



TOWN OF ITHACA

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www.town.ithaca.ny.us



CODE ENFORCEMENT - BRUCE W. BATES, DIRECTOR

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Rental Registry Inspection List

The list below contains items that will be inspected prior to the issuance of an Operating Permit. This is not a complete list; additional items may be subject to inspection.

Exterior of house:

- House number and unit number (911 address) should be posted on the structure and on the mailbox**
- Structure in good repair** (windows, doors, roof, siding, etc.)
- Entrances in good repair** (sidewalks, steps, landings, railings, lighting)
- Garbage stored in proper receptacles**
- Adequate off street parking available**
- Pools and decks in compliance** (if present)

Interior:

- Number of occupants meets the zoning code and the Town's definition of family**
- Working Smoke and Carbon Monoxide Detectors** (proper location and number)
- Interior structure in good repair** (ceiling, doors, floors, walls, and windows, stairs, landings, railings)
- Electrical in good repair** (outlets, switches, lights)
- Appliances in good repair** (if supplied)
- Plumbing in good repair**
- Heating unit operable and in good repair** (includes vents and duct work)
- Proper light and ventilation** (bath and other)
- Proper room sizes and ceiling heights**
- Fire separation** (where required)
- Egress doors or windows** (sleeping room shall have not less than one operable emergency escape and rescue opening).

Other:

- **Confirmation that the accessory dwelling unit legally exists**
 - **Was the *rental unit* in existence before 1954?**
 - **If not, does the town have record of when it was built?**
 - **If the town does not have record of the rental unit being built, the owner will need to provide documentation that is satisfactory to the Town of Ithaca Code Officer that shows when it was built.**

For a more detailed list contact the Code Enforcement and Zoning department codes@town.ithaca.ny.us or go to our website www.town.ithaca.ny.us to download the list.