



CODE ENFORCEMENT INSPECTION MANUAL

City of Virginia Beach
Department of Housing and Neighborhood
Preservation
Code Enforcement Division

LIVING ROOM

304.15 EXTERIOR DOOR(S)

Check door(s) and trim for condition, operational ease, weather tight integrity, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly? If deadbolt installed, check to make sure it is a single cylinder. (702.3)

305.6 INTERIOR DOOR(S)

Check door(s) and trim for condition, operational ease, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly?

305.3 INTERIOR SURFACES

WALLS

Check walls and trim (including windows) for holes, cracks, deterioration, sanitary conditions, flaking and peeling paint, loose material, water stains, moisture damage, termite damage, etc. Check any access panels (covers) for security and condition.

FLOORS

Check floor and sub-floor for condition, holes, cracks, loose material and deterioration. Check floor coverings for sanitary condition and general condition.

CEILINGS

Check ceilings for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, moisture damage, etc. Also check required ceiling height.

304.13.2 OPENABLE WINDOWS

Check windows for proper operation, condition, weather tight integrity, window locks, etc. All openable windows must stay open with its own hardware. Is openable area 45 percent of the required 8 percent glazed area? (403.1) Check for screen presence and condition. April 1st thru December 1st must be installed and on premises all other times.

604.3 ELECTRICAL HAZARDS

OUTLETS

Check outlets with circuit tester for proper operation, condition, and correct wiring. Check for required number of outlets. Check cover plates for condition and presence.

WALL SWITCHES

Check wall switches for proper operation and condition. If no ceiling fixture check for switched duplex receptacle. Check cover plates for condition and presence.

LIGHT FIXTURES

Check fixtures for proper operation and condition (including ceiling fans).

603.1 FIREPLACES

Check fireplace for condition and proper operation. Check damper for proper operation. Check firebox for condition (cracks, loose material, etc.). Check gas logs for condition, shutoff valve and proper operation. Check fireplace doors and/or spark arrestors (chains) for condition and proper operation. Ask for a copy of the Chimney Sweep certification (if applicable). We cannot require a certificate but if one is available then we can request a copy of it for the file.

KITCHEN

304.15 EXTERIOR DOOR(S)

Check door(s) and trim for condition, operational ease, weather tight integrity, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly? If deadbolt installed, check to make sure it is a single cylinder. (702.3)

305.6 INTERIOR DOOR(S)

Check door(s) and trim for condition, operational ease, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly?

305.3 INTERIOR SURFACES

WALLS

Check walls and trim (including windows) for holes, cracks, deterioration, flaking and peeling paint, loose material, sanitary conditions, water stains, moisture damage, etc. Check wall cabinets, base cabinets, and drawers for condition, hardware and proper operation. Check countertops for condition, caulking and look at underside of countertop around water prone areas.

FLOORS

Check floor and sub-floor for condition, holes, cracks, loose material and deterioration. Check floor coverings for sanitary condition and general condition.

CEILINGS

Check ceilings for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, moisture damage, etc. Also check required ceiling height.

304.13.2 OPENABLE WINDOWS

Check windows for proper operation, condition, weather tight integrity, window locks, etc. All openable windows must stay open with its own hardware. Is openable area 45 percent of the required 8 percent glazed area? (403.1) Check for screen presence and condition. April 1st thru December 1st must be installed and on premises all other times

604.3 ELECTRICAL HAZARDS

OUTLETS

Check outlets with circuit tester for proper operation, condition, and correct wiring. Check for required number of outlets. Check for countertop GFCI receptacles were required. Check GFCI receptacles with circuit tester for proper operation and condition.

WALL SWITCHES

Check wall switches for proper operation and condition.

LIGHT FIXTURES

Check for required ceiling light fixture and then check for proper operation and condition.

504.1 PLUMBING GENERAL

FAUCETS

Check all faucets for leaks, condition and proper operation. Check for cutoffs valves in the supply lines. Check hot water for 120 degrees F. Check spray assembly (if present) for condition and proper operation.

DRAINS

Check all drains for leaks, condition and proper operation.

SINKS

Check sinks for condition and proper operation.

505.2 CROSS CONNECTIONS

Check plumbing facilities for cross connections.

505.4 WATER HEATING FACILITIES

WATER HEATER

Check hot water tank for condition, proper operation, proper electrical connections (electric), proper temperature and pressure relief valve and proper discharge line on TPRV. If gas hot water tank check for proper combustion air at installation point. Check gas hot water tank for condition, gas line connections, flue installation and proper operation. Check gas line for cutoff valve and drip leg.

603.1 MECHANICAL APPLIANCES

COOK STOVE

Check stove for condition, safety, and proper operation.

REFRIGERATOR

Check refrigerator for leaks, condition and proper operation. Make sure gaskets are in good condition.

DISHWASHER

Check dishwasher for condition and proper operation.

MICROWAVE

Check microwave (permanently attached - built in) for condition, safety and proper operation.

RANGEHOOD

Check range hood for safety, condition and proper operation. Make sure range hood is present in the absence of an openable window. Check range hood filter for condition.

GARBAGE DISPOSAL

Check disposal for condition (cracks, etc) and proper operation.

BATHROOM

305.6 INTERIOR DOOR(S)

Check door(s) and trim for condition, operational ease, hardware and security. Are there any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly?

305.3 INTERIOR SURFACES

WALLS

Check walls and trim (including windows) for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, sanitary condition, moisture damage, termite damage, etc.. Check any access panels (covers) for security and condition. Check tub/shower walls for condition (tile and grout). Check bathroom accessories (soap dish, towel bars, grab bars, toilet paper holder and tooth paste holder) for condition and proper operation. Especially check wall condition around water closet and tub/shower areas. Check vanity, base cabinets and medicine cabinets for condition.

FLOORS

Check floor and sub-floor for condition, holes, cracks, loose material, waterproof condition and deterioration. Check floor coverings for sanitary condition and general condition. Especially check floor condition around water closet and tub/shower areas.

CEILINGS

Check ceilings for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, moisture damage, etc. Also check required ceiling height.

304.13.2 OPENABLE WINDOWS

Check windows for proper operation, condition, weather tight integrity, window locks, etc. All openable windows must stay open with its own hardware. Is openable area 45 percent of the required 8 percent glazed area? (403.1) Check for screen presence and condition. April 1st thru December 1st must be installed and on premises all other times.

If no openable window then mechanical ventilation must be present.

604.3 ELECTRICAL HAZARDS

OUTLETS

Check outlets with circuit tester for proper operation, condition, and correct wiring. Check GFI receptacle (after 1978) with circuit tester (gfi type) for proper operation and condition. Check cover plates for condition and presence.

WALL SWITCHES

Check wall switches for proper operation and condition. Check cover plates for condition and presence.

LIGHT FIXTURES

Check for required ceiling light fixture and then check for proper operation and condition.

403.1 MECHANICAL VENTILATION

Check for mechanical ventilation (required) if no openable window is present. Check fan for condition and proper operation. Air exhausted by mechanical ventilation shall discharge to the outdoors and shall not be recirculated.

504.1 PLUMBING GENERAL (FIXTURES)

FAUCETS

Check all faucets (sink and tub/shower) for leaks, condition and proper operation. Check for cutoffs valves in the supply lines. Check hot water for 120 degrees F.

DRAINS

Check all drains (sinks and tub/showers) for leaks, condition and proper operation.

WATER CLOSET (TOILET)

Check water closet for condition (bowl, tank and seat). Check to see that water closet is secured properly to the floor and there are no apparent leaks. Check water connection for leaks and condition.

SINKS

Check sinks for condition and proper operation.

TUB/SHOWER

Check tub and shower walls for condition (cracks, leaks, holes, deterioration, etc.). Check tub/shower diverter valve for condition and proper operation. Check showerheads for leaks, condition and proper operation.

505.2 CROSS CONNECTIONS

Check plumbing facilities for cross connections.

505.4 WATER HEATING FACILITIES

HOT WATER HEATER

Check hot water tank for condition, proper operation, proper electrical connections (electric), proper temperature and pressure relief valve and proper discharge line on TPRV. If gas hot water tank check for proper combustion air at installation point. Check gas hot water tank for condition, gas line connections, gas line cutoff valve and drip leg. Check flue installation (draft hood, flue pipe, etc.) for condition and proper operation.

BEDROOMS

305.6 INTERIOR DOOR(S)

Check door(s) and trim for condition, operational ease, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly?

305.3 INTERIOR SURFACES

WALLS

Check walls and trim (including windows) for holes, cracks, deterioration, sanitary condition, flaking and peeling paint, loose material, water stains, moisture damage, termite damage, etc. Check any access panels (covers) for security and condition.

FLOORS

Check floor and sub-floor for condition, holes, cracks, loose material and deterioration. Check floor coverings for sanitary condition and general condition.

CEILINGS

Check ceilings for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, moisture damage, etc. Also check required ceiling height.

304.13.2 OPENABLE WINDOWS

Check windows for proper operation, condition, weather tight integrity, window locks, etc. All openable windows must stay open with its own hardware. Is openable area 45 percent of the required 8 percent glazed area? (403.1) Check for screen presence and condition. April 1st thru December 1st must be installed and on premises all other times.

604.3 ELECTRICAL HAZARDS

OUTLETS

Check outlets with circuit tester for proper operation, condition, and correct wiring. Check for required number of outlets. Check cover plates for condition and presence.

WALL SWITCHES

Check wall switches for proper operation and condition. If no ceiling fixture check for switched duplex receptacle. Check cover plates for condition and presence.

LIGHT FIXTURES

Check fixtures for proper operation and condition (including ceiling fans).

603.1 FIREPLACES

Check fireplace for condition and proper operation. Check damper for proper operation. Check firebox for condition (cracks, loose material, etc.). Check gas logs for condition, shutoff valve and proper operation. Check fireplace doors and/or spark arrestors (chains) for condition and proper operation. Ask for a copy of the Chimney Sweep Certification (if applicable). We cannot require a certificate but if one is available then we can request a copy of it for the file.

704.1 SMOKE DETECTORS

Check for smoke detector presence, condition and operation in the vicinity of the bedrooms. Check for smoke detectors on every living level of the structure. Check for smoke detectors in the common hallways of multi-family structures. If required check that smoke detectors are hard wired with battery backup and if alarmed they all activate (new construction code).

404.2 MINIMUM ROOM WIDTHS

Check for minimum room widths. All habitable rooms shall not be less than 7 feet in any plan dimension.

404.3 MINIMUM CEILING HEIGHTS

Check habitable spaces for clear ceiling height of not less than 7 feet.

FURNACE, UTILITY, LAUNDRY ROOMS AND/OR GARAGES

304.15 EXTERIOR DOOR (S)

Check door(s) (if present) and trim for condition, operational ease, weather tight integrity, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly? If deadbolt installed, check to make sure it is a single cylinder. (702.3)

305.6 INTERIOR DOOR (S)

Check door(s) (if present) and trim for condition, operational ease, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly? Door between living area and garage must be solid core rated door.

305.3 INTERIOR SURFACES

WALLS

Check walls and trim (including windows) for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, moisture damage, termite damage, etc. Check any access panels (covers) for security and condition. Any walls in garage area, shared with living areas must be finished with sheetrock or like material for fire rating. Electrical panels in any room must have proper clearances.

FLOORS

Check floor and sub-floor for condition, holes, cracks, loose material and deterioration. Check floor coverings for sanitary condition and general condition.

CEILINGS

Check ceilings for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, moisture damage, etc. Also check required ceiling height.

304.13.2 OPENABLE WINDOWS

Check windows (if present) for proper operation, condition, weather tight integrity, window locks, etc. All openable windows must stay open with its own hardware. Is openable area 45 percent of the required 8 percent glazed area? (403.1) Check for screen presence and condition. April 1st thru December 1st must be installed and on premises all other times.

604.3 ELECTRICAL HAZARDS

OUTLETS

Check outlets with circuit tester for proper operation, condition, and correct wiring. Check for required number of outlets. Check cover plates for condition and presence. Check any GFI receptacles with tester for proper operation.

WALL SWITCHES

Check wall switches for proper operation and condition. Check cover plates for condition and presence.

LIGHT FIXTURES

Check that required ceiling light fixtures are present. Check fixtures for proper operation and condition (including ceiling fans).

PANEL BOXES

Check all panel boxes for condition, clearances, labels, spacers, proper wiring, etc.

DEDICATED CIRCUITS

Check for required dedicated circuits, and proper over-current protection. Check for required GFI receptacles.

603.1 MECHANICAL EQUIPMENT

WATER HEATER

Check water heater (gas) for condition, proper operation and proper connections. Check gas lines for condition, proper connections, gas cutoff valve, drip leg, etc. If in the garage, check that gas burner is 18 inches off the garage floor and that protection is provided from vehicle damage. Check flue condition, connections and operation. Check for proper combustion air. Check temperature pressure relief valve for condition. Check discharge line for presence, condition, no reduction in line, termination point, and no valve in line.

Check water heater (electric) for condition, proper operation and proper connections. If in the garage check that protection is provided from vehicle damage. Check temperature pressure relief valve for condition. Check discharge line for presence, condition, no reduction in line, termination point, and no valve in line.

WASHER/DRYER

Check for condition, proper operation and proper connections. Check water hookups (hot and cold), drain connections and cutoff valves. Check for dedicated electrical circuit (if required). Check electrical receptacle (with tester) for condition, proper operation and proper connections. Check dryer exhaust for condition, proper operation and proper connections. Check dryer 220v receptacle for condition, proper operation and proper connection.

HEATING SYSTEMS

HEAT SUPPLY – Every owner and operator of any building who rents, leases, or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof during the period from October 15 to May 1 to maintain a temperature of not less than 65 degrees F (18 degrees C) in all habitable rooms, bathrooms and toilet rooms.

GAS - Check furnace for condition, proper operation and proper connections. Check return air filter (s) for condition, presence and proper operation. Check registers for condition, presence and proper operation. Check for proper combustion air. If in the garage, check that gas burner is 18 inches off the garage floor and that protection is provided from vehicle damage. Check flue system for condition, connections and proper operation. Check for required emergency cut off switch.

ELECTRIC - Check furnace for condition, proper operation and proper connections. Check return air filter (s) for condition, presence and proper operation. Check registers for condition, presence and proper operation. If in the garage, check that protection is provided from vehicle damage.

OIL - Check furnace for condition, proper operation and proper connections. Check return air filter (s) for condition, presence and proper operation. Check registers for condition, presence and proper operation. Check for proper combustion air. If in the garage, check that burner is 18 inches off the garage floor and that protection is provided from vehicle damage. Check flue system for condition, connections and proper operation. Check for required emergency cut off switch. Check hyperbaric damper for condition, proper operation and proper connections.

CENTRAL AIR SYSTEMS AND WINDOW UNITS

Cooling supply – Every owner and operator of a Group R-2 apartment building who rents, leases or lets one or more dwelling units, rooming units or guestrooms on terms, either expressed or implied, to furnish cooling during the period May 15 to October 1 to maintain a temperature of not more than 80 degrees F (27 degrees C) in all habitable rooms.

Check equipment for condition, proper operation and proper connections. Check return air filter (s) for condition, presence and proper operation. If in the garage check that protection is provided from vehicle damage.

HALLWAYS AND STAIRWELLS (INTERIOR AND EXTERIOR)

304.15 EXTERIOR DOOR(S)

Check door(s) and trim (if present) for condition, operational ease, weather tight integrity, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly? If deadbolt installed, check to make sure it is a single cylinder. (702.3)

305.6 INTERIOR DOOR(S)

Check door(s) and trim (if present) for condition, operational ease, hardware and security. Any holes, deterioration, separations, detrimental conditions that detract from the doors intended purpose? Is the hardware, including locksets, in good condition and operating properly?

305.3 INTERIOR SURFACES

WALLS

Check walls and trim (including windows) for holes, cracks, deterioration, sanitary condition, flaking and peeling paint, loose material, water stains, moisture damage, termite damage, etc. Check any access panels (covers) for security and condition.

FLOORS

Check floor and sub-floor for condition, holes, cracks, loose material and deterioration. Check floor coverings for sanitary condition and general condition.

CEILINGS

Check ceilings for holes, cracks, deterioration, flaking and peeling paint, loose material, water stains, moisture damage, etc. Also check required ceiling height.

304.13.2 OPENABLE WINDOWS

Check windows (if present) for proper operation, condition, weather tight integrity, window locks, etc. All openable windows must stay open with its own hardware. Is openable area 45 percent of the required 8 percent glazed area? (403.1) Check for screen presence and condition. April 1st thru December 1st must be installed and on premises all other times.

305.4 STAIRS AND WALKING SURFACES

Check stairs, ramps, landings, balconies, porches, decks and other walking surfaces for condition. Check stair treads and risers for condition.

305.5 HANDRAILS AND GUARDS

Check for required handrails and guards. Check condition of handrails and guards to make sure they are capable of supporting normally imposed loads and they are in a good state of repair. Check baluster spacing (depending on when constructed).

402.2 COMMON HALLS AND STAIRWAYS

Check that all common halls and stairways in residential occupancies have at least a 60 watt standard incandescent light bulb for every 200 square feet of floor area, provided that the spacing between lights is not greater than 30 feet.

604.3 ELECTRICAL HAZARDS

OUTLETS

Check outlets with circuit tester for proper operation, condition, and correct wiring. Check for required number of outlets. Check cover plates for condition and presence.

WALL SWITCHES

Check wall switches for proper operation and condition. If no ceiling fixture, check for switched duplex receptacle. Check cover plates for condition and presence.

LIGHT FIXTURES

Check fixtures for proper operation and condition (including ceiling fans). Check for required three way switches at the top and bottom of stairways.

704.2 SMOKE DETECTORS

Check for operational smoke detectors installed on each living level.

BUILDING EXTERIOR

302.7 ACCESSORY STRUCTURES

Check all accessory structures (detached garages, sheds, fences and any other accessory structures) for condition. Check for deteriorated, loose, rotted, broken, missing material, flaking and peeling paint, etc.

304.2 PROTECTIVE TREATMENT

All exterior surfaces shall be maintained in good condition. Exterior wood surfaces 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. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion.

304.3 PREMISES IDENTIFICATION

Each building shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inches.

304.5 FOUNDATION WALLS

All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests. Check condition of foundation walls. Check for deteriorated, loose, missing, rotted, and/or broken material. Check that foundation access opening are properly secured. Check foundation vents for condition. Check grading to prevent accumulation of water along foundation walls. 302.2

304.6 EXTERIOR WALLS

All exterior walls (siding, trim, façade, fascia, soffit, decorative features, etc) shall be maintained in a good condition and a good state of repair. Check for holes, deteriorated, loose, missing, rotted and/or broken material. Check for proper surface coatings (flaking and peeling paint) and weatherproof condition.

304.7 ROOFS

Roofs and flashing shall be tight and not have any defects that admit rain. Check roof shingles and flashing for condition. Check for holes, deteriorated, loose, rotted and/or missing material. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.9 OVERHANG EXTENSIONS

All overhang extensions including but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. Check condition and anchorage of all overhang extensions.

304.10 STAIRWAYS, DECKS, PORCHES AND BALCONIES

All stairways, decks, porches, balconies, etc. shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 CHIMNEYS AND TOWERS

All chimneys, cooling towers, smokestacks and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Check for conditions of chimneys and towers. Check for deteriorated, rotted, loose, missing and/or broken material. If gas or wood burning appliances are present, pay close attention to the chimneys.

304.12 HANDRAILS AND GUARDS

All handrails and guards shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. Check presence of and condition of handrails and guards. Check required heights and picket spacing. Check for deteriorated, rotted, loose, missing and/or broken material.

304.13 WINDOWS, SKYLIGHTS AND DOOR FRAMES

All windows, skylights, doors and frames shall be kept in sound condition, good repair and weather tight. Check all windows, skylights, doors and frames for condition and weather tight integrity. Check for deteriorated, rotted, loose, missing and/or broken material.

304.13.1 GLAZING

All glazing (glass) material shall be maintained free from open cracks and holes. Check condition of all window glass and glazing compounds. Check for deteriorated, rotted, loose and missing material.

304.13.2 OPENABLE WINDOWS

All windows, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. Check condition of all windows.

304.14 INSECT SCREENS

All windows shall have insect screens installed from April 1 thru December 1 and on premises during the rest of the year. Check for presence of and condition of insect screens installed on all windows.

304.15 EXTERIOR DOORS

All exterior doors, door assemblies and hardware shall be maintained in good condition. Check condition of all exterior doors. Locks at all entrances shall tightly secure the doors

and shall be in accordance with section 702.3. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort. Check all deadbolts to insure that they are single cylinder type (no inside keys).

Check exterior storm/screen doors for condition, proper installation and hardware.

604.3 ELECTRICAL SYSTEM HAZARDS

Check electrical system for condition and hazards. Check service entrance cables for condition, and overhead clearances. Check meter base and electrical boxes for condition, and attachment to the structure. Check for ground wire connection to ground rod.

Check exterior electrical fixtures for condition and proper connection. Check exterior receptacles (with electrical tester) for condition, proper connection and operation. Check GFI receptacles with tester for proper operation.

603.1 MECHANICAL EQUIPMENT

Check exterior mechanical equipment for condition, safety, proper connection and proper operation.

504.1 PLUMBING FIXTURES: GENERAL

Check exterior plumbing fixtures for condition and proper operation.