



March 23, 2021

Appeal Board Members,

We have an appeal from Matt Properties LLC. set for April 6, 2021, 4:00 PM at the Plaza regarding the rental inspection results on the dwelling located at 200 7th St. NE. The Community Development Department has included in this packet the inspection results referencing the codes, the letter from Matt Properties LLC., and the Building Official's letter regarding the powers and duties of the Building Official.

Please notify the Community Development Department to confirm your availability on the date mentioned above. If you have any further questions regarding this matter, please feel free to contact our department. (319)-283-5862.

Sincerely,

A handwritten signature in black ink, appearing to be "Jay Shekleton", written over a horizontal line.

Jay Shekleton

Building Official/Zoning Administrator

Matt Properties, LLC
203 Y Avenue
Sumner, IA 50674
563-578-8418
mattco@iowatelecom.net

March 3, 2021

Oelwein City Administration
20 2nd Ave SW
Oelwein, IA 50662

To Whom It May Concern:

Mätt Properties, LLC requests an appeal of an initial inspection of property RR20-000087 located at 200 7th St NE. We believe there is a form that needs to accompany this request, but after a lengthy search both online and in our documents we are unable to locate it. If it could be forwarded to us we will gladly complete and return it. An overview of our reason for appeal follows.

On February 22, 2021 the above property was inspected per city code. Present at the inspection were Inspector Jim Prouty, Mätt Properties owner Chris Mätt, Mätt Properties employee Adam Scharnhorst, and Mätt Properties employee Julie Schick. During the inspection our employees listed four items discussed with the inspector which required correction. We expected these to be documented and sent to our office as is standard procedure. At the inspection we were complimented on the condition of this rental and other rentals we have had inspected. We began correction of the items noted in the inspection on February 23, 2021.

A written Initial Inspection Status letter from the City of Oelwein, dated February 24, 2021, was received in our office on or about February 26, 2021. This letter, signed by Jay Shekleton, listed twenty-eight violation items. We certainly were not expecting this list as it did not match the items discussed during the inspection. On March 2, 2021 Chris Matt initiated a telephone call to Mr. Shekleton questioning the number of items listed and requesting clarification of several of them as most were never discussed at the inspection. In the course of the conversation, it came to light that Mr. Shekleton had apparently made a "another inspection" of the property himself, possibly at the behest of the tenant's parents. When asked why this was done and why we, the owner and landlord, were not notified Mr. Shekleton indicated that the tenant was there and is over 18 years of age.

The rental inspection of this property was already completed with our representatives present on February 22, 2021. The necessary corrections were already being done in anticipation of a Second Inspection which was yet to be scheduled. For some reason unbeknownst to us and not in compliance with city regulations "another inspection" was apparently completed or items were added to the violations list without further inspection. By policy this inspection should not have occurred and was also done without providing an "Inspection Notice."

Also, we did not ask the tenant nor anyone else to act as a representative for us nor was anyone authorized to act on our behalf which is required by the definition of an Owner's Representative as given in Resolution #5058-2018 adopted by the City Council 10/22/2018 and Amended by Resolution #5102-2019, 07/08/2019. There was no major violation or emergent safety issue requiring an inspector to gain entry to the property.

In several subsequent conversations initiated by Mr. Shekleton, various violation items and the specific code sections relating to them were discussed and one of Mr. Shekleton's most frequent comments was that it was "at his discretion" to add certain items or interpret code. Obviously, there is some degree of subjectivity involved, but at some point, this answer indicates targeting or misuse of power rather than actual concern for the safety and welfare of renters. Of course, we do not understand why these items were added in the first place as they did not stem from the scheduled and completed inspection.

Also of concern is the indication that this additional inspection may have been done to provide another landlord with an idea of how the inspection of his rental properties compared to other inspections that have been completed. If landlords want to compare inspection lists they certainly should do that, but the inspector should not be involved. This appears to be a misuse of power and the time of a city inspector.

Please consider this letter as an appeal of this inspection. As stated, we will complete any additional paperwork required. We look forward to being able to further address our concerns regarding the handling of this inspection.

Sincerely,

A handwritten signature in black ink that reads "Chris + Kelly Matt". The signature is written in a cursive, flowing style.

Chris and Kelly Matt
Matt Properties, LLC

Matt Properties, LLC
203 Y Avenue
Sumner, IA 50674
563-578-8418
mattco@iowatelecom.net

March 10, 2021

Oelwein City Administration
20 2nd Ave SW
Oelwein, IA 50662

To Whom It May Concern:

Enclosed is the Appeal Request form and a check to cover the required fee to be added to our letter of appeal dated March 3, 2021 regarding an initial inspection of property RR20-000087 located at 200 7th St NE.

We assume that the fee will be handled like other appeal fees we are familiar with and will be refunded if the appeal is decided in our favor. Please advise if this is correct.

Sincerely,



Chris and Kelly Matt
Matt Properties, LLC



HOUSING APPEALS BOARD APPEAL REQUEST

This appeal must be filed with the City within sixty (60) days of the initial inspection. The Housing Appeals Board shall then schedule a hearing within thirty (30) days of receiving the appeal. City staff shall compile information related to the inspection and identified violation. At the Housing Appeals Board hearing, City staff shall present evidence of the violation and the rental property owner will be provided an opportunity to state his/her perspective on the need to reconsider the inspector's decision. The Housing Appeals Board shall provide a ruling within ten (10) after the hearing. If the owner is not satisfied with the ruling, the owner may file a request with the city manager's office for a public hearing with the Oelwein City Council. This request must be filed within ten (10) days following the Housing Appeals Board ruling. At the next regularly scheduled meeting, the City Council shall schedule a public hearing and provide a ruling.

The appeal must include the following:

DATE: 3/4/21
NAME: Matt Properties, LLC Owner Agent
OWNER/AGENT ADDRESS: 203 Y Ave Sumner IA 50674
PHONE: 563-578-8418
BUILDING ADDRESS/LAND INVOLVED: 200 7 St NE
ORDER OR ACTION PROTESTED AND WHY: The addition of violations, at any time other than the
RELIEF REQUESTED FROM THE BOARD (Please check) AND WHY: Scheduled inspection time on Feb-22, 21
Removal of extra violations added after the scheduled
inspection on Feb-22, 21

Variance Penalty Fee Review Extension of time - until (Date) Other

SIGNATURE: Kelly Matt for Matt Properties, LLC

(Office Use Only)
CODE VIOLATION #: _____ INSPECTOR: _____

BuildingAdmin

From: BuildingAdmin
Sent: Monday, March 22, 2021 10:46 AM
To: mattco@iowatelecom.net
Subject: Appeals Fee Question

Good morning Chris and Kelly Matt,

Regarding your question if there will be a refund of the appeals fee – regardless of the outcome of the hearing, the fee is not refundable.

Thanks,

Sam Castro
Community Development Administrative Assistant
City of Oelwein
319-283-5862



Board of Appeals,

On February 22, 2021 Mr. Shekleton was contacted by a concerned community member, about the interior conditions of a rental property his daughter is renting located at 200 7th St. NE, Oelwein, IA 50662. This property is owned by Matt Properties, LLC, located at 203 Y Ave., Sumner, IA 50674.

The Community member contacted Mr. Shekleton about the concerns his daughter had on the condition of the interior doors and a handrail that was installed without a permit. The concerns were discussed the same morning of the scheduled rental inspection. After the rental inspection was conducted and the rental inspection report was generated by Mr. Prouty, it was reviewed by Mr. Shekleton. During the review of the rental inspection report Mr. Shekleton noticed there were no comments referencing the interior doors or handrail. Mr. Shekleton contacted the tenant of the dwelling and asked permission to come back to the dwelling for another walk through to check Mr. Prouty's inspection results and verify the tenant's complaints. As far as permission to enter the dwelling, Mr. Shekleton followed all the guidelines set forth in the International Property Maintenance Code (IPMC).

Mr. Shekleton's responsibility as the department head of the Community Development Department is to manage his employees and assure that all job-related tasks and assignments are followed to the highest expectations of the department and the City of Oelwein. Mr. Shekleton has the option as the department head to review all reports generated within the department. It is a courtesy, not a requirement, that the property owner be present during the inspection. The notes taken during the inspection are not the final report. The initial inspection report is not final until it is generated, signed, and delivered either by mail or email.

Matt Properties LLC is appealing additional items that were added after the walk through with Mr. Prouty. The department respects Matt Properties LLC's concerns on this matter; however, the City of Oelwein has adopted the IPMC to assure that tenants are provided with safe, secure, efficient, and maintained properties.

The department has provided you with the inspection report, pictures of the items in need of repair or replacement, along with the code sections from the IPMC regarding the matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Shekleton", with a horizontal line extending to the right.

Jay Shekleton
Building Official/Zoning Administrator

Rental Inspection Checklist:

Living Room:

1. Floors & Floor Coverings -
Section 25-35/Interior Structure
 - Transition strip in front closet shall be installed to cover the gap in the flooring.

E. Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck, or other walking surface shall be maintained in sound condition and good repair.

2. Entry Door, Latches & Locks/Exterior -
Section 25-34/Exterior Structure
 - Front door and door frame shall be replaced.
 - Front storm door shall be adjusted so it closes properly.

C. Protective treatment. Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks, and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated, and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors, and skylights, shall be maintained weather resistant and watertight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

S. Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 25-72. C.

Kitchen:

1. Sink, Faucet & Drain -
Section 25-54/Plumbing Systems and Fixtures
 - Spray nozzle shall be repaired or replaced.

A. General. 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. Plumbing fixtures shall be maintained in a safe, sanitary, and functional condition.

2. Light Fixtures, Outlets & Switches -
Section 25-65/Electrical Equipment
 - Electrical wiring under sink shall be installed in a proper box with cover.

A. Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

3. Fire Extinguisher -
Section 25-08/Unsafe Structure, Section 25-74/Fire Protection
- Fire extinguisher shall be moved to the front of the cabinet.

International Fire Code:

Section 906.5 Conspicuous Location. Portable fire extinguishers shall be located in conspicuous locations where they will have ready access and be immediately available for use. These locations shall be along normal paths of travel, unless the fire code official determines that the hazard posed indicates the need for placement away from normal paths of travel.

906.6 Unobstructed and unobscured. Portable fire extinguishers shall not be obstructed or obscured from view. In room or areas in which visual obstruction can not be completely avoided, means shall be provided to indicate the locations of the extinguishers.

Basement:

1. Stairs/Railings/Guards -
Section 25-35/Interior Structure, Section 25-37/Handrails and Guards
- Handrail shall be installed on basement steps.
- The top 2x4 shall be cut off flush with the last guard.
- The entrance from the garage is required to have guards and handrail installed. Guards shall be installed on all walking surface 30 inches or greater from surface below.
- Permit is required for guards and handrails and shall be installed per 2015 IRC.

A. General. 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 that is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

2. Floors & Floor Coverings -
Section 25-35/Interior Structure
- Carpet on stairs shall be repaired or replaced.

E. Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

3. Walls & Ceilings -
Section 25-35/Interior Structure
- Drop ceiling shall be completed.
- Diffuser shall be installed in HVAC run in the drop ceiling.
 - A. General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure that they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

Section 25-36 Component Serviceability

A. General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

4. Light Fixtures, Outlets & Switches -
Section 25-65/Electrical Equipment
 - Receptacles below 4ft with a concrete floor shall have GFCI protection.
 - Porcelain pull chain shall be replaced above water heater.

A. Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

5. Door, Latches & Locks/Exterior -
Section 25-34/Exterior Structure
 - Dead bolt shall be installed.

V. Building security. 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.

1. Doors. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased, or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

6. Plumbing -
Section 25-54/Plumbing Systems and Fixtures, Section 25-55/Water System
 - Sewer plug shall be installed in sewer pipe. Next to the wash machine drain.

C. Plumbing system hazards. Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, back siphonage, improper installation, deterioration or damage or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

7. Other/Bathroom (1) -
-BASEMENT BATHROOM
8. Light Fixtures, Outlets & Switches -
Section 25-65/Electrical Equipment
 - GFCI shall be installed.
9. A. Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

10. Bedroom (1):

- SE BEDROOM

11. Windows, Screens & Doors/Interior -
Section 25-35/Interior Structure
- Door shall be replaced.

D. Interior surfaces. Interior surfaces, including windows and doors, shall be maintained in good, clean, and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

12. Bedroom (2):

-EAST BEDROOM

13. Windows, Screens & Doors/Interior -
Section 25-35/Interior Structure
- Door shall be replaced.
- Repair or replace trim on back of door.
- Strike plate on closet door.
- Trim around closet door.

D. Interior surfaces. Interior surfaces, including windows and doors, shall be maintained in good, clean, and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

Section 25-36 Component Serviceability

A. General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

Attic:

1. Other/Attic -
- Attic access cover shall be installed.

Section 25-73 Fire Resistance Ratings

A. Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

Exterior:

1. Screens -
Section 25-34/Exterior Structure
- Screen on the back of the house shall be repaired or replaced.

Q. Insect screens. During the period from April to October, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Garage:

1. Light Fixtures, Outlets & Switches -
Section 25-65/Electrical Equipment
- Open light fixtures shall have bulbs (Garage Opener)

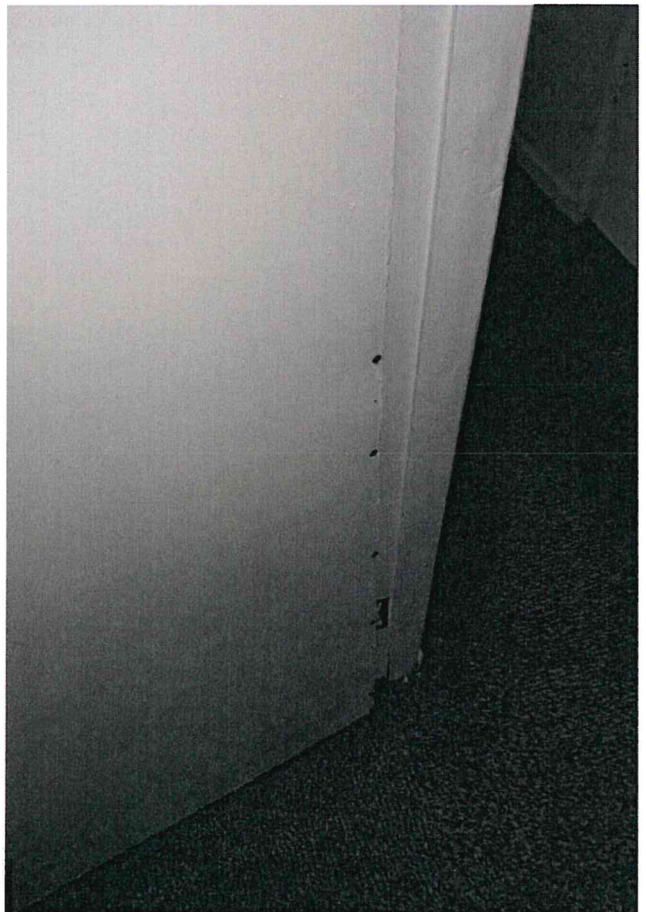
A. Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

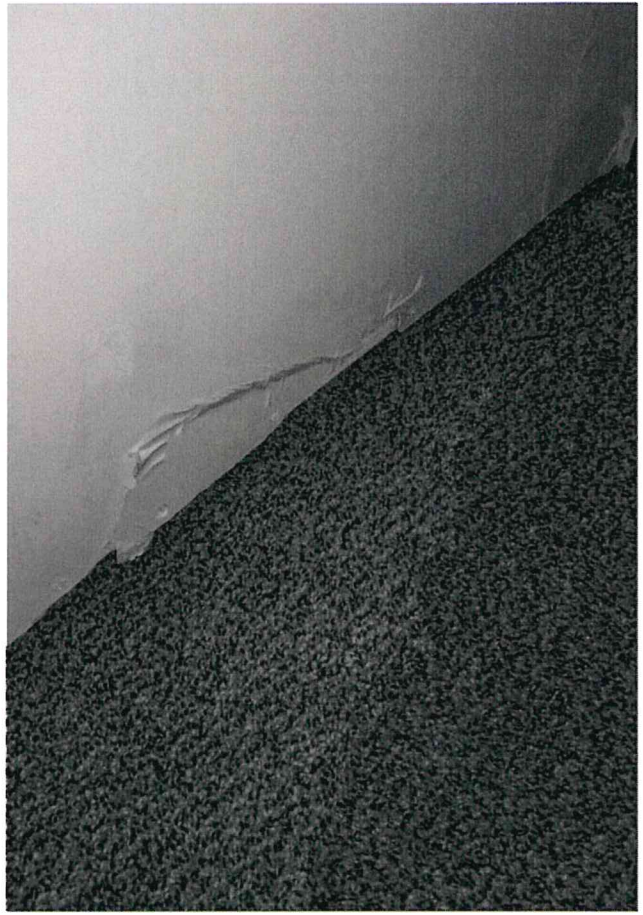
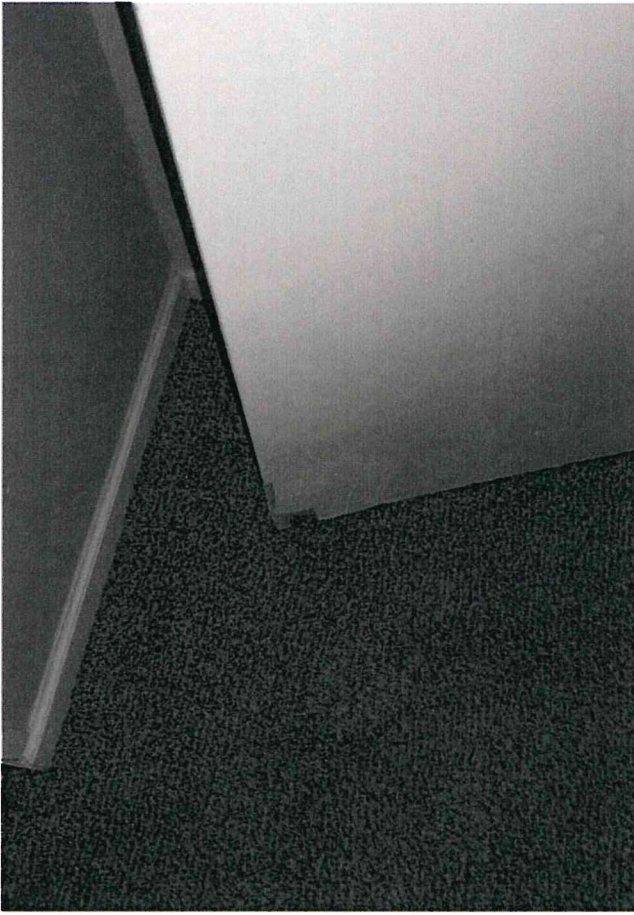
2. Protective Treatment -
Section 25-34/Exterior Structure
- Fire tape where the garage ceiling meets the wall of the house.
- Install drywall and fire tape around electrical panel.
- Finish dry wall by foundation.

Section 25-73 Fire Resistance Ratings

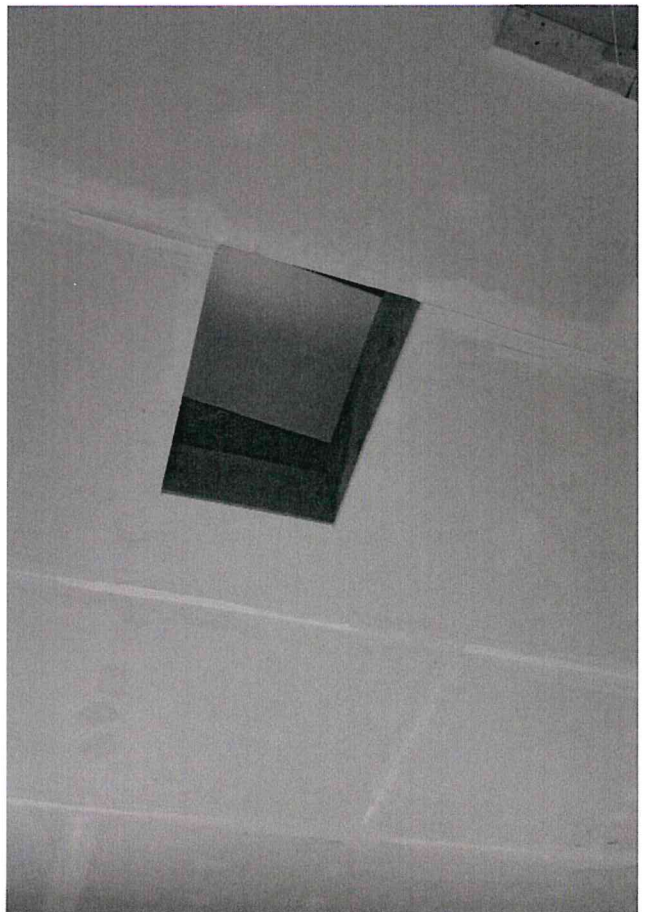
A. Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

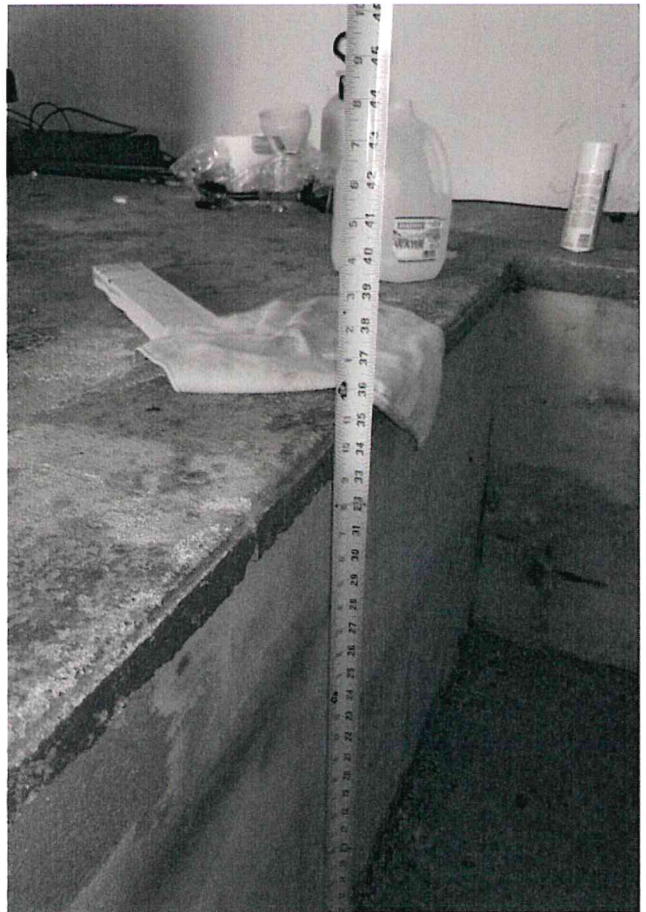
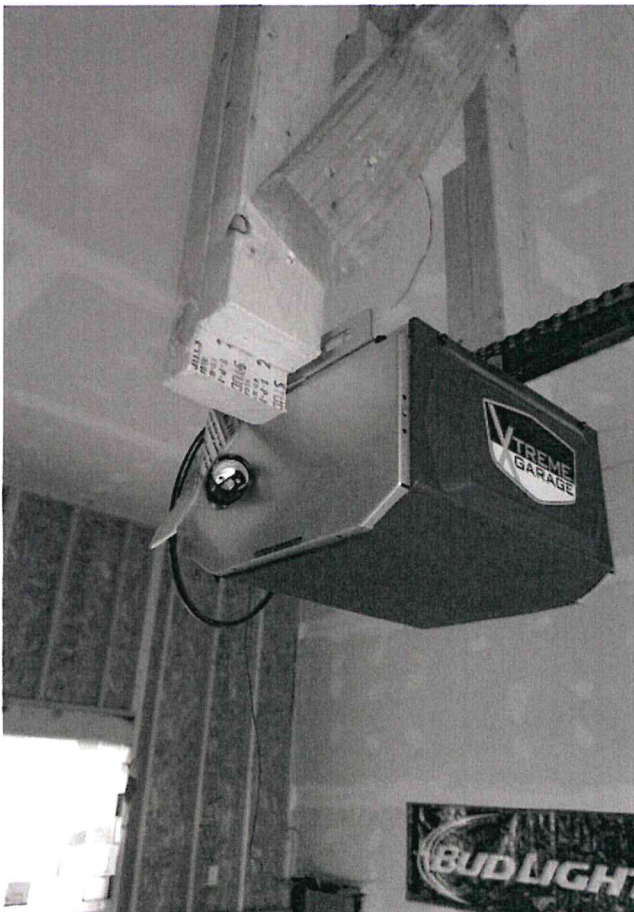
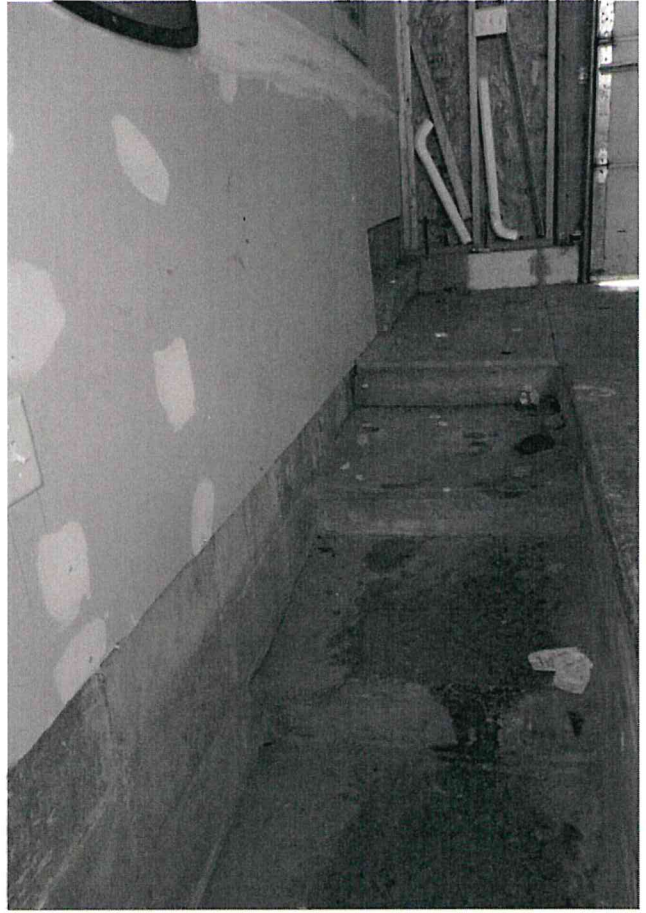
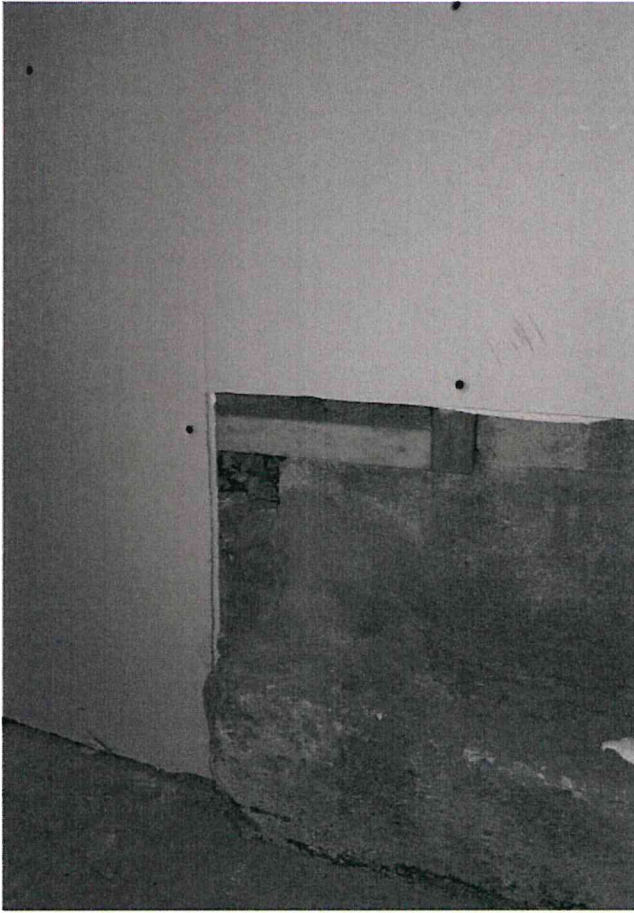


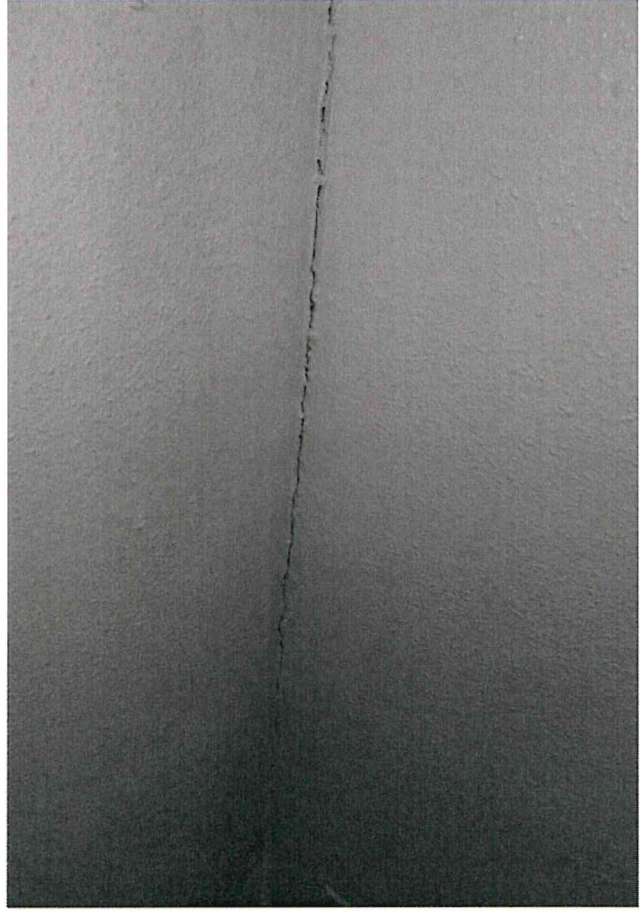


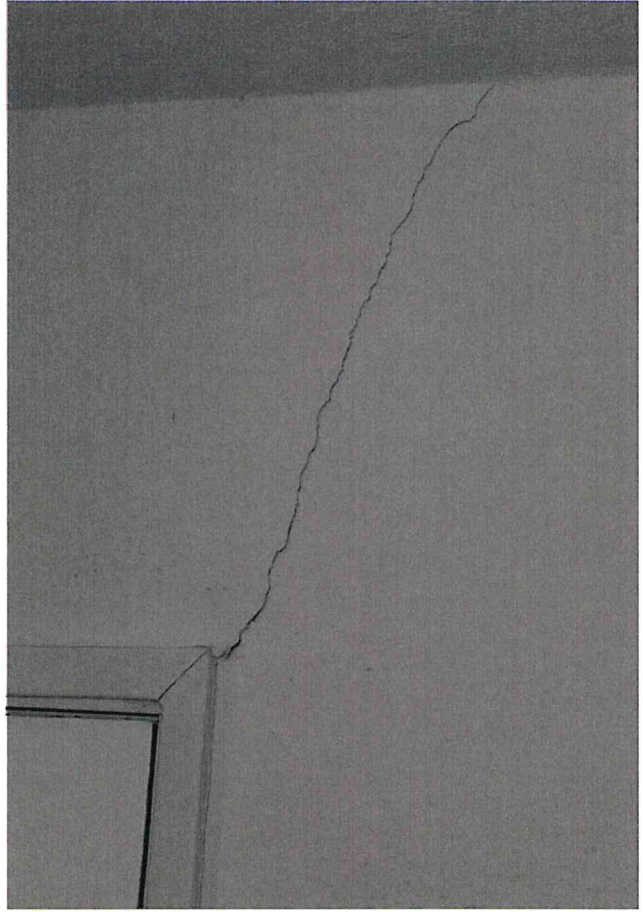
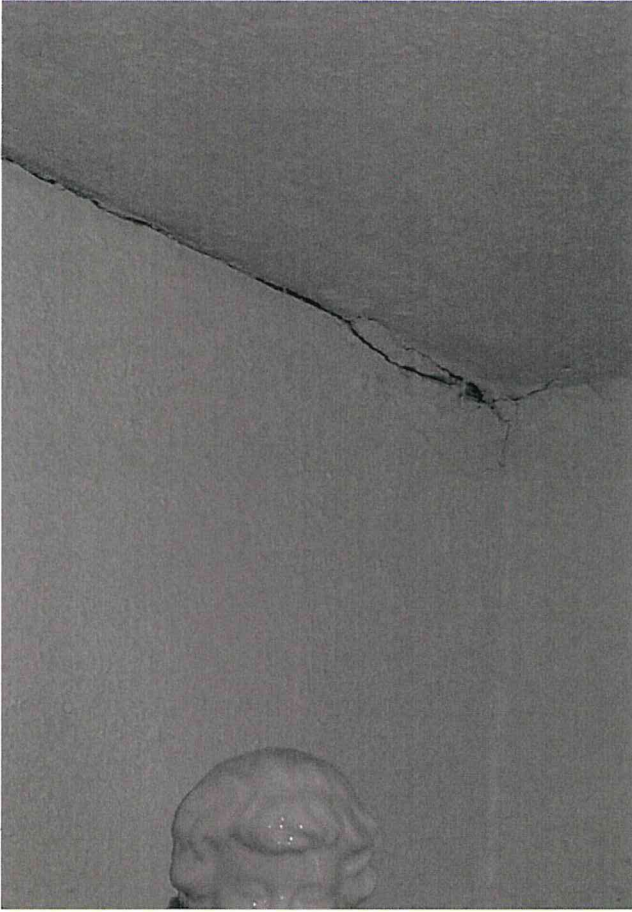


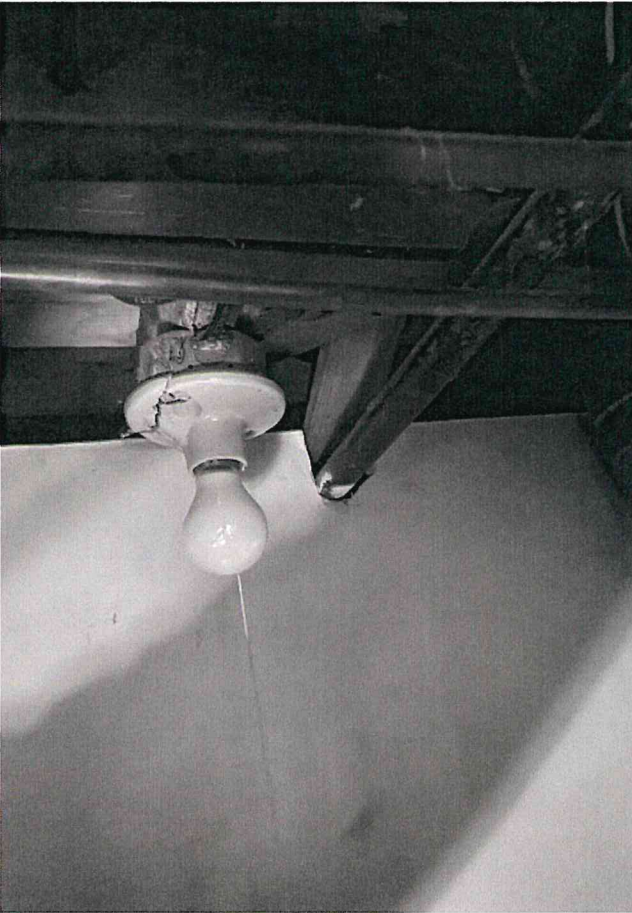
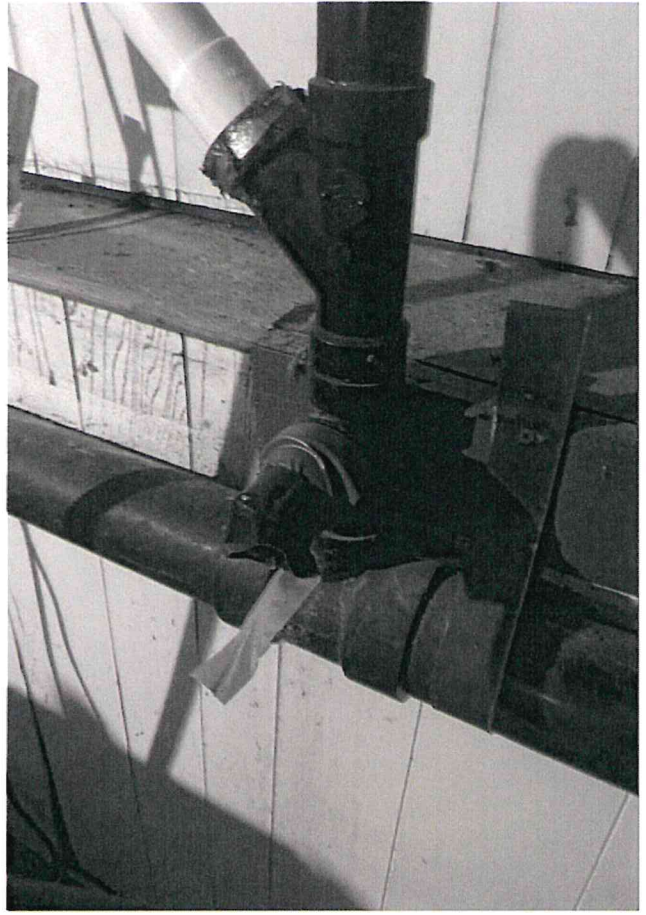


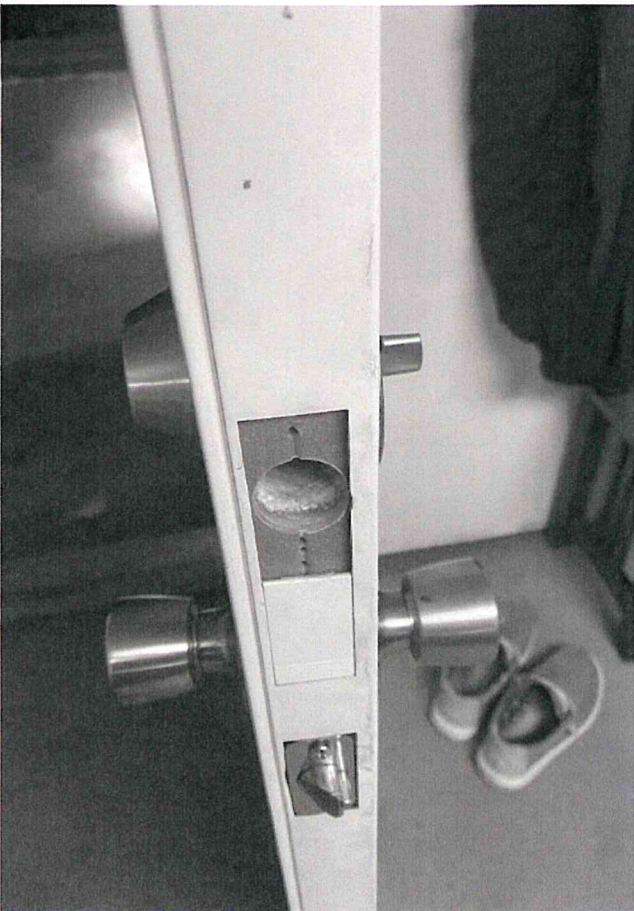












**ARTICLE I
DIVISION I**

SCOPE AND APPLICATION

SECTION 25-1 GENERAL

B. Scope. The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of owners, an owner's authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

Section 25-2 Applicability

B. Maintenance. Equipment, systems, devices, and safeguards required by this code or a previous regulation or code under which the structure or premises was constructed, altered, or repaired shall be maintained in good working order. No owner, owner's authorized agent, operator or occupant shall cause any service, facility, equipment, or utility that is required under this section to be removed from, shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the owner or the owner's authorized agent shall be responsible for the maintenance of buildings, structures, and premises.

E. Workmanship. Repairs, maintenance work, alterations or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's instructions.

Section 25-4 Duties and Powers of the Code Official

A. General. The code official is hereby authorized and directed to enforce the provisions of this code. The code official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

C. Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the code official has reasonable cause to believe that there exists in a structure or upon a premises a condition in violation of this code, the code official is authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by this code, provided that if

such structure or premises is occupied the code official shall present credentials to the occupant and request entry. If such structure or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, owner's authorized agent or other person having charge or control of the structure or premises and request entry. If entry is refused, the code official shall have recourse to the remedies provided by law to secure entry.



RR20-000087
NOTICE OF INITIAL INSPECTION
200 7 ST NE (Primary) is scheduled for an inspection on 02/22/2021
08:30 AM

February 02, 2021

Matt Properties, LLC c/o Chris & Kelly Matt
Matt Properties, LLC c/o Chris & Kelly Matt
203 Y Ave.
Sumner, IA 50674-9716

To change the date or time of this appointment, please contact the City of Oelwein Community Development Department at 319-283-5862 or buildingadmin@cityofuelwein.org a minimum of two (2) business days in advance of the scheduled date in order to avoid a \$100 service charge.

According to the City of Oelwein Rental Housing Inspection Administrative Policy, all rental properties shall be inspected at least once every three (3) years. Inspections shall be scheduled at least fourteen (14) business days in advance of the inspection. Landlords must give the tenant at least twenty-four hours' written notice of intent to enter premises to allow property inspection. If violations are cited as a result of the initial inspection, you will have 60 days to make corrections and another inspection will be scheduled.

Your attention during the inspection process is encouraged. Should you have questions regarding inspection scheduling, the Housing Code, or any other matters pertaining to code enforcement, please contact our office between 8:30 a.m. and 4:30 p.m., Monday through Friday, or see our web site at <http://cityofuelwein.org/departments/community-development-department.html>

Sincerely,

Jay Shekleton
Building Official/Zoning Administrator

City of Oelwein Community Development Department
20 2nd Ave SW Oelwein, Iowa 50662
319-283-5862



RR20-000087
INITIAL INSPECTION STATUS: FAIL
200 7 ST NE (Primary)
Date of Second Inspection: 04/26/2021 9:00AM

February 24, 2021

Matt Properties, LLC c/o Chris & Kelly Matt
Matt Properties, LLC c/o Chris & Kelly Matt
203 Y Ave.
Sumner, IA 50674-9716

The City of Oelwein has enacted various codes that address housing standards and property maintenance throughout the city. Proper maintenance of properties ensures the availability of quality housing, protects property values and contributes to an improved quality of life for residents of Oelwein. Property owners are therefore required to comply with minimum maintenance standards found in the Rental Housing and Maintenance Guide.

In accordance with the guide, on 02/22/2021, the structure at 200 7 ST NE (Primary) was inspected and failed. The code violations must be corrected by 04/26/2021. If, at the time of the next inspection, the required corrections are not made then a reinspection and a \$100 fee will be required. If violations are cited as a result of the initial inspection, you will have 15 days to make corrections and another inspection will be scheduled.

Landlords must give the tenant at least twenty-four hours' written notice of intent to enter premises to allow property inspection.

A \$25 fee will be charged to change the date or time of the next inspection (up to 15 days extension). Please contact the City of Oelwein Community Development Department at 319-283-5862 or buildingadmin@cityofuelwein.org a minimum of (2) business days in advance of the scheduled date. If a rental inspection is rescheduled a second time (up to 15 days extension), a \$100 fee will be assessed. This shall not apply to violations which require a forty-eight (48) hour follow up inspection.

If additional time is needed to address the violation(s), please submit a written request to the Building Official/Zoning Administrator a minimum of (2) days from the date of this notice for a maximum of 15 days extension. If an appeal is being filed then the completed form and \$100 fee must be submitted to the Community Development Department within sixty (60) days of the date of this notice.

Sincerely,

Jay Shekleton
Building Official/Zoning Administrator

Violations are listed on the following page

City of Oelwein Community Development Department
20 2nd Ave SW Oelwein, Iowa 50662
319-283-5862

Rental Inspection Checklist:

Living Room:

1. Floors & Floor Coverings -
Section 25-35/Interior Structure
 - Transition strip in front closet shall be installed to cover the gap in the flooring.
2. Entry Door, Latches & Locks/Exterior -
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 - Front door and door frame shall be replaced.
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Kitchen:

1. Sink, Faucet & Drain -
Section 25-54/Plumbing Systems and Fixtures
 - Spray nozzle shall be repaired or replaced.
2. Light Fixtures, Outlets & Switches -
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 - Electrical wiring under sink shall be installed in a proper box with cover.
3. Fire Extinguisher -
Section 25-08/Unsafe Structure, Section 25-74/Fire Protection
 - Fire extinguisher shall be moved to the front of the cabinet.

Basement:

1. Stairs/Railings/Guards -
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 - Handrail shall be installed on basement steps.
 - The top 2x4 shall be cut off flush with the last guard.
 - The entrance from the garage is required to have guards and handrail installed. Guards shall be installed on all walking surface 30 inches or greater from surface below.
 - Permit is required for guards and handrails and shall be installed per 2015 IRC.
2. Floors & Floor Coverings -
Section 25-35/Interior Structure
 - Carpet on stairs shall be repaired or replaced.
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Section 25-35/Interior Structure
 - Drop ceiling shall be completed.
 - Diffuser shall be installed in HVAC run in the drop ceiling.
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Section 25-65/Electrical Equipment
 - Receptacles below 4ft with a concrete floor shall have GFCI protection.
 - Porcelain pull chain shall be replaced above water heater.
5. Door, Latches & Locks/Exterior -
Section 25-34/Exterior Structure
 - Dead bolt shall be installed.
6. Plumbing -
Section 25-54/Plumbing Systems and Fixtures, Section 25-55/Water System
 - Sewer plug shall be installed in sewer pipe. Next to the wash machine drain.
7. Other/Bathroom (1) -
-BASEMENT BATHROOM
8. Light Fixtures, Outlets & Switches -
Section 25-65/Electrical Equipment
 - GFCI shall be installed.

9. Bedroom (1):

- SE BEDROOM
10. Windows, Screens & Doors/Interior -
Section 25-35/Interior Structure

- Door shall be replaced.

11. Bedroom (2):

-EAST BEDDROOM

12. Windows, Screens & Doors/Interior -
Section 25-35/Interior Structure
- Door shall be replaced.
 - Repair or replace trim on back of door.
 - Strike plate on closet door.
 - Trim around closet door.

Attic:

1. Other/Attic -
- Attic access cover shall be installed.

Exterior:

1. Screens -
Section 25-34/Exterior Structure
- Screen on the back of the house shall be repaired or replaced.

Garage:

1. Light Fixtures, Outlets & Switches -
Section 25-65/Electrical Equipment
- Open light fixtures shall have bulbs (Garage Opener)
2. Protective Treatment -
Section 25-34/Exterior Structure
- Fire tape where the gage ceiling meets the wall of the house.
 - Install drywall and fire tape around electrical panel.
 - Finish dry wall by foundation.

**REMINDER: For any work requiring a permit, you can apply for one online on our website at:
<http://www.cityofelweil.org/departments/community-development-department.html>**