

INTERIOR CHECKLIST			REMARKS			BEDROOM #2			ATTIC		
LIVING / DINING RM						Smoke Detector	704.2		Hand / guardrails	307.1	
Smoke Detector	704.2					Windows	403.1		Steps	305.5	
Windows	304.13					Floors	305.3		Smoke detector	704.2	
Window Hardware	304.18					Walls	305.3		Exposed wiring / box	604.3	
Floors	305.3					Ceilings	305.3		Roof leaks	304.7	
Walls	305.3					Electrical Outlets	605.2		Fire hazard - Debris	308	
Ceilings	305.3					Extension Cords	604.3		Windows	403.1	
Electrical Outlets	605.2					Area too small	404				
Outlet Covers	604.3								EXTERIOR CHECKLIST		
Extension Cords	604.3								REMARKS		
Doors/ hardware	304.15								CHIMNEYS		
						BEDROOM #3			Mortar joints	304.11	
						Smoke Detector	704.2		Missing bricks	304.11	
						Windows	403.1				
						Floors	305.3		ROOFING		
KITCHEN						Walls	305.3		Damaged / disrepair	304.7	
Floors	305.3					Ceilings	305.3				
Walls	305.3					Electrical Outlets	605.2		GUTTER / DOWNSPOUTS		
Ceilings	305.3					Extension Cords	604.3		Missing gutter / leader	304.7	
Electrical Outlets	605.2					Area too small	404		Repair gutters / leaders	304.7	
Extension Cords	604.3										
Sink / faucet	504.1					BEDROOM #4 / OTHER			EXTERIOR WALLS / TRIM		
Drains	506.1					Smoke Detector	704.2		Walls	304.6	
Water pressure	505.3					Windows	403.1		Trim / corner boards	304.8	
Cabinetry	305.1					Floors	305.3		Siding	304.8	
Insects / vermin	309					Walls	305.3		Soffit / fascia	304.9	
						Ceilings	305.3		Loose / peeling paint	304.2	
						Electrical Outlets	605.2				
BATHROOM						Extension Cords	604.3		FOUNDATION WALL		
Floors	305.3					Area too small	404		Mortar joints	304.5	
Walls	305.3					BASEMENT			Repairs needed	304.5	
Ceilings	305.3					Smoke Detector	704.2				
Toilet	504.1					Gas Shutoff	603.4		STEPS, HAND / GUARDRAILS		
Bathtub / shower	504.1					Flue pipe	603.1		Broken / missing step	304.10	
Drains	506.1					Flue mortared	603.2		Hand/guardrail	304.12	
Ventilation	403.2					Water htr. conn.	505.4				
Electrical Hazards	604.3					HW discharge pipe	505.4				
GFCI needed	605.2					Un-inspected Elect.	604.1		WINDOWS / DOORS		
Privacy Door	503.1					Improper wiring	604.3		Window frames	304.13	
						Exposed wiring/box	604.3		Deterior. frame / sash	304.13	
BEDROOM #1						30 amp fuses	604.3		Screens	304.14	
Smoke Detector	704.2					Dryer Vent	403.5		Missing glass	304.13.1	
Windows	403.1					Wash Mach waste	506.1		Broken glass	304.13.1	
Floors	305.3					Improper drains	506.1		Doors / frames	304.15	
Walls	305.3					Stairs / handrail	305.4/305.5		Missing / broken knob	304.18	
Ceilings	305.3					Illegal sleeping RM	404.4.5		Inadequate locks	304.18.1	
Electrical Outlets	605.2					Foundation	304.5				
Extension Cords	604.3					Windows	304.13		EXTERIOR YARD AREAS		
Area too small	404					Sewage	506.2		Rubbish / garbage	308	
						Garbage / junk	308		Weeds / grass ht.	302.4	
						Insects / vermin	309		Unreg. / junk vehicles	302.8	

CYCLE # _____
City of Meadville

Location:_____

Unit ID:_____

Index #:_____

Owner: _____

Ph#:_____

Agent:_____

RE-INSPECT ____ / ____ / ____ ; ____ :

CONTACT CITY, FEES DUE ☐

X_____

☐ APPROVAL

☐ CONDITIONAL APPROVAL_____

☐ RE-INSPECT / N.O.V.

☐ UNDER APPEAL

☐ UNDETERMINED_____

☐ CITATION

☐ TBR

Inspection: date ____ / ____ / ____ time: _____

Insp. # _____

Inspector:_____

BIU #s ____ / ____ / ____ - _____

FIRE & LIFE SAFETY FIRE SPRINKLERS Y / N

TWO MEANS OF EGRESS Y / N

MEANS OF EGRESS ISSUES ☐

Interior Stair / Corridor / Door H / W -

Illegal / inappropriate unit

SMOKE DETECTORS ☐

Fl hall / stairway

Kitchen

System S / D

KEY - 1= REPAIR/ 2 DAY; 2= REPLACE/ 2 DAY; 3= REMOVE/ 2 DAY; 4= INSTALL/ 2 DAY; 5= REPAIR/ 30 DAY; 6= REPLACE/ 30 DAY; 7= REMOVE/ 30 DAY; 8= INSTALL/ 30 DAY; 9= REPAIR; 10= REPLACE; 11= REMOVE; 12= INSTALL; 13= PAINT

CITY OF MEADVILLE RESIDENTIAL RENTAL UNIT LICENSING PROGRAM INSPECTION REPORT

In accordance with the City of Meadville Residential Rental Licensing Program a cursory inspection of your rental property has been conducted. Relevant inspection information and an inspection form can be found on the opposite side of this document. Items noted on the inspection form are violations of the City of Meadville Ordinance No. 3805 of 2022.

USING THE INSPECTION FORM:

The inspection form consists of four columns separate **by lines**. At the top of the column at the far left of the form the “Interior Checklist” begins, flowing into the other columns from left to right. The “Exterior Checklist” portion of the inspection form begins in the third column from the left of the form. Fire and Life Safety portions of the inspection form are found in the lower portion of the far right column.

The check lists are broken into individual rooms or categories identified by the room or category title printed in **BOLD** in the center of the columns. Below the title, and continuing to the next title, are the common checklist items for that room or category. The inspector will mark a number relating to the “KEY”, found at the bottom of the page, in the box adjacent to the issue/category involved and may add additional information in the remarks area next to the identified issue.

The “KEY” will define the actions that must be taken to correct the code violation and a re-inspection time-frame. “KEY” actions numbered 1 through 4 will be re-inspected in 2 days; “KEY” actions numbered 5 through 8 will be reinspected in 30 days; “KEY” actions numbered 9 through 13 will be re-inspected during the next inspection cycle.

On the line above the OWNER/AGENT SIGNATURE is a check box, CONTACT CITY-FEES DUE, which if marked indicates the OWNER/AGENT must call the City of Meadville at 814-724-6000 to arrange payment of required additional re-inspections pursuant to the City of Meadville Landlord and Rental Licence Ordinance.

INSPECTION RESULTS:

As a result of this Inspection the Inspector will offer their recommendation for approval of a Rental Unit License as noted in the right hand column below the owner / agent’s signature. The Inspection Results are explained as follows:

APPROVAL- indicates that no significant code violations were observed during this inspection, a license should be listed.

CONDITIONAL APPROVAL - indicates that no significant code violations were observed during this inspection, a license should be issued with the understanding that the violations notes must be corrected as soon as possible; a routine re-inspection will not be scheduled until the next inspection cycle begins.

RE-INSPECTION/ N.O.V. - indicates that significant code violation(s) were observed and documented. This document shall serve as you formal **NOTICE OF VIOLATION** and **ORDER TO COMPLY**. These violations must be corrected as soon as possible. An inspection to determine compliance with this Notice will be conducted as indicated on the “KEY” at the bottom of the page and as scheduled above the OWNER/AGENT SIGNATURE.

UNDER APPEAL - Proper paperwork must be filed with the City of Meadville to apply for an appeal.

TBR - Vacant unit to be inspected before occupying the unit.

NOTICE OF VIOLATION

Since the items noted on the inspection form are violations of the City of Meadville Ordinance No. 3805 of 2022, they must be corrected as indicated by the “KEY” and/or by the re-inspection date listed. If you fail to correct the violations noted by the re-inspection date listed, you may be CITED and subject to penalties under the provisions the City of Meadville Ordinance No. 3805 of 2022 and/or you may be subject to the penalties described within the City of Meadville Residential Rental Licensing Program including revocation of any Rental Unit License.

RIGHT TO APPEAL:

Any person aggrieved by any decision of the code official may submit an application for appeal to the code official for a review by the Meadville Code Appeals Board, which shall issue a written decision setting forth specific findings of fact and legal conclusions. Any such appeal shall be submitted within thirty (30) days of the adverse decision or action. Any appeal of the Code Appeals Board decision shall be filed before the Court of Common Pleas of Crawford County in accordance with the provisions of Local Agency Law. See 2 Pa.C.S.A. §105.

QUESTIONS:

Questions regarding this inspection should be directed to the BIU Property Maintenance Coordinator at 814-860-8044 and questions regarding the Residential Rental Licensing Program or initiating an appeal should be directed to the City of Meadville at 814-724-6000.

Please reference City of Meadville website, Residential Rental Licensing Program Page for additional information.