") existing residential rental properties that were permitted, constructed and approved under a previous edition of the applicable building code, or applicable law, shall be considered as demonstrating compliance with the construction provisions of this article provided that the previously approved and permitted construction is not a danger or hazard as determined by the building official. Nothing in this article shall be construed to allow the degradation of any system, device, or equipment required by the building code or applicable law under which the building was constructed. (Federal Heights Municipal Code §10-100(d))

Space and Occupancy Standards §10-104(a-c)				Comments
(a) <b>Improper occupancy.</b> Buildings or structures shall not be used for purposes other than those for which the building or structure was designed or intended, or permitted.	PASS	FAIL	N/A	
<b>10-104 (b) Room Dimensions</b> (Not applicable to mobile homes manufactured prior to June 15, 1976, or legal non-conforming dwelling units.)				
(1) <b>Ceiling heights.</b> Habitable rooms in units shall have a ceiling height of not less than seven feet. In rooms with sloped ceilings, the required ceiling height shall be provided in at least 50 percent of the room. No portion of any room with a ceiling height of less than five feet shall be considered as contributing to the minimum floor area as required in this section.	PASS	FAIL	N/A	
(2)(a) <b>Floor area.</b> Every residential rental property dwelling unit shall contain at least 150 square feet of habitable floor space for the first occupant and an additional 100 square feet of habitable floor space for each additional occupant. Every room used for sleeping purposes shall have at least 70 square feet of floor space for the first occupant and an additional 30 square feet of floor space for each additional occupant.	PASS	FAIL	N/A	
(2)(b) <b>Floor area.</b> The building official may waive or modify the above-stated minimums in appropriate circumstances such as the birth or adoption of additional children, a temporary need for medical care for a family member, or care of children by a non-custodial parent, but in no case shall the number of persons occupying a dwelling unit create conditions that the building official deems to endanger the life, health, safety or welfare of the occupants.	PASS	FAIL	N/A	
(3) <b>Width.</b> No room used for living or sleeping purposes shall be less than seven feet in any dimension. Each toilet shall be installed in a clear space of at least 27 inches in width.	PASS	FAIL	N/A	

<b>10-104 (c) Light and ventilation.</b> (Not applicable to mobile homes manufactured prior to June 15, 1976, or legal non-conforming dwelling units.)				
<b>(1) General.</b> For the purpose of determining light or ventilation required by this section, any room may be considered as a portion of an adjoining room if one-half of the common wall is open and unobstructed and provides an opening of at least ten percent of the floor area of the interior room.				
<b>(2) Light.</b> Every habitable room within a residential rental property dwelling unit shall be provided with windows or skylights with an area of at least ten percent of the floor area of the interior room. All public hallways, stairways and other exit ways shall be illuminated at all times with not less than five foot-candles at the floor level.	PASS	FAIL	N/A	
<b>(3)(a) Ventilation.</b> Habitable rooms within a residential rental property dwelling unit shall be provided with natural ventilation by means of at least one open exterior window or skylight with an area of not less than one-twentieth of the floor area with a minimum of five square feet.	PASS	FAIL	N/A	
<b>(3)(b) Ventilation.</b> In lieu of required exterior openings for natural ventilation, an approved mechanical ventilation system may be provided. Such system shall be capable of providing two air changes per hour in all habitable rooms and public hallways. In such case, one-fifth of the required air supply shall be taken from the outside.	PASS	FAIL	N/A	
<b>(3)(c) Ventilation.</b> Bathrooms, water closet compartments and similar spaces shall be provided with natural ventilation by means of openable exterior openings with an area not less than one-twentieth of the floor area of such rooms with a minimum of one and one-half square feet.	PASS	FAIL	N/A	
<b>(3)(d) Ventilation.</b> In lieu of required exterior openings for natural ventilation in bathrooms containing a bathtub or shower, and similar rooms, a mechanical ventilation system connected directly to the exterior capable of providing five air changes per hour is required. The point of discharge of exhaust containing only a toilet or lavatory or combination thereof, and similar rooms, may be ventilated with an approved mechanical circulating fan or a similar device designed to remove odors from the air.	PASS	FAIL	N/A	
<b>(3)(e) Ventilation.</b> Clothes dryers must exhaust to the exterior of the home. Dryer exhaust piping must be clear of lint and debris.	PASS	FAIL	N/A	
<b>Plumbing and Sanitation §10-104(d)</b>				<b>Comments</b>
<b>(1) Bathrooms.</b> Every dwelling unit shall be provided with a toilet, lavatory, and either a bathtub or shower. These facilities shall be located within the same building as the occupants and occupants shall not be required to go outside the building or through another dwelling unit to reach the facilities.	PASS	FAIL	N/A	
<b>(2) Fixtures.</b> All plumbing fixtures and piping shall be maintained in good working order. Each plumbing fixture shall be provided with hot and cold running water necessary for its normal operation and be properly connected to an approved water and sewer system. Plumbing system waste piping shall be maintained free of all sewage obstructions and leaks. Potable water piping shall be free of leaks. All plumbing fixtures shall be of smooth, impervious, easily cleanable surfaces, and be maintained in safe and sanitary working conditions free of cracks, breaks, rust and leaks. All plumbing fixtures shall be adequately secured so that no strain is placed on the piping connections.	PASS	FAIL	N/A	
<b>(3) Lavatory basins.</b> Every room containing a toilet shall have a lavatory basin located in the same room or in the room immediately adjacent to the room containing the toilet. Laundry tubs, kitchen sinks, or bathtubs are not acceptable substitutes for lavatory purposes.	PASS	FAIL	N/A	
<b>(4) Room separation.</b> Every room containing a toilet, bathtub or shower shall be completely enclosed by partitions, doors, or windows from floor to ceiling and wall-to-wall which will afford privacy to the occupant.	PASS	FAIL	N/A	
<b>(5) Bathtub and shower enclosures.</b> The interior of every shower enclosure shall be watertight, maintained in sound condition, and be easily cleanable. Walls and floors of every shower enclosure shall be made of smooth, non-absorbent materials free of sharp edges and properly sloped to drain completely. Joints in any bathtub or shower enclosure shall be maintained waterproof with caulking or similar material. Repairs shall be required if more than two square feet of the enclosure wall or floor is no longer waterproof or more than two linear feet of caulking has failed, or if the leak is causing an unsafe electrical condition.	PASS	FAIL	N/A	

<b>(6) Kitchen sink.</b> Every dwelling unit shall contain a kitchen sink of seamless construction and be impervious to water and grease. Sinks shall be provided with operational garbage disposals.	PASS	FAIL	N/A	
<b>(7) Openings for piping.</b> All exterior openings into the interior of the building, including those in a crawl space provided for the passage of piping, shall be properly sealed so as to be rodent and insect resistant and securely fastened in place.	PASS	FAIL	N/A	
<b>(8) Environmental health.</b> All surfaces in and around the dwelling unit shall be maintained free of mold and mildew.	PASS	FAIL	N/A	
<b>(9) Interior maintenance.</b> Floors, walls, doors, and ceilings shall be secure and free of holes, cracks, and breaks. Halls, floors and open spaces must be sanitary, free of slip and trip hazards, household waste materials, fire hazards and item accumulation that prevent reasonable access to all areas within the dwelling unit. Floor coverings shall be free from any defects that could cause tripping or would prevent the floor from being easily cleaned. Floor coverings such as carpeting, tile, linoleum, and similar material shall be repaired or replaced when more than ten percent of the floor covering area is severely deteriorated or if defects create an unsafe or unsanitary condition. Floor coverings that have tears in excess of six inches in length, which are raised above the floor surface and present a tripping hazard, shall be repaired.	PASS	FAIL	N/A	
<b>Building Requirements §10-104 (e)</b>				<b>Comments</b>
<b>(1) General.</b> Roofs, floors, walls, ceilings, stairs, handrails, guardrails, doors, porches, all other building components shall be capable of resisting any and all forces and loads to which they may be normally subjected, and shall be kept in sound condition and in good repair.	PASS	FAIL	N/A	
<b>(2) Foundations.</b> Every foundation shall be maintained plumb and free of open cracks and breaks, kept in sound condition and good repair, and shall be weather tight and watertight.	PASS	FAIL	N/A	
<b>(3) Weather protection.</b> Buildings shall be weathertight and watertight and maintained free of holes, cracks or other defects that admit moisture so as to provide shelter for the occupants against the elements and to otherwise exclude dampness. Windows that are designed to open vertically shall be capable of remaining open without the use of tools, props or special knowledge.	PASS	FAIL	N/A	
<b>(4) Drainage.</b> All rain water shall be so drained and conveyed away from buildings so as to not cause dampness in basements or in walls, ceilings, or floors of any building, or erosion of exterior surfaces. Water shall not be discharged in a manner that adversely affects the safety of the general public.	PASS	FAIL	N/A	
<b>Mechanical Requirements §10-104(f)</b>				<b>Comments</b>
<b>(1)(a) Heating.</b> Every residential rental property dwelling unit shall be provided with heating facilities capable of maintaining a room temperature of at least 68 degrees Fahrenheit in all habitable rooms. Electric heating appliances that are not permanently installed, cooking appliances of any type, or decorative appliances, shall not be considered heating facilities for the purpose of providing heat as required by this section.	PASS	FAIL	N/A	
<b>(1)(b) Heating.</b> All heating devices or appliances shall be installed and maintained in accordance with the structure's building permit or manufacturer's specifications and kept in safe working condition. Required clearances to protected or unprotected combustible materials shall be maintained for heating equipment as well as sufficient clearance to permit the cleaning, maintenance, service and repair of the appliance. Required clearances as listed on the equipment or per the manufacturer's specifications must be provided. Venting systems for gas-fired appliances shall be maintained in accordance with the manufacturer's specifications.	PASS	FAIL	N/A	
<b>(1)(c) Heating.</b> Except within an efficiency dwelling unit, gas-fired water heaters shall not be installed in any sleeping area. Water heating equipment serving any dwelling unit shall be provided in conformance with the requirements of the structures building permit and all manufacturer's specifications.	PASS	FAIL	N/A	
<b>(1)(d) Heating.</b> Closets containing heating equipment shall be kept free of stored items, combustibles, flammables, or accelerants.	PASS	FAIL	N/A	

<b>(2)(a) Electrical.</b> All electrical equipment, wiring, and appliances shall be installed and maintained in a safe manner. All electrical equipment shall be permanently installed and be an integral part of the electrical wiring of the entire building. Electrical appliance or fixture cords shall be protected with proper coverings having no frayed or exposed wiring.	PASS	FAIL	N/A	
<b>(2)(b) Electrical.</b> Every habitable room, bathroom, kitchen, laundry room, water closet compartment, furnace room and public hallway or stairway shall be provided with electrical outlets and fixtures in conformance with the structures original building or electrical permit. Electrical light fixtures shall house only those bulbs approved by the manufacturer. Wattage of bulbs shall not exceed the manufacturer's maximum wattage recommendations for the fixture. Light fixtures shall be maintained according to their original design and free of broken globes that may leave the bulb exposed to the elements.	PASS	FAIL	N/A	
<b>(2)(c) Electrical.</b> Breaker panels shall be readily accessible and not blocked or covered by storage or decoration. There shall be no unapproved openings within any electrical enclosure.	PASS	FAIL	N/A	
<b>(2)(d) Electrical.</b> Extension cords. Extension cords shall not be used as permanent electrical wiring or for required electrical outlets. No extension cords shall extend or pass from one room to another room. No extension cord shall be placed across any doorway, through any wall or partition, or in an area where such cord is subject to physical damage.	PASS	FAIL	N/A	
<b>(2)(e) Electrical.</b> GFCIs are required to be installed in all bathroom, and outdoor receptacles and in kitchen receptacles that serve a countertop. Where GFCIs have been installed in other locations, they must be operational.	PASS	FAIL	N/A	
<b>Exits §10-104(g)</b>				<b>Comments</b>
<b>(1) General.</b> All buildings or structures shall be provided with exits, including stairways, handrails, and guardrails, and have access to the public way. All doors, windows, corridors, stairways, fire escapes or other means of egress shall be maintained free of stored or discarded materials, or other obstructions or locks, as to prevent or impede egress from the building or structure.	PASS	FAIL	N/A	
<b>(2) Dwelling units.</b> Every residential rental property dwelling unit or guest room shall have access directly to the exterior of the building or to a public corridor that leads to the exterior. Sleeping rooms located below the fourth story and in basements shall have at least one operable window or exterior door meeting the following dimensional standards: <ul style="list-style-type: none"> <li>• Minimum Area: 5.7 ft<sup>2</sup></li> <li>• Minimum Clear Width: 20"</li> <li>• Minimum Clear Height: 30"</li> <li>• Maximum Height from Floor: 44"</li> <li>• Basement Egress Window Well Depth: 36"</li> <li>• Basement Egress Windows must also provide a ladder and may not be obstructed or locked by a cover. All required egress windows or doors shall be operable from the inside to provide the required full clear opening without the use of separate tools or keys and not requiring special knowledge or effort.</li> </ul>	PASS	FAIL	N/A	
<b>Appliances §10-104(h)</b>				<b>Comments</b>
<b>(h) Appliances.</b> Appliances, whether supplied by the owner or tenant, shall be maintained in good working condition, free of leaks or other defects, so as not to cause any unsafe or unsanitary condition.	PASS	FAIL	N/A	
<b>Fire Protection §10-105</b>				<b>Comments</b>
<b>(a) General.</b> Required fire-rated assemblies shall be maintained as specified by the structure's original building permit. Such assemblies shall be properly repaired, restored, or replaced when damaged, altered, breached, penetrated, removed, or improperly installed. Fire protection equipment, including, but not limited to, extinguishing systems, fire alarm systems, smoke detectors, and fire extinguishers, shall be maintained in good and safe working condition.	PASS	FAIL	N/A	

<p><b>(b) Smoke detector requirements.</b> Hard-wired smoke detectors required by any structure's building permit may not be replaced with battery-operated units. Combination smoke detectors and carbon monoxide detectors may be used to meet the requirements of this chapter. Smoke detectors shall be provided in all rental units in accordance in the following locations:</p> <ol style="list-style-type: none"> <li>(1) All sleeping rooms.</li> <li>(2) Outside of each separate sleeping area, in the immediate vicinity of the sleeping room.</li> <li>(3) On each level of the dwelling unit, including basements.</li> </ol>	PASS	FAIL	N/A	
<p><b>(c) Carbon Monoxide detector requirements.</b> Carbon monoxide detectors shall be provided in any rental unit that has a fuel-fired heater or appliance, a fireplace, or an attached garage and a carbon monoxide alarm shall be installed within 15 feet of the entrance to each room lawfully used for sleeping purposes.</p>	PASS	FAIL	N/A	
<b>Exterior Maintenance §10-106</b>				<b>Comments</b>
<p><b>(a) Weather protection.</b> All buildings and structures shall have exterior walls that are weather tight and watertight, and kept free of deterioration, holes, breaks, or loose boards or coverings. Roof surfaces shall be watertight and not have any defects that will allow water to enter into the structure.</p>	PASS	FAIL	N/A	
<p><b>(b)(1) Exterior maintenance.</b> The exterior finish of all structures shall be maintained in good repair and free of defects and graffiti vandalism. If the exterior finish of a structure is paint or stain, the structure shall have been painted or stained prior to a time when the exterior finish has substantially deteriorated.</p>	PASS	FAIL	N/A	
<p><b>(b)(2) Exterior maintenance.</b> All architectural projections, such as cornices, moldings, lintels, sills, and similar projections shall be maintained in good repair and free of defects.</p>	PASS	FAIL	N/A	
<p><b>(b)(3) Exterior maintenance.</b> All chimneys, antennae, satellite dishes, vents, gutters and downspouts and similar projections or building accessories shall be structurally sound and in good repair. Such projections shall be properly secured, when applicable, to an exterior wall or roof.</p>	PASS	FAIL	N/A	
<p><b>(c) Windows and doors.</b> Windows and exterior glazing shall be soundly and adequately glazed, free from loose and broken glass and cracks that could cause physical injury or allow the elements to enter the structure. Windows and doors are to be maintained so that they can be secured in a closed position. Exterior doors shall be maintained weather tight, watertight and rodent-proof. Exterior doors of residential rental property dwelling units shall be of a solid core or equivalent and be provided with a deadbolt locking device that tightly secures the door. Where window-mounted cooling appliances are utilized the openings around the appliance must be sealed with weather resistant materials.</p>	PASS	FAIL	N/A	
<p><b>(d) Screens.</b> Screens shall be provided for all operable windows. All screens shall be maintained in good repair and free from tears, holes, or other imperfections of either screen or frame that would admit any insects, such as flies or mosquitoes. Screens with holes one square inch or larger or with tears in excess of two inches shall be repaired or replaced. Screens shall not be damaged or warped, shall fit tight in the framework of the window, and be removable for cleaning and maintenance purposes. Sliding screen doors are required whenever sliding glass doors are present.</p>	PASS	FAIL	N/A	
<p><b>(e) Infestation.</b> All structures and exterior property shall be maintained free of rodent, insect or vermin infestation that creates an unsafe or unsanitary environment on the subject property, or adjacent buildings or properties. All structures and exterior property shall be maintained free of conditions which may cause an unsafe or unsanitary environment.</p>	PASS	FAIL	N/A	
<p><b>(f) Addresses.</b> Address numbers a minimum of four inches in height shall be provided on every habitable building or structure and located so as to be visible from the street. Individual rental units within a building or structure shall be individually identified. To promote visibility address numbers shall be of a contrasting color to their background.</p>	PASS	FAIL	N/A	
<p><b>(g) Accessory structures.</b> All accessory structures shall be maintained in a state of good repair. Such structures shall include, but not be limited to, clubhouses, offices, maintenance buildings, carports, retaining walls, fences, garages, and miscellaneous sheds or structures. These structures must be constructed of materials consistent for the use of the structure and not constructed in a makeshift of haphazard manner.</p>	PASS	FAIL	N/A	

Site or Lot Maintenance §10-107				Comments
<b>(a) General.</b> The accumulation of weeds, vegetation, junk (to include, but not be limited to, abandoned, unused or non-operational appliances, equipment, vehicles, machinery, or household furnishings), dead organic matter, debris, garbage, stagnant water, combustible materials or similar materials or conditions shall be prohibited.	PASS	FAIL	N/A	
<b>(b) Parking areas.</b> All parking areas shall be maintained free of potholes, weeds, dust, trash and debris. The property owner and occupant shall be responsible for maintaining the parking areas adequately for all-weather use in accordance with the applicable provisions of chapter 70, article XII of the Code, as amended and the property's approved site plan.	PASS	FAIL	N/A	
<b>(c)(1) Landscaping.</b> Area and materials maintained in accordance with City code, with approved landscaping, grass, shrubs, and trees. Dead or severely damaged plant materials shall be replaced; no grass or weeds exceed 6 inches.	PASS	FAIL	N/A	
<b>(c)(2) Landscaping.</b> Trees and shrubs shall not be allowed to overhang, encroach or interfere with the use of any walkways, drives, parking areas, adjacent property, traffic signs, sight triangles, fire hydrants, utility easements, aboveground utility service lines or facilities.	PASS	FAIL	N/A	
<b>(c)(3) Landscaping.</b> Where the property is adjacent to a public street and the landscaping is in the public right-of-way, the property owner is responsible for the installation and maintenance of the landscaping from the back of the curb.	PASS	FAIL	N/A	
<b>(c)(4) Landscaping.</b> Nonliving landscape features and ornaments shall also be maintained by repairing or replacing broken features and repainting as necessary.	PASS	FAIL	N/A	
<b>(c) (5) Landscaping.</b> Tree limbs, which overhang public sidewalks, shall be kept trimmed to a height of at least eight feet above the sidewalk level. Tree limbs, which overhang the street, shall be kept trimmed to a height at least 20 feet above the street level.	PASS	FAIL	N/A	
<b>(c)(6) Landscaping.</b> Properties with an approved landscape plan shall maintain such landscape as required by the plan.	PASS	FAIL	N/A	
<b>(d) Trash.</b> Trash enclosures shall be installed and maintained as required by the Code. All trash shall be kept inside the enclosure. Oversized trash that will not fit within the trash enclosure shall be removed from the property.	PASS	FAIL	N/A	
<b>(e) Water lines, sanitary sewer lines, and storm sewer facilities.</b> All on-site private water lines, sanitary sewer lines, and storm sewer facilities shall function properly and be maintained in sound operating condition. Maintenance and repair required by this section shall include, but not be limited to: Mains, laterals, valves, manholes, inlets, outfalls, and detention ponds.	PASS	FAIL	N/A	
Vacant or Abandoned Buildings §10-108				Comments
<b>(a) Vacant or abandoned buildings.</b> Vacant or abandoned buildings shall be secured to prevent unauthorized entry.	PASS	FAIL	N/A	
<b>(b) Vacant or abandoned buildings.</b> Exterior building maintenance and site or lot maintenance of abandoned or vacant buildings shall be the same as for occupied buildings.	PASS	FAIL	N/A	
<b>(c) Vacant or abandoned buildings.</b> Vacant or abandoned buildings and properties shall be maintained free of combustible or hazardous materials.	PASS	FAIL	N/A	

Additional notes:

**Overall Inspection Results:**

Inspection Date	Inspection Status		
	Passed	Failed	No Show
	Passed	Failed	No Show
	Passed	Failed (Re-Inspection Fee Assessed)	No Show
	Passed	Failed (Re-Inspection Fee Assessed)	No Show
	Passed	Failed (Re-Inspection Fee Assessed)	No Show
	Passed	Failed (Re-Inspection Fee Assessed)	No Show

\$50.00 No Show Fee Assessed

\$90.00 Re-Inspection Fee Assessed (A \$90.00 fee must be assessed for any failed inspections beyond the second.)

**Re-Inspection Date (if needed):**

The Rental Housing Inspector must provide for a reasonable amount of time for the correction of any items listed above that is not less than seven days and no more than 90 days. The owner may request an extension of time, which may be granted if the inspector determines that substantial progress is being made to correct the violation. Based on the items identified above, a re-inspection date no more than \_\_\_\_ days from the date of this notice (or \_\_\_\_\_) must be scheduled.

**Appeal:** An owner or property manager may appeal a notice of violation or order to correct to an independent hearing officer, who shall be appointed by resolution of council. A written notice of appeal must be filed with the community development department within 30 calendar days of the date of the notice of violation or order to correct. Appeals must be based upon an articulated claim that the intent of this article, or the codes or regulations applied herein, have been incorrectly interpreted, or are not applicable to the matter at issue, or that an alternative measure equally addresses the concern. Notice of appeals must include an appeal fee, the amount of which shall be established by resolution of city council. Appellants who succeed on appeal before the hearing officer shall be refunded their appeal fee in its entirety.

**Private Inspection Option:** Property owners have the option of employing an approved, qualified, independent inspector at their own cost. For a list of pre-approved inspectors to choose from, please contact the Rental Housing Inspector. Upon receipt of notice of a scheduled or complaint-based inspection, the owner of the residential rental property may, at the owner's cost, employ a qualified independent inspector from a list provided by the city to perform the required inspection. To be deemed compliant with the code, the property owner must, within 45 days of the scheduled inspection, submit to the city a written report from the qualified independent inspector that the residential rental property is in compliance with all standards and requirements set forth in the code.

For a complaint-based inspection the property owner must, within 21 days of the notice, cause such property to be inspected by the qualified independent inspector, who must also provide a written report of such inspection to the city. Should violations of this article be found to exist, the property owner must correct such within 90 days of submittal of the inspector's report, which correction(s) must also be certified as compliant with this article to the city by the qualified independent inspector. The property owner may be granted an extension of time by the city if the qualified independent inspector determines that substantial progress is being made to correct the violation. Such request must be made in writing by the property owner and submitted to the city prior to expiration of the 90-day period. Upon receipt the city shall in consideration of all applicable facts determine the terms and conditions of the extension.

Please don't hesitate to contact me should you have any questions.

\_\_\_\_\_  
Housing Inspector Signature

\_\_\_\_\_  
Housing Inspector Printed Name

\_\_\_\_\_  
Housing Inspector E-mail

\_\_\_\_\_  
Housing Inspector Phone Number