

**CITY OF WARRENSVILLE HEIGHTS
HOUSING INSPECTION DEPARTMENT
INSPECTION GUIDELINES
House (Exterior)**

ROOF

Check for loose, damaged, deteriorated, and/or missing roof covering. Holes or other structural damage shall be repaired. Flashing shall be properly installed, secure, and free from deterioration.

CHIMNEY

Should be plumb, and free of loose, damaged, or missing bricks. Check for loose or missing mortar between bricks.

GUTTERS/DOWNSPOUTS

Damaged, deteriorated and/or missing gutters and downspouts must be replaced. Check for deteriorated gutter boards. Downspouts shall be connected to storm sewers, except where the City has required disconnection or the property owner has obtained a disconnection permit from the Public Works Department.

WALLS

Check for loose, damaged or missing siding and trim. The siding material shall be the same type on all sides of the structure. Damaged or missing corner caps or corner trim boards should be replaced. Brick walls should be free of damaged or missing bricks, and loose or deteriorated mortar joints.

WINDOWS

Check windows for cracked, broken, or missing windowpanes, loose or missing window glazing, damaged or deteriorated sills, frames, and casing. Torn or damaged screens must be replaced.

DOORS

Exterior doors should fit into their frames and have a lock. Check for loose, damaged, or missing door stops, threshold, frame, and casing. Also check doorknobs, hinges, closers, etc. for proper installation and operation.

STEPS

If masonry, check foundation, risers, and wing walls for loose, damaged, or missing bricks or deteriorated mortar joints. Check treads and stoop for severe spalling, breaks or missing pieces, and/or separation from house. Wood steps must be on an adequate

foundation and properly attached to porch or house. Stringers, risers, treads, and lattice shall be free of damage or deterioration. Handrails on all step units shall be free of deterioration, and properly secured.

PORCH

Replace any damaged, deteriorated, or missing members of ceiling, floor, railing, support columns, and/or trim. Check for sagging or spongy floor, and loose ceiling or floor boards. Check sill box boards for deterioration and separation at the corners.

FOUNDATION

Check for loose, damaged, or missing bricks, deteriorated mortar joints, and bowing of foundation walls. Openings in foundation walls for coal chutes, windows, electrical service, etc., shall be properly sealed.

WINDOW WELLS

Check for loose, deteriorated, or missing bricks, bowing walls, and deteriorated mortar joints. Window wells are to be kept free of debris and litter. Drains are to be maintained in proper working condition.

PAINTED SURFACES

All painted surfaces which are peeling, flaking, or blistering shall be scraped, primed, and painted.

ELECTRICAL

House to garage service conductors must be properly installed and not sag. Check condition of insulation for deterioration. All exterior fixtures, switches, and receptacles shall be approved for exterior use, properly installed, and fully operational.

ADDRESS

The property identification number must be prominently displayed in numerals.

**Garage
INTERIOR**

Asphalt floors are prohibited. Sill plates, studs, top plates, rafters, main beam, and sheathing shall be free of damage or deterioration. Main beam shall be properly supported. Electrical wiring and fixtures shall be properly installed and maintained in working condition.

EXTERIOR

All garage walls shall be plumb, and free of damaged, deteriorated, or missing siding or trim. The siding material shall be the same type on all sides. All doors shall be fully operational and properly installed. Windows shall be free of broken or severely cracked panes. Boarded up windows are not acceptable. Gutters and downspouts shall be properly installed, and free of damage, deterioration, or leaks. The roof covering shall be the proper type for the pitch of the roof and be maintained in good condition. Rolled roofing is not acceptable for repairs on shingled roofs.

Yard Area

Landscaped areas shall be kept free of tall grass/weeds, dead trees or tree branches, litter, debris, and nonusables. Firewood must be stored 1 foot above the ground. Shrubbery must be maintained and kept from encroaching onto the public sidewalk. Junk cars must be removed, restored to operable condition, or kept completely in the garage.

SERVICE WALKS

Check for broken, loose, or missing pieces of the walk blocks. Vertical separation between blocks of 1 inch or more is not acceptable.

**PUBLIC SIDEWALKS AND
DRIVEWAY APRONS**

Check for broken, loose or missing pieces and cracks with a vertical or horizontal separation of 1 inch or more. Blocks with spalling to a depth of 1 inch over 50% of the block shall be replaced.

Asphalt driveways shall be free of cracks ¼ inch wide or larger, deteriorated areas, or depressions. Proper grade must be maintained. Concrete driveways shall be free of broken or deteriorated areas, large cracks, holes, and blocks with a vertical separation of 1 inch or more.

FENCES

Fences shall be structurally sound and free of loose, damaged, or deteriorated members. Any areas with peeling or flaking paint shall be scraped, primed, and painted.