

The City of Lancaster Codified Ordinance, §182-Lead Poisoning Prevention/Lead Hazard Control (<https://ecode360.com/8118273>), §223-Property Maintenance (<https://ecode360.com/8118803>), and §238-Rental Property (<https://ecode360.com/11460830>) establish the rules governing rental properties. The purpose of these ordinances is to protect and promote public health, safety and welfare by establishing accountability for the proper maintenance of residential rental housing units through rental property licenses and inspections.

**INTRODUCTION AND DISCLAIMER:** This Pre-Inspection Guide is intended to provide a general understanding of the items that city inspectors review during a routine residential rental license inspection. The ordinance now requires every rental unit receive a Lead-Safe Certification or a Notice of Compliance with Lead Safe Standards (182-9). In addition to our standard Property Maintenance inspection, the Code officer will perform a visual inspection for deteriorating lead-based paint. This checklist is to be used as a guide and references commonly inspected items. This guide is not a complete list of every item to be evaluated at the time of inspection.

#### **TYPES OF RENTAL UNIT INSPECTIONS REQUIRED:**

- Initial Inspection** - Bureau of Property Maintenance & Housing Code Enforcement Official shall, upon receipt of an application for a license, inspect the unit.
- Periodic Systematic Inspection** - The Code Official shall inspect each such unit at least once every four years following the issuance of a license.
- Complaint-Based Inspection**  
An inspection of a rental home at the resident of the City requests.
- Disruptive Conduct**  
Upon the occurrence of disruptive conduct report.

#### **QUALITY HOUSING STANDARDS**

- Good or Adequate Housing**  
Ready for immediate occupancy, sufficient in size to accommodate the leasee/s. Compliance with applicable codes, ordinances, local and state laws, and regulations or minor health or safety related violations abated in a timely manner.
  - Guidance - Homes that meet these criteria will be inspected every four years.
- Fair or Inadequate Housing**  
Rental units that have moderate or severe physical problems. Deficiencies including plumbing, heating electrical cleanliness and upkeep to also include exterior deficiencies peeling paint and structure damage.
  - Guidance - Homes that meet these criteria will be inspected every 2 (two) years.
- Poor or Severely Inadequate Housing**  
Occupied housing unit that is causing direct health effects to tenants, presence of Lead paint, no heat, no hot and or cold water, damp living conditions.
  - Guidance - These homes will be considered for condemnation. If not condemned, will be inspected every 2 (two) years.

#### **INSPECTION REFERENCE GUIDE**

##### **Step One: License**

- 1) Obtain and maintain a residential rental license for each residential unit.

##### **Step Two: Allow for Inspection**

- 1) If no violations were identified initially, no reinspection will be necessary and the assigned Code Official will close the violation.
- 2) An inspection letter with a scheduled date and time of inspection will be mailed to the contact information we have on file.
  - Scheduled approximately **30 – 45 days** in advance.
  - Owner, and/or Designated Responsible Agent, and/or Property Manager must be present for inspection.
- 3) The assigned code official meets owner or designated otherized agent or property manager at the location and an inspection of the structure and premises is conducted.
- 4) If you do not appear for the scheduled inspection, you will receive a second attempt for appointment letter with a new date and time.
  - Scheduled approximately 14 days in advance.
  - A \$75.00 property violation fine will be applied.

##### **Step Three: Reinspection**

- 1) If violations were identified, a Notice of Violation letter will be mailed to the contact information we have on file with the date and time of your re-inspection(s).
  - The Notice will document any violations and include a date of compliance/reinspection.
  - Timeline for abatement dependent upon the code violation.
  - The re-inspection(s) listed on the Notice of Violation are included in the fee schedule.
  - All re-inspections outside of the Notice of Violation may be subject to a \$125.00 property violation fine.
- 2) Once the outstanding violations have been resolved, the assigned Inspector will close the case.

##### **Step Four: Enforcement**

- 1) If additional reinspections are necessary, a \$125.00 penalty may be imposed.
- 2) And/Or the Code Official may also issue citations \$1000 (max.) per unit per month the violation exists + court costs and/or a term of imprisonment not exceeding 90 days.
- 3) And/or Revocation of Rental License.

## STEPS FOR OBTAINING LEAD SAFE CERTIFICATION

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Landlords have two options for Lead Ordinance compliance:

### Option 1: Obtain Lead Safe Certification with a third party Agency.

- 1) Schedule a clearance examination with a third party, State and EPA certified lead inspection agency.
- 2) Submit the Lead Safe Certification to the bureau.
- 3) Certification is valid for 2 years.

### Option 2: Obtain Lead Safe Certification PMHI Housing Inspector's Visual Assessment

- 1) The Housing Inspector will conduct a visual assessment during the scheduled property maintenance inspection to identify any lead hazards.

#### a. If the Property Fails the Visual Assessment

1. The Inspector will issue a Notice of Violation
2. You must schedule a clearance examination with a third-party State and EPA certified lead inspection agency.
3. Obtain a Lead Safe Certification within 45 days.

#### b. If the Property Passes the Visual Assessment

1. The Inspector will perform a dust wipe sampling to test for lead presence.
2. If the Property Passes the Dust Wipe Sampling, a Notice of Compliance with Lead Safe Standards will be issued, valid for 4 years or until the next systematic inspection (whichever is sooner).

#### c. If the Property Fails the Dust Wipe Sampling

1. The Inspector will issue a Notice of Violation
2. You must schedule a clearance examination with a third-party State and EPA certified lead inspection agency.
3. Obtain a Lead Safe Certification within 45 days.

## VISUAL INSPECTION

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Property maintenance inspection (**Visual Assessment**) to identify **potential lead-based paint hazards**.

### Criteria that Passes Visual Inspection:

- 1) No peeling or chipping paint on any exterior surface.
- 2) No peeling or chipping paint on interior wood surfaces.
- 3) No evidence of friction on doors or door jambs.
- 4) No bare soil with the presence of paint chips on the property's exterior.
- 5) No construction debris on the interior or exterior of the property.

### Criteria that Fails Visual Inspection:

- 1) Peeling or chipping paint on the exterior of the property.
- 2) Peeling or chipping paint on interior wood surfaces.
- 3) Evidence of friction on doors or door jambs.
- 4) Exposed bare soil with paint chips on the exterior.
- 5) Construction debris on the interior or exterior of the property.

## NOTIFICATION FOLLOWING INSPECTION

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### Notice Of Violation

If violations are identified at the time of inspection, the Code Official will issue a notice of violation detailing violations and establishing a timeline in which violations must be abated.

## GENERAL EXTERIOR PREMISES

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- Is the exterior of the property maintained as not to pose a threat to public health safety or welfare?
- Are exterior premises clean and free of rubbish and garbage?
- Are premises free from weeds and excessive plant growth?
- Is grass maintained at a height of less than 6"?
- Is property free of inoperable unregistered or abandoned vehicles?
- Are street numbers at least 4" high and 2" wide and easily visible from the street?
- Is all rubbish and garbage properly stored and removed on a regular basis?
- Are items stored outside that belong indoors, for example furniture?

## ACCESSORY STRUCTURES

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- Accessory structures, including detached garages, fences, and sheds, in good repair and structurally sound?
- Exterior surfaces weather-protected and intact?

## DECKS, PORCHES AND BALCONIES

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- Structurally sound, weather-protected, and in good repair?
- Handrails and guards are securely attached and capable of supporting loads?

## ROOFS

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- Is the roof in good repair?
- Free of leaks with no loose or missing shingles?
- Is the roof overhang free from deterioration and holes?
- Gutters and downspouts are free of debris, securely attached and draining rainwater away from the structure?

## FOUNDATION

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- Structurally sound and free of holes?

## WALLS & CEILINGS

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- Structurally sound?
- Free from holes?
- No flaking, chipping, or peeling paint?
- Free from water damage?
- Is siding weather tight?
- Does brick need sealed or repointed?

**WINDOWS, SKYLIGHTS AND DOORS**

- Exit and entrance doors have working deadbolt locks?
- Doors fit frame, latching and closing securely?
- Weathertight and rodent proof?
- Frames, sashes, and sills are free of rot?
- Frames, sashes, and sills are free of cracked, chipped, peeling, paint and caulk?
- No broken/cracked glass?
- Sash locks?
- Easily openable?
- Insect screens are in good repair?
- Storm/screen doors are maintained?

**GENERAL INTERIOR**

- Interior surfaces are in good, clean and sanitary condition?
- Equipment/appliances in good working condition?
- Free from holes?
- Free from water damage?
- No flaking, chipping, or peeling paint?
- Structure is free from insect and rodent infestation?

**FLOORS**

- Maintained and in good repair?
- No holes or torn carpet?
- Structurally sound?

**HALLWAY/STAIRS**

- Clear pathway?
- Handrails/guardrails securely attached?
- All stairways have a graspable handrail?
- Floor covering are intact and secured to stairs?

**SLEEPING ROOMS**

- Easily openable door or window?
- Permanent heat source?

**KITCHEN**

- Cabinets and counters are in good repair?
- Hot and cold running water with adequate pressure?
- No loose or dripping faucets?
- Drains must function properly, free of obstructions?
- Appliances properly function?
- Appliances are plugged directly into outlets without the use of adapters or extension cords.
- Gas appliances are connected properly with approved fittings/connectors?

**BATHROOM**

- Sink and tub/shower is properly installed and maintained in good repair with caulking intact?
- Toilet is properly secured, maintained, and functioning?
- Hot and cold running water with adequate pressure required to each fixture?
- No loose or leaking faucets?

- Faucets have a minimum one-inch gap above the spill line (top edge of tub/sink)?
- Light fixture properly installed and working?
- Bathroom cabinets are in good repair?
- An openable window or functioning venting is installed?

**FIRE PROTECTION**

- Are pathways clear of debris, storage, trash, snow, ice or other obstructions?
- Are 10-year lithium tamper proof w/ battery backup type smoke detectors installed in each habitable room and hallway to include the basement? Unfinished attics, kitchens and bathrooms are exempt?
- Are carbon monoxide detectors installed outside of the sleeping areas on each floor that has a bedroom?
- Do all bedrooms have an operable door or window that exists directly from the bedroom to the exterior?

**ELECTRICAL**

- Adequate service and outlets?
- Properly installed and accessible service panel?
- Fixtures are intact and properly functioning?
- Extension cords are not being used as permanent wiring?
- Cover plates are on all outlets, switches, and junction boxes?
- All wiring is properly installed and maintained?

**MECHANICAL**

- Heating system is properly installed and maintained?
- Interior temperature is maintained at 68 degrees or above from October to May?
- Temporary heating devices are not used as primary source of heat?

**PLUMBING**

- Plumbing is installed and maintained to code?
- Hot and cold running water with adequate pressure to fixtures and not leaking?
- Sewer lines are properly installed and vented, "S" traps are not allowed, no flexible waste lines?
- Unused gas & plumbing lines are capped?
- All pipes are properly secured and free of defects and obstruction?

For More Information:

Bureau of Property Maintenance & Housing Inspections  
120 N. Duke Street  
PO Box 1599  
Lancaster, PA 17608-1599

Email: [PMHI@cityoflanasterpa.gov](mailto:PMHI@cityoflanasterpa.gov)