

tabled  
4/23/14  
6/11/14  
6/25/14  
7/16/14

died due to lack of interest

Ordinance No. 6020

DEAD

**AN ORDINANCE ADOPTING CHAPTER 15.32 PERTAINING TO RENTAL DWELLING UNITS**

WHEREAS, The Town of Mills desires to protect the health and welfare of citizens residing within the Town and is committed to encouraging healthy living environments by businesses providing residential services within the Town, and

WHEREAS, Providing commercial residential services is a business subject to W.S. §15-1-103 (xii) which authorizes the Town to regulate, license and tax any business whatsoever conducted or trafficked in within the limits of the Town, and

WHEREAS, W.S. §15-1-103 (xli) authorizes the Town to adopt ordinances, resolutions and regulations necessary for the health, safety and welfare of the town and to enforce all ordinances by imposing fines not exceeding seven hundred fifty dollars (\$750.00).

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF MILLS, WYOMING CHAPTER 15.32 BUSINESS LICENSES AND REGULATIONS of the Mills Municipal Code shall be and hereby is adopted as follows:

**15.32.010 Purpose.**

It is the purpose of this Chapter to assure that rental housing in the Town is sanitary, safe and is so operated and maintained as not to become a nuisance to its inhabitants or the surrounding neighborhood or to foster or encourage blight and deterioration or creates a disincentive to reinvestment in the community. Operators of rental dwelling units are responsible to take such reasonable steps as are necessary to assure that the citizens of the town who occupy such units may pursue the quiet enjoyment of the normal activities of life in surroundings that are: safe, secure and sanitary; free from crimes and criminal activity, nuisances or unlawful annoyances.

**15.32.020 Preamble.**

For the protection of the public health, safety and welfare of its citizens the Town, the following Ordinance pertaining to rental dwelling units established or maintained withing the Town and prescribing the required licencing procedure.

**15.32.030 Scope.**

This Section applies to all dwelling units that are leased in whole or in part as rental dwelling units. It includes accessory structures such as garages and storage buildings and appurtenances such as sidewalks and retaining walls, which are on the property. This Section does not apply to Natrona County Department of Health licensed rest homes, convalescent care facilities, nursing homes, hotels or motels licensed by the Town.

15.32.040 Definitions.

Apartment Building - Any building or portion thereof that contains three or more dwelling units, sleeping rooms, or a combination thereof but not including condominiums or town homes.

Building Official - The Building Inspector for the Town of Mills or his/her duly authorized representative(s).

Condominium - Condominium is a single dwelling unit in a multi-dwelling unit building that is separately owned and may be combined with an undivided interest in the common areas and facilities of the property.

Denial - As used in the Town of Mills Ordinances is the refusal to grant a license to a new or renewing applicant by the Town.

Dwelling Unit - Any building or portion thereof that contains living facilities, including provisions for sleeping, eating, cooking and sanitation, for not more than one family.

Dwelling, Single-Family - A building or portion thereof containing one dwelling unit. For purposes of this Section, a single family dwelling unit includes a free standing single family residence, a single dwelling in a cooperative, an individual condominium or townhouse, a single dwelling unit in a non-residential structure or a dwelling unit offered for rent in a duplex in which the owner occupies the other dwelling unit.

Dwelling, Two-Family - A building or portion thereof containing two dwelling units.

Efficiency Dwelling Unit - A dwelling unit containing only one habitable room plus bathroom facilities.

Lease - An oral or written agreement between a dwelling unit owner and a tenant for temporary use or occupancy of a rental dwelling unit, usually in exchange for payment of rent.

License - The formal approval of an activity specified on the certificate of license issued by the Town of Mills.

Rent - The consideration paid by a tenant to the owner of a rental dwelling unit for temporary and exclusive use of the rental dwelling unit by the tenant. The consideration is not limited to the payment of money.

Rental Dwelling Unit - A dwelling unit or sleeping room occupied and leased by a tenant.

Revoke - To rescind or take back a license issued by the Town of Mills.

Sleeping Room - Any room or rooms used or intended to be used by a tenant for sleeping purposes with or without meals and not licensed by the Natrona County Department of Health.

Suspend - To make a license temporarily inoperative.

Tenant - Any adult person granted temporary use of a rental dwelling unit or sleeping room

pursuant to a lease with the owner of the rental dwelling unit.

Town - Shall mean the Town of Mills.

Town Council - Shall mean the Town Council of the Town of Mills.

Townhouse - A single-family dwelling constructed in a group of dwellings attached to each other and where each dwelling unit extends from the foundation to the roof and is separated from other dwelling units by property lines.

15.32.050. Rental License.

A. Required. No person shall operate, let or cause to be let, a rental dwelling unit, which is not licensed by the Town of Mills in the manner required by this Ordinance. A license must be obtained for each residential dwelling unit except, two or more residential dwelling units located within a single building and having a common owner and a common property identification number shall require only a single license. Upon receipt of the properly executed initial application for a rental license, the building official may cause an inspection to be made of the rental dwelling unit(s) to determine whether it is in compliance with Chapter 15, other Mills ordinances, and the laws of the State of Wyoming. Every rental dwelling unit may be re-inspected after a renewal application is filed to determine if it still conforms to all applicable codes and ordinances.

B. Application Filed. A license application shall be submitted to the building official on forms furnished by the Town of Mills and must contain the following information:

- a. Name, address, and telephone number of the owner of the rental dwelling unit(s). This is the address that all future correspondence from the town will be sent to. Owner shall indicate if the owner is an individual, corporation, partnership, or sole proprietorship.
- b. Name, address, and telephone number of any owners agent responsible for the management of the rental dwelling unit(s).
- c. Street address of the rental dwelling unit(s).
- d. Number and type of dwelling units (one (1) Bedroom, Two (2) Bedrooms, etc...)

C. Changes in Ownership and Amended Licenses. A license is not assignable. Any changes occurring in the ownership of a rental dwelling unit(s) require a new license. The new owner must obtain a new license within thirty (30) days of acquiring the property. The fee paid for the new license shall be the fee required for an initial license. If any changes occur in any information required on the license application, the owner must submit an amended license application to the Town within thirty (30) days of the change. If any rental dwelling units are added to a current license, the additional rental dwelling units must be licensed by

amendment of the current license and must be accompanied by the fee required for the additional units.

D. Annual Licensing. All rental dwelling units shall be licensed before being let, in whole or in part. Licenses will expires annually at midnight on October 31. The license for each building containing rental dwelling units must be renewed annually on or before October 31. Rental dwelling units must be registered as a sleeping room, a single-family dwelling, a two-family dwelling, or an apartment building. Any unlicensed rental dwelling units are subject to penalties.

E. Exemptions. Rental licenses are not required for dwelling units that an immediate relative occupies. For the purpose of this exemption, relative shall be defined as a husband, wife, father, mother, son, daughter, brother, sister, grandson, granddaughter, grandfather, or grandmother.

F. License Fee. All license fees required by this section are set forth by Town Council resolution. These must accompany the license application. The license fee is doubled when an application is received more than thirty (30) days after it was due.

G. Town Owned. Rental dwelling units owned or under the control of the Town must be licensed but are exempt from paying license fees.

H. Inspection Fee. Inspection fees will be charged at the time dwelling units are inspected. Inspection fees required by this section are set forth by Town Council resolution.

I. Record Retention. The license application and all other documents pertinent to a rental dwelling unit shall be kept on file in the office of the building inspector. A copy shall be furnished to the owner or other authorized person upon request.

#### 15.32.060 Issuance of License.

The Town shall issue a license if the rental dwelling unit(s) and the application are found to be in compliance with the provisions of section 15.32.090 and any required license fees are paid. A license will be issued for each residential dwelling unit except, two or more residential dwelling units located within a single building and having a common owner and a common property identification number shall be issued a single license. This ordinance does not require posting of Rental licenses, however the property owner or agent for the owner must

be able to present the license upon request.

15.32.070 Minimum Inspection Standards.

The minimum standard to be used for inspections, pursuant to section 15.32.090, for compliance with the Property Maintenance Code for buildings as adopted and amended by Mills Ordinance 583, and shall include the inspection of the building exterior, the common areas and the basement. In addition, if there are ten (10) or fewer individual dwelling units in the building, minimum inspection requirements include inspecting fifty (50) percent of the individual dwelling units, with a minimum of at least one (1) dwelling unit. If there are between eleven (11) and twenty-four (24) individual dwelling units, inclusive, in the building, minimum inspection requirements include inspecting five (5) individual dwelling units in the building. If there are twenty-five (25) or more individual dwelling units in the building, minimum inspection requirements include inspecting twenty (20) percent of the individual dwelling units. The specific individual dwelling units to be chosen for inspection shall be determined pursuant to inspection division policy.

If the rental dwelling structure is considered to be “substandard” as defined by section 15.32.100, the building inspector or authorized representative may inspect the entire premises and all appertanences thereto.

15.32.080 Inspection guidelines.

The Building Official shall adopt a policy for inspecting all rental dwellings, which are required to be licensed under this article, consistent with inspection procedures set forth in this section. The policy shall contain objectives for the uniform inspection of all rental dwellings. The guidelines may be based upon any of the following factors and any other factors deemed by the Town to promote efficient inspections:

- a. Geographic distribution and concentration of rental dwellings.
- b. Rental dwellings with delinquent property taxes.
- c. Property identified by the inspections division as having an excessive number of housing code violations or a history of noncompliance or slow compliance with housing inspection orders.
- d. Rental dwellings for which no license has been obtained.
- e. Sale or transfer of any interest in a rental dwelling property.
- f. Conversion of homesteaded dwelling units to rental dwelling units.

15.32.090 Licensing standards.

The following minimum standards and conditions shall be met in order to hold a rental dwelling license under this article. Failure to comply with any of these standards and conditions shall be

adequate grounds for denial, refusal to renew, revocation, or suspension of a rental dwelling license.

- a. The licensee or applicant shall have paid the required license fee.
- b. Rental dwelling units shall not exceed the maximum number of dwelling units permitted by the zoning ordinance.
- c. No rental dwelling or rental dwelling unit shall be over occupied or illegally occupied in violation of any applicable law, regulation or ordinance.
- d. The rental dwelling shall not have been used or converted to rooming units in violation of the zoning ordinance.
- e. The owner shall not allow weeds, vegetation, junk, debris, litter or other nuisance conditions to accumulate or occur on the premises. In the event such condition exists for a period of thirty (30) days the town may exercise the right to abate all nuisance conditions and charge all associated costs and expenses, including reasonable attorneys fees to the owner which shall constitute a lien upon the premises if not paid in full within thirty (30) days. The failure of any owner to comply with any notice to abate, correct or repair shall constitute just cause to deny, revoke, suspend or refuse to renew a license.
- f. The rental dwelling or any rental dwelling unit therein shall not be in substandard condition, as defined in section 15.32.100.
- g. The licensee or applicant shall have paid the required initial inspection and re-inspection fees.
- h. The licensee or his or her agent shall allow the building official or authorized representative to perform a rental license review inspection as set forth in section 15.32.120.
- i. There shall be no delinquent billing, liens or assessments on the rental dwelling.
- j. Any person(s) who has had an interest in two (2) or more licenses revoked pursuant to this article or canceled pursuant to section 15.32.130 or a combination of revocations or cancellations shall be ineligible to hold or have an interest in a rental dwelling license for a period of five (5) years.
- k. No new rental dwelling license shall be issued for the property during the pendency of adverse license action initiated pursuant to section 15.32.130.
- l. The licensee or applicant must have a current, complete, and accurate rental dwelling application on file with the building inspector in accord with the provisions of section 15.32.050.

15.32.100 Substandard dwelling.

A rental dwelling structure shall be considered substandard if:

- a. At least one dwelling unit within the structure scores twenty-five (25) or more points; or
- b. The entire structure scores more than the points shown below based on the number of units within the structure:

TABLE INSET:

Number of Units: Total Points

1: 25

2: 30

3: 35

4: 40

5 or more 10 points per unit; or

- c. Any major violation within the dwelling remains uncorrected for a period of thirty (30) days or more. Any single violation scoring six (6) or more points is considered a major violation.

For purposes of the point calculation in this section, any combination of four (4) rooming units or shared bath units shall constitute one (1) dwelling unit. Points for a violation in a common area of the structure outside a dwelling unit will not be cumulative on a unit-by-unit basis. However, twenty-five (25) or more points in the common areas of a structure, including, but not limited to, the entryways, corridors, community rooms, exterior walls and roof, will constitute a substandard structure.

The Building Official shall cause to be prepared and shall keep on file for public inspection a rental licensing inspection deficiency point system used in the point calculation procedure set forth herein.

The Building Official or authorized representative shall assign points according to the severity of each code violation on a scale from one up to the maximum points possible for such violation. Except when otherwise provided by state law, conditions in the design or structure of a building, such as, but not limited to, the size and dimension of rooms and windows and the electrical and plumbing systems that were legal under existing codes when built shall not be violations as long as they are maintained in good repair. A violation shall receive maximum points when a required item is completely absent, completely fails to perform its function, or is imminently hazardous to the health or safety of the occupants.

15.32.110 Authority.

The Building Official shall be responsible for enforcement and administration of this ordinance. Authority to take any action authorized under this section may be delegated to the building official's authorized designee.

15.32.120 Inspection.

The Building Official may set up a schedule of periodic inspections to insure compliance with this Section. The building official shall provide reasonable notice to the owner or the owner's agent as to the date and time of the inspection. Each occupant of a rental dwelling unit shall give the owner or the owner's agent access to any part of such rental dwelling unit at reasonable times for the purpose of effecting inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this Ordinance. If any owner, owner's agent or tenant of a rental dwelling unit fails or refuses to permit entry to the rental dwelling unit under his/her control for an inspection pursuant to this Ordinance the Municipal Court for the Town of Mills is hereby authorized to issue a Warrant or other Order as may be necessary to conduct the inspection.

15.32.130 Revoking, Suspending, Denying or Not Renewing a License.

The Town Council may revoke, suspend, deny or decline to renew any license issued under this Section. In buildings containing more than one rental dwelling unit, the revocation, suspension, denial or declination may apply to one or more rental dwelling units at the discretion of the Council. The basis for such revocation, suspension, denial or non-renewal includes, but is not limited to, any of the following circumstances:

- a. The license was procured by misrepresentation of material facts with regard to the rental dwelling unit or the ownership of the rental dwelling unit.
- b. The applicant or one acting in his/her behalf made oral or written misstatements accompanying the application.
- c. The applicant has failed to comply with any condition set forth in any other permits granted by the Town of Mills.
- d. The activities of the owner/agent create or have created a danger to the public health, safety or welfare.
- e. The rental dwelling unit contains conditions that might injure or endanger the safety, health or welfare of any member of the public.
- f. Failure to pay any application, penalty or reinstatement fee required by this Section and Town Council resolution.
- g. Failure to correct violations of Mills Town Code chapter 2 (Property Maintenance Code) in the time period specified in the notice of violation and correction.



- h. Violation of any regulation or provision of the code applicable to the activity, to which the license has been granted, or any regulation or law of the state so applicable.
- i. Failure to continuously comply with any condition required of the applicant for the approval or maintenance of the license.
- j. Any violation of this Section.

The building official shall notify the owner or the owner's agent in writing of the basis for the revocation, suspension, denial or non-renewal and the date upon which the Town Council shall review the request to revoke, suspend, deny, or not renew the license. The notice required by this section shall be served upon the owner or the owner's agent at least twenty (20) days before the Town Council hearing. Service shall be deemed sufficient if the notice is sent to the owner or the owner's agent by first class mail at the address provided in the license application. It shall be the responsibility of the owner or the owner's agent to notify all tenants in writing of the hearing date, time and place.

The owner or the owner's agent and the building official shall be given an opportunity to be heard. The owner may be represented by counsel. Both sides may be permitted to examine the other side's witness(es). The Council shall hear all relevant evidence and arguments and shall review all testimony, documents, and other evidence submitted. The Council shall record the hearing and keep a record of documentary evidence submitted.

The Town Council shall make findings based on the evidence and shall make a decision on the recommendation to revoke, suspend, deny, or non-renew a license based on the findings. The Town Council shall issue a written decision regarding the recommendation of the building official within 30 days following the date of the hearing and shall notify the appellant of the decision by first class mail with a duplicate copy to the building official. The decision shall specify the rental dwelling unit or units to which it applies, the duration of the revocation, suspension, denial or non-renewal, and the conditions that must be met before the license may be reissued or reinstated. Until a license is reissued or reinstated, no rental dwelling units shall be re-let or occupied. Revocation, suspension, denial, or non-renewal of a license shall not excuse the owner from compliance with all terms of this section for as long as any rental dwelling units in the building are occupied.

In the event the Town Council revokes, suspends, denies or declines to renew a license, no license will be issued for the affected rental dwelling unit(s) until the building official determines that the applicant/licensee has remedied the conditions identified by the Town Council as the basis for its action. An application to obtain a license for a rental dwelling unit

after the Town Council has revoked, suspended, denied or declined to renew a license for the same rental dwelling unit(s) must be accompanied by all fees required by this section.

15.32.140 Effect of Revocation, Suspension, Denial, or Non-Renewal.

If a license is revoked, suspended, denied or not renewed by the Town Council, it shall be unlawful for the owner or the owner's agent to thereafter permit the occupancy of the rental dwelling unit(s), until such time as a valid rental license is obtained for the rental dwelling unit(s). Issuance of a new license after revocation, suspension, denial or non-renewal shall be made in the manner provided for in Section 15.32.050.

15.32.150 Posted to Prevent Occupancy.

Whenever any rental dwelling unit has been denied an initial license, had its license revoked, suspended, denied or not renewed it shall be posted by the building official to prevent further occupancy. No person, other than the building official shall remove or alter any posting. The building official will post the date the rental dwelling unit shall be vacated and no person shall reside in, occupy or cause to be occupied that rental dwelling unit until authorized by the building official.

15.32.160 Penalties.

A person who violates the provisions of Section 15.32 may be charged with a misdemeanor or be subject to the issuance of a citation or both. Each day that a violation continues shall be deemed a separate offense. The building official may post the rental dwelling unit by appropriate signs or notices prohibiting occupancy, and may act to cause the rental dwelling unit to be vacated or remain vacant until the Code violations are corrected.

15.32.170 No Warranty by Town.

By enacting and undertaking to enforce this Ordinance, the Town, Town Council, its agents, and employees do not warrant or guarantee the safety, fitness or suitability of any dwelling in the Town. Owners and occupants should take whatever steps they deem appropriate to protect their interests, health, safety and welfare.

PASSED ON FIRST READING the \_\_\_\_\_ day of \_\_\_\_\_, 2013

PASSED ON SECOND READING the \_\_\_\_\_ day of \_\_\_\_\_, 2014

PASSED, APPROVED, AND ADOPTED ON THIRD AND FINAL READING the

\_\_\_\_\_ day of \_\_\_\_\_, 2014

**TOWN OF MILLS, WYOMING**

**A Municipal corporation,**

By: \_\_\_\_\_

Marrolyce Wilson, Mayor

ATTEST: \_\_\_\_\_

Lisa Whetstone, Deputy Town Clerk

I, Lisa Whetstone, Deputy Town Clerk of the Town of Mills, Wyoming, do hereby certify that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_\_, entitled "**AN ORDINANCE ADOPTING CHAPTER 15.32 PERTAINING TO RENTAL DWELLING UNITS**" passed on third and Final Reading by the Town Council of the Town of Mills, Wyoming, at a regular meeting held by the Council Members on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_

Lisa Whetstone, Deputy Town Clerk

I, the regularly appointed, duly qualified and Deputy Town Clerk of the Town of Mills, Wyoming do hereby certify that signed, attested, sealed, and certified copies of the foregoing Ordinance

approved and passed as certified above, and following its passage by the Town Council, was posted in the Town Clerk's Office and at the Mills Post Office for a period of ten (10) days as required by law; that it took effect and became in force as a legal ordinance of the Town of Mills, Wyoming on the \_\_\_\_ day of \_\_\_\_\_,

2014.

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Lisa Whetstone, Deputy Town Clerk



704 Fourth Street  
P.O. Box 789  
Mills, Wyoming 82644  
Phone: 307-234-6679  
Fax: 307-234-6528

# FAX

DATE July 11-14

TO LGLP

FAX \_\_\_\_\_

SUBJECT Rental

PAGES 13

~~11/11/14~~

4/23/14 tabled

6/11/14 tabled

6/25/14 ? tabled

Was Public Hearing  
6/11/14

The Town of Mills is looking to implement this ordinance, it has been tabled a couple of times due to public comment. The Council has asked me to get in touch for your thoughts.

Thanks

Lisa Whetstone

307-234-6679

# Rental Licence Application

Rental Licenses expire annually on October 31

Office Use



Town of Mills

704 4th St • Casper, WY 82644 • 307.234.6679 • 307.234.6528 (fax)

[www.millswy.com](http://www.millswy.com)

RLIC:
Rec By:
Amount Paid:
Date:
Receipt #

**Section 1. Property Information** \*\*Please complete entire application\*\*

Rental Property Address:

Check all that apply:

- Single building with single dwelling: \$65
- Single building with multiple dwellings: \$65 + \$20/additional dwelling  
Number of additional dwellings:
- Multiple buildings with multiple dwellings: \$65/building + \$20/additional dwelling  
Number of buildings: Number of dwellings:
- First Re-Inspection: \$50/building + \$50/dwelling
- Second Re-inspection: \$75/building + \$75/dwelling

**Section 2. Owner Information**

Name of Owner(s):

Address:	City:	State:	Zip:
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Phone:	Email Address:
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**Section 3. Person Responsible for Maintenance and Management of This Rental Property**

Name of Property Manager:

Owner's Address:	City:	State:	Zip:
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Phone:	Email Address:
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**Section 4. Signature**

I certify that the above information is true and correct. I understand my signature as property manager will hold me responsible for the maintenance and management of said rental property, including legal action if necessary. All mailings from the Building Inspector including the annual rental license billing statement will be mailed to the appointed agent/contact person unless the Building Inspector is notified of any changes.

Signature of Owner:	Date:
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Signature of Property Manager (if different than owner):	Date:
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**Section 5. Important Information**

- No license shall be assignable. If any changes occur in ownership, units must be re-licensed.
- If changes in management or partnership occur you must contact our office with the updated information.
- A fee will be assessed per City Council Resolution.
- Rental units may not be occupied without a rental license.
- Please make necessary changes for accuracy of the information listed on this application for your property.
- Payments received more than 30 days late will be doubled.
- Administrative citations starting at \$500 may be issued for non-payment.



## Inspection Point System

The Town of Mills uses an inspection point system to help identify substandard dwellings and to classify dwellings into three categories to determine how often a dwelling needs inspection.

Deficiency points are associated with the severity of the deficiency as listed in the Rental Inspection Deficiency Point System.

- **Category A:** Properties with a deficiency point **average of 4 or fewer points**; will be inspected on approximately a three-year cycle. *It is in everyone's best interest to pass the initial inspection and score in the Category A range so another inspection will not be done for approximately three years.*
- **Category B:** Properties with an **average of 5 to 10 points**; will be inspected on approximately a two-year cycle.
- **Category C:** Properties with an **average of 11 or more points**; will be inspected on approximately a one-year cycle. More than 25 points indicates a substandard building and a license shall not be issued.

## Inspection Fees

Cost per building	Cost per dwelling unit Inspected
Periodic Inspection Fee—Initial Inspection \$65	\$20
First Re-inspection \$50	\$50
Second Re-Inspection \$75	\$75
Each Additional Re-Inspection	Double the previous amount. Double the previous amount.

Item	Maximum Points	Deficiency Description	Deficiency Text
<b>GENERAL</b>			
1	2	Responsibility	IPMC301.2 A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition.
2	2	Vacant structures and land	IPMC301.3 All vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition.
<b>EXTERIOR PROPERTY AREAS</b>			
3	2	Sanitation	IPMC302.1 All exterior property and premises shall be maintained in a clean, safe and sanitary condition.
4	2	Grading and drainage	IPMC302.2 All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.
5	2	Sidewalks and driveways	IPMC302.3 All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.
6	4	Rodent harborage	IPMC302.5 All structures and exterior property shall be kept free from rodent harborage and infestation.
7	2	Exhaust vents	IPMC302.6 Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.
8	2	Accessory structures	IPMC302.7 All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

## EXTERIOR STRUCTURE

9	6	General	IPMC304.1. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
10	3	Protective treatment	IPMC304.2 Exterior wood surfaces, siding and masonry joints, metal surfaces shall be protected from the elements and decay by painting or other protective covering or treatment.
11	6	Structural members	IPMC304.4 All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
12	6	Foundation walls	IPMC304.5 All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and pests.
13	6	Exterior walls	IPMC304.6 All exterior walls shall be free from holes, breaks, loose or rotting materials and maintained weatherproof and properly coated to prevent deterioration. The protective surface is out of repair if it is blistered or peeling to an extent of more than 25 %.
14	6	Roofs and drainage	IPMC304.7 The roof and flashing shall be sound, tight and not have defects that admit rain.
15	2	Decorative features	IPMC304.8 All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.
16	6	Overhang extensions	IPMC304.9. All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition.

17	6	Decks, porches and balconies	IPMC304.10 Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
18	4	Chimneys and towers	IPMC304.11 All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair.
19	4	Handrails and guards	IPMC304.12 Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
20	4	Window, skylight & door frames	IPMC304.13 Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.
21	3	Glazing	IPMC304.13.1 All glazing materials shall be maintained free from cracks and holes.
22	3	Openable windows	IPMC304.13.2 Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.
23	1	Insect screens	IPMC304.14 During the period from May 1 to October 1, every door, window and other outside opening shall be supplied with approved tightly fitting screens
24	3	Doors	IPMC304.15 All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door.
25	3	Basement hatchways	IPMC304.16 Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.
26	1	Guards for basement windows	IPMC304.17 Every basement window that is able to open shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.

27	3	Building security	IPMC304.18 Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.
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#### INTERIOR STRUCTURE

28	10	General	IPMC305.1 The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.
29	6	Structural members	IPMC305.2 All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.
30	4	Interior surfaces	IPMC305.3 All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition; peeling paint repaired; cracked or loose plaster and other defective surface conditions corrected.
31	6	Stairs and walking surfaces	IPMC305.4 Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.
32	3	Handrails and guards	IPMC305.5 Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
33	3	Interior doors	IPMC305.6 Interior doors shall fit reasonably well within its frame and shall be capable of being opened, closed and latched.

#### HANDRAILS AND GUARDS

34	6	General	IPMC306.1 Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails and guards shall comply with specified requirements.
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## EXTERMINATION

35	6	Infestation	IPMC308.1 All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health.
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## LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

### LIGHT

36	4	Habitable spaces	IPMC402.1 The minimum total glazed area for every habitable space shall be 8 percent of the floor area of such room.
37	4	Common halls and stairways	IPMC402.2 Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with at least a 60-watt standard incandescent light bulb for each 200 square feet(19 m2) of floor area.
38	2	Other spaces	IPMC402.3 All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions.

### VENTILATION

39	4	Habitable spaces	IPMC403.1 The total openable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in Section 402.1.
40	3	Bathrooms and toilet rooms	IPMC403.2 Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by Section 403.1.
41	2	Cooking facilities	IPMC403.3 Cooking shall not be permitted in any rooming unit or dormitory unit.
42	4	Process ventilation	IPMC403.4 A local exhaust ventilation system shall be provided to remove the contaminating agent at the source.
43	4	Clothes dryer exhaust	IPMC403.5 Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the building.

## OCCUPANCY LIMITATIONS

44	3	Privacy	IPMC404.1 Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.
45	3	Minimum room widths	IPMC404.2 A habitable room, other than a kitchen, shall not be less than 7 feet (2134 mm) in any plan dimension.
46	3	Minimum ceiling heights	IPMC404.3 Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a clear ceiling height of not less than 7 feet (2134 mm).
47	6	Room Area	IPMC404.4.1 Every living room shall contain at least 120 square feet (11.2m <sup>2</sup> ) and every bedroom shall contain at least 70 square feet (6.5 m <sup>2</sup> ).
48	6	Access from bedrooms	IPMC404.4.2 Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.
49	6	Water closet accessibility	IPMC404.4.3 Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom.
50	6	Prohibited occupancy	IPMC404.4.4 Kitchens and non-habitable spaces shall not be used for sleeping purposes.
51	10	Other requirements	IPMC404.4.5 Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7

52	6	Overcrowding	IPMC404.5 The number of persons occupying a dwelling unit shall not create conditions, which in the opinion of the building official endanger the life, health, safety, or welfare of the occupants.
53	6	Efficiency unit	IPMC404.6 Efficiency units shall be at least 220 square feet for two occupants, 320 square feet for three occupants, be provided with a separate bathroom and have no more occupants than three.
54	6	Food preparation	IPMC404.7 All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

55	6	General Responsibility	IPMC501.2 The owner of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements.
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REQUIRED FACILITIES

56	6	Dwelling units	IPMC502.1 Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition.
57	6	Rooming houses	IPMC502.2 At least one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units.
58	6	Hotels	IPMC502.3 Where private water closets, lavatories and baths are not provided, one water closet, one lavatory and one bathtub or shower having access from a public hallway shall be provided for each ten occupants.



## TOILET ROOMS

59	4	Privacy	IPMC503.1 Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.
60	4	Location	IPMC503.2 Toilet rooms and bathrooms serving hotel units, rooming units or dormitory units or housekeeping units, shall have access by traversing not more than one flight of stairs and shall have access from a common hall or passageway.

## PLUMBING SYSTEMS AND FIXTURES

61	5	General	IPMC504.1 All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed.
62	5	Fixture clearances	IPMC504.2 Plumbing fixtures shall have adequate clearances for usage and cleaning.
63	10	Plumbing system hazards	IPMC504.3 The code official shall require the defects to be corrected to eliminate the hazard.

## WATER SYSTEM

64	6	General	IPMC505.1 Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system and shall be supplied with the required hot or tempered and cold running water
65	6	Contamination	IPMC505.2 The water supply shall be maintained free from contamination and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture.

66	10	Supply	IPMC505.3 The water supply system shall be installed and maintained to provide an adequate supply of water to plumbing fixtures and devices so as they function properly.
67	6	Water heating facilities	IPMC505.4 Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 120°F

SANITARY DRAINAGE SYSTEM

68	6	General	IPMC506.1 All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.
69	5	Maintenance.	IPMC506.2 Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

STORM DRAINAGE

70	4	General	IPMC507.1 Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.
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MECHANICAL AND ELECTRICAL REQUIREMENTS

71	6	General Responsibility	IPMC601.2 The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements.
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HEATING FACILITIES

72	6	Facilities required	IPMC602.1 Every occupied building shall be provided with a heating system in compliance with the requirements of this section.
73	6	Residential occupancies	IPMC602.2 Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F three feet above the floor.

74	6	Heat supply	IPMC602.3 Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 1 to May 15 to maintain a temperature of not less than 68°F (19°C) in all habitable rooms, bathrooms, and toilet rooms.
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MECHANICAL EQUIPMENT

75	6	Mechanical appliances	IPMC603.1 All mechanical appliances shall be properly installed and maintained and shall be capable of performing the intended function.
76	10	Removal of combustion products	IPMC603.2 All fuel-burning equipment and appliances shall be connected to an approved chimney or vent.
77	6	Clearances	IPMC603.3 All required clearances to combustible materials shall be maintained.
78	10	Safety controls	IPMC603.4 All safety controls for fuel-burning equipment shall be maintained in effective operation.
79	10	Combustion air	IPMC603.5 A supply of air for complete combustion and for ventilation of the space containing the fuel-burning equipment shall be provided.
80	6	Energy conservation devices	IPMC603.6 Devices intended to reduce fuel consumption shall not be installed unless labeled for such purpose and the installation is specifically approved.

ELECTRICAL FACILITIES

81	4	Facilities required	IPMC604.1 Every occupied building shall be provided with an approved electrical system.
82	10	Service	IPMC604.2 Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes.

83	6	Electrical system hazards	IPMC604.3 Where it is found that the electrical system in a structure constitutes a hazard, the defects shall be corrected to eliminate the hazard.
ELECTRICAL EQUIPMENT			
84	4	Installation	IPMC605.1 All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
85	4	Receptacles	IPMC605.2 Every habitable space in a dwelling shall contain adequate receptacle outlets.
86	4	Lighting fixtures	IPMC605.3 Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric lighting fixture.
ELEVATORS, ESCALATORS AND DUMBWAITERS			
87	6	General	IPMC606.1 Elevators, dumbwaiters and escalators shall be maintained.
88	10	Elevators	IPMC606.2 In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.
DUCT SYSTEMS			
89	3	General	IPMC607.1 Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.
FIRE SAFETY REQUIREMENTS			
90	6	Responsibility	IPMC701.2 The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements.
MEANS OF EGRESS			
91	6	General	IPMC702.1 A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way.

92	4	Locked doors	IPMC702.3 All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys or special knowledge.
93	6	Emergency escape openings	IPMC702.4 Required emergency escape openings shall be properly maintained.
FIRE RESISTANCE RATINGS			
94	3	Fire-resistance rated assemblies	IPMC 703.1 The required fire-resistance rating of fire resistance-rated walls, fire-stops, shafts, enclosures, partitions and floors shall be maintained.
95	4	Opening protectives	IPMC703.2 Required opening protective shall be maintained in an operative condition.
FIRE PROTECTION SYSTEMS			
96	10	General	IPMC704.1 All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all time.
97	10	Smoke alarms	IPMC704.2 Single or multiple-station smoke alarms shall be installed and maintained.
98	6	Power source	IPMC704.3 Single station smoke alarms shall be battery operated or shall receive their primary power form the building wiring.
99	5	Interconnection	IPMC704.4 When more than one smoke alarm is required to be installed within an individual dwelling unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit.
100	8	Exit Signs	IFC 1027.3 Exit signs shall be present and operating where required.
101	6	Emergency Back-up Lighting	IFC 1027.5.3. The power supply for means of egress illumination shall normally be provided by the premise's electrical supply.

102	6	Fire Extinguishers	IFC 906 Portable fire extinguishers shall be installed where required per this code section.
103	6	Combustible Storage	IFC 315 General. Storage, use and handling of miscellaneous combustible materials shall be in accordance with this section & IFC Chapter 23.
OTHER			
104	6	Garbage	City ordinance Section 6.04.020 requires garbage services provided at all residential and commercial properties.
105	6	Miscellaneous	Code official may cite other sections of IFC / IRC / IBC / IEC/ MN Plumbing, Mechanical, Fuel Gas Code as seen fit.
106	2	House Numbers	IFC 505.1 Install house numbers on the house & garage, facing the street or alley as applicable. Numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters and a minimum of 4in high and a minimum stroke width of ½ in.