



# City of Crystal Property Maintenance Compliance

4141 Douglas Drive N, Crystal MN 55422 Phone: 763-531-1000 Fax: 763-531-1188

## Inspection Checklist for One- and Two-Family Properties

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Compliance Date: \_\_\_\_\_

Water Meter Reading

Repairs?

Outside \_\_\_\_\_

Y \_\_\_\_\_

Inside \_\_\_\_\_

N \_\_\_\_\_

Point of Sale

Rental

Certification Required Y N

Heating System

Water Heater

Plumbing System

Electrical System

Structural Units

P - Pass

F - Fail

1.0	Mechanical/Utilities	P	F	NA
1.1	Plumbing systems			
1.11	Water waste/vent			
1.12	Water piping/supply			
1.13	Water meter/remote			
1.14	Sump pump			
1.2	Heating systems			
1.21	Venting/fuel supply			
1.22	Space heaters			
1.3	Electrical systems			
1.4	Circuits/outlets/fixtures			
1.5	Water heater			
1.6	Crawl space			
1.7	Ventilation			
1.8	Well			
2.0	Exterior			
2.1	Electrical outlet/fixtures			
2.2	Driving/parking areas			
2.3	Gutters/downspouts			
2.4	Venting/chimneys			
2.5	Foundation			
2.6	Walls/siding			
2.7	Windows/doors			
2.8	Roof			
2.9	Grading/drainage			
3.0	Property			
3.1	Setbacks/lot coverage			
3.2	Accessory structures			
3.3	Use/occupancy			
3.4	Outstanding orders			
3.5	Open permits			
3.6	Vehicles/outdoor storage			
3.7	Landscaping/Vegetation			
4.0	Health and Safety			
4.1	Smoke detectors			
4.2	Egress			
4.3	Junk and debris			
4.4	Other safety hazards			

Check if repairs are needed	P F N A	Outlets/fixtures	Floor/walls/ceiling/doors	Windows/screens	Ventilation	Plumbing fixtures	Fireplace	Safety hazards	Guardrails/handrails					
5.0														
5.1														
5.2														
5.3														
6.0														
6.1														
6.2														
7.0														
8.0														
8.1														
8.2														
8.3														
8.4														
8.5														
9.0														
9.1														
Orders are attached on separate sheet(s)														

Sample

~Items with no evaluation mark or comment are in compliance with City Code or are not applicable.  
 ~Compliance orders must be corrected on or before the compliance date noted above. ~When all orders have been corrected, please call 763-531-1000 to schedule the required re-inspection. ~Upon satisfactory completion of all orders as verified by the re-inspection, the Certificate of Compliance or Rental License will be issued to the individual specified on the application form. For point of sale, the Certificate is valid for one year from date of issuance. ~Any orders relating to health, safety or nuisance conditions shall be corrected regardless of property status. ~This inspection does not indicate compliance with an inspection program other than that of the City of Crystal.

This inspection has been made by the city as a community service and does not constitute any representation, guarantee or warranty to any person as to the condition of property inspected. The city does not intend any reliance to be made on this inspection and does not assume any responsibility or liability in the inspection and Certificate of Compliance or Rental License.

Crystal Property Maintenance Code Section 425.29, Appeals, Right of Appeal: When it is alleged by a person to whom a compliance order is directed that the compliance order is based on erroneous interpretation or upon misstatement or mistake of fact, that person may appeal the order to the city manager. The manager must forward the recommendation to the city council within 30 days after receipt of this appeal. The appeal must be in writing, must specify the grounds for the appeal, and must be filed with the housing official within five business days after service of the order. The filing of an appeal stays proceedings in furtherance of the action appealed from unless such a stay in the judgment of the housing official would cause imminent peril to life, health or property. The city council must act promptly on the manager's recommendation and the manager's recommendation may be reversed, modified or affirmed in whole or in part by the council. The council's disposition of the appeal is final.

I have inspected these premises this day under the authority of the Crystal Property Maintenance Code.

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Cert/License No: \_\_\_\_\_