



Short-Term Rental Property Registration/Temporary Workforce Housing Inspection Checklist

Please note:

- 1) Failure to address the items written in red will cause the rental property to automatically fail the initial inspection.
- 2) Properties failing inspection will be given 30 days to correct all violations.
- 3) There is no fee for the initial re-inspection, but a \$50 fee will be required upon scheduling the 2nd re-inspection for the same violation.
- 4) If only a portion of the premises is offered for rent, then that portion plus shared amenities and points of access shall be inspected.

To schedule your inspection: Call 972.780.5000, please reference the Building Inspections Division

****Please note: Inspections must be requested 24 hours in advance. For questions regarding inspections, please contact 972.780.5000, please reference the Building Inspections Division.***

Inspection Areas	Code Section	Description of Inspection Area	Inspection Checklist
Permits Required	102.3*	Repairs, additions, conversions or alterations to a structure, or changes of occupancy, shall require a permit.	
Unsafe Structure	108	When a structure is found unsafe and unfit for human occupancy and is decayed or dilapidated beyond repair it shall be condemned.	Dilapidated beyond repair
Property Sanitation	302.1	Property shall be kept clean and sanitary and free of trash/junk.	Clean property of all loose trash/junk
Sidewalks/Driveways	302.3	All sidewalks, driveways, and walkways, parking spaces and similar areas shall be kept in proper state of repair and maintained free of pot holes and trip hazards.	Repair pot holes in driveway Replace damaged sections of driveway Repair private walkway trip hazards Replace private walkway
Accessory Structure	302.7	All accessory structures including detached garages, fences and walls shall be maintained in a structurally sound condition (no decayed or dilapidated materials) and roofing shall be water tight and, in a weather-resistant condition.	Paint all exposed accessory building wood Replace all dilapidated building material Repair exterior wall coverings Repair accessory building roof coverings Replace accessory building roof Repair dilapidated fencing or gates Demo accessory building Replace fencing
Pools, Hot Tubs, Spas	303	Shall be kept in sanitary condition and maintained in good repair.	Clean or drain stagnant water from pool Clean or drain stagnant water from hot tub Pool fence requires self-closing/latching gate Pool fence not proper height (4 ft)
Exterior Building Conditions	304	The exterior of the structure shall be maintained in good repair, sound and sanitary condition and not be a threat to public health and welfare. All exterior surfaces shall be painted, and any decayed wood removed. Roof must be water tight and all broken windows repaired and no exposed electrical. Foundation repairs will be required on the most severed cracked foundations.	Remove and replace rotted exterior wood Paint all exposed wood Paint all chipped and peeling wood Repair roof to water tight conditions Replace entire roof Repair or replace all broken windows Remove exposed electrical wiring Replace all broken electrical fixtures



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Interior Building Conditions	305	The interior of the structure and equipment shall be maintained in good repair, sound and sanitary condition. All interior surfaces, walls, doors, ceilings and floors maintained in good repair. No peeling or chipped painted surfaces. Stairways and rails shall be sound and in good repair.	<ul style="list-style-type: none"> Repair holes in wall Repair holes in ceiling Replace broken doors Repair damaged floors Repair sagging ceilings Repair unsound stairways Clean floor coverings Replace stairway handrails/guardrails Repair stairway handrails/guardrails
Extermination	308	All structures shall be kept free from insects and rodent infestation. Signs of infestation will require treatment and proof of extermination.	Signs of infestation
Plumbing Systems	504	All plumbing fixtures in bath, kitchen, and around exterior of house shall be maintained in sanitary condition. Fixtures that are required by code such as lavatory, water closet, shower, bathtub, kitchen sink and hot water heater shall be installed and in working order with no sign of leaks.	<ul style="list-style-type: none"> Clean and sanitize all plumbing fixtures Repair bath lavatory Repair kitchen sink Replace kitchen sink Repair leaking faucets or drains Install hot water heater Hot water heater not properly vented Ensure temperature and pressure relief drain is going downhill Connect gas line to hot water heater Gas test required on water heater Install vacuum breakers on all hose bibs
Water Systems	505	All plumbing fixtures shall be connected to an approved water system and shall be supplied with both hot and cold running water. Water heater shall be installed according to both State and Local Plumbing Laws.	Water heater not vented properly
Sanitary Drainage	506.1	All plumbing fixtures shall be connected to an approved sanitary sewer system and shows no signs of a leakage.	Repair visible sewage leak
Heat Supply	602.3	Heating equipment shall be capable of maintaining a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.	
Mechanical Equipment	603	All mechanical equipment shall be installed and maintained in good repair.	<ul style="list-style-type: none"> Repair mechanical equipment Repair condensate drains on equipment Ensure all vents have appropriate covers
Combustion Air	603.5	All fuel burning appliance closets shall be ventilated with fresh air.	<ul style="list-style-type: none"> Install lower combustion air Install both upper and lower combustion air ducts Appliance not properly vented



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Electrical Hazards	604	<p>All improper wiring, exposed electrical conductors, and damaged conductors i.e. switches and plugs will be repaired to eliminate hazard.</p> <p>GFCI protection is required on kitchen countertops, in bathrooms, outdoor areas, unfinished basements and crawl spaces, garages, boathouses, and laundry areas.</p>	<p>Replace all damaged electrical wiring Replace damaged wall plug Replace damaged wall switch Remove all exposed electrical wiring Replace ceiling fixture Replace missing plug/switch cover plates Install GFCI outlet</p>
Smoke Alarms	IRC 314	<p>Smoke alarms in existing areas are not required to be hard wired, however, battery pack units are required in each sleeping room and hall that leads to those sleeping rooms on every floor.</p>	<p>Install smoke alarms in all bedrooms Install smoke alarms in hallways Smoke alarms not working</p>
Carbon Monoxide Alarms	IRC 315	<p>Carbon monoxide alarms are required where there are gas fired appliances and/or if the unit has an attached garage that communicates with the dwelling unit. Alarms shall be installed per the manufacturer's specifications.</p>	<p>Install carbon monoxide alarms</p>
Fire Extinguishers	Article II Sec. 12C-56**	<p>An approved 5 lb. residential fire extinguisher is required for each sleeping unit. An approved 5 lb. residential fire extinguisher is required for the kitchen area.</p>	<p>Install fire extinguishers in all sleeping units Install fire extinguisher in kitchen</p>
Grasses and Weeds	Article IV Sec.12-48**	<p>Grass and weeds shall not grow to a height greater than 12" or grow within the right-of-way of any public street.</p>	

2015 International Property Maintenance Codes unless otherwise noted.

*Application of other codes: Repairs, additions or alterations to a structure, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code and NFPA 70.

**Code of Ordinances, City of Duncanville, TX, Article II Sections 12C-50 - 12C-64

Property inspections are conducted to determine compliance with applicable state and local laws including, but not limited to, the current adopted International Residential Code and the current adopted International Property Maintenance Code.