



BUILDING INSPECTION DIVISION

Vacant Property Notice – Exterior & Interior Inspection Checklist

The Charter Township of West Bloomfield Vacant Property Registration and Maintenance primary goal is to help protect the health, safety, and welfare of the citizens by preventing blight, protecting property values and neighborhood integrity, avoiding the creation and maintenance of nuisances and ensuring safe and sanitary maintenance of dwellings, commercial, and industrial buildings.

An Inspector from the Building/Inspection Division will visit this property and inspect the premises in accordance with the checklist below according to the 2006 International Property Maintenance Code and Ordinance No. C-735. Items that have been determined to fall below the minimum property maintenance code requirements are checked below. This notice will also be sent out via first class mail.

Vacant Property Number: B10-0160E Lock Box #	Inspector Name: Ron Cook
Vacant Property: Street Address	Owner: Bank/Owner Name Street Address City, State 00000
Property Manager: Manger Name Street Address City, State 00000	Property Manager: (Within 30 miles) Manger Name Street Address City, MI 48000
<input type="checkbox"/> Property Manager and/or Real Estate Agent Onsite Information:	
Name: Address: City/State/Zip: Phone #: Cell Phone #: Email/Website:	<input type="checkbox"/> Water In Basement <input type="checkbox"/> Electricity Shut Off <input type="checkbox"/> Gas Shut Off <input type="checkbox"/> Mold <input type="checkbox"/> Winterized Notice Posted <input type="checkbox"/> Foreclosure Notice Posted <input type="checkbox"/> Placard Notice Posted <input type="checkbox"/> Photo Taken (front) <input type="checkbox"/> Occupied
Additional certifications required by a licensed contractor as being in good repair/working /structural condition <input type="checkbox"/> Mechanical (HVAC) <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> structural systems	

1st Inspection	
Violations	
Y	N

2nd Inspection	
Violations	
Y	N

EXTERIOR

General Exterior (302 IPMC)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excessive accumulation of rubbish or garbage (<i>IPMC 302.1</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks, walkways, driveways, and similar areas; in disrepair / hazardous conditions (<i>IPMC 302.3</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weeds, grass, and plant growth in excess of eight (8) inches (<i>IPMC 302.4</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Presence of insect and/or rodent infestation (<i>IPMC 302.5</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessory structures, including detached garages, fences, and walls shall be maintained structurally sound and in good repair (<i>IPMC 302.7</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any inoperative or unlicensed motor vehicles, disrepair, major disassembly, and in the process of being stripped or dismantled (<i>IPMC 302.8</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior surfaces not being maintained and clean from any marking, carving or graffiti (<i>IPMC 302.9</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Comments: 1st Insp.:
 2nd Insp.:

1st Inspection		2nd Inspection	
Violations		Violations	
Y	N	Y	N

***Permit Required (IPMC 102.3):**

Swimming Pools, Spas and Hot Tubs (303 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Swimming pools, spas, and hot tubs winterized, if not; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Swimming pools shall be maintained in clean and sanitary conditions, and in good repair (IPMC 303.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private swimming pools, spas and hot tubs containing more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self closing and self latching (IPMC 303.2) |
- EXCEPTIONS: spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section*
- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
|--------------------------|--------------------------|--------------------------|--------------------------|--------|

Comments: 1st Insp. :
2nd Insp.:

***Permit Required (IPMC 102.3):**

Exterior Structure (304 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare (IPMC 304.1, IPMC 304.5 and IPMC 304.6) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All exterior surfaces, including but not limited to doors, door and window frames, cornices, porches, trim, and fences, shall be maintained in good condition (IPMC 304.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property address numbers visible from the street or road ([F] IPMC 304.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The Roof and flashing shall be sound, tight and not have defects that admit rain (IPMC 304.7) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All cornices, belt courses, corbels, terra cotta trim; wall facing and similar decorative features shall be maintained in good repair (IPMC 304.8) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound and in good repair (IPMC 304.11) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp. :
2nd Insp.:

***Permit Required (IPMC 102.3):**

Exterior Decks and Balconies, Stairways, Porches, and Handrails/Guardrails (304 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In disrepair / not firmly fastened (IPMC 304.10 and IPMC 304.12) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not capable of supporting normally imposed loads (IPMC 305.5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handrail measured height < 30" or > 42" (IPMC 306.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guardrail measured height < 30" (IPMC 306.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp. :
2nd Insp.:

INTERIOR

***Permit Required (IPMC 102.3):**

General Interior Structure (305 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In disrepair / not structurally sound (IPMC 305.1 and IPMC 305.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp. :
2nd Insp.:

1st Inspection	
Violations	
Y	N

2nd Inspection	
Violations	
Y	N

***Permit Required (IPMC 102.3):**

General Interior (305 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excessive accumulation of rubbish or garbage (IPMC 307) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Surfaces not being maintained in a clean, sanitary manner (IPMC 305.1, IPMC 305.2, and IPMC 305.3)
<i>(i.e. defective paint, plaster, wood, walls, counters, ceilings, floors, doors, windows, etc.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

***Permit Required (IPMC 102.3):**

Interior Handrails/Guardrails (305 and 306 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In disrepair / not firmly fastened (IPMC 304.12 and IPMC 305.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not capable of supporting normally imposed loads (IPMC 305.5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handrail measured height < 30" or > 42" (IPMC 306.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guardrail measured height < 30" (IPMC 306.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

FIRE/LIFE/SAFETY

***Permit Required (IPMC 102.3):**

Smoke Alarms (704 IPMC)

- | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not operational (IPMC 704.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper number (IPMC 704.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper location (IPMC 704.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Battery taken out (IPMC 704.1) |
| <i>Note: Interconnection of smoke alarms are not required in buildings which are not undergoing alterations, repairs, or construction of any kind.</i> | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

***Permit Required (IPMC 102.3):**

Emergency Exits (Egress) (702 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Unsafe, non-continuous and/or obstructed path to the public way (IPMC 702.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bars/Grilles on windows that cannot be released from inside (IPMC 702.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper installation of Bars/Grilles on emergency egress (IPMC 702.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

1st Inspection	
Violations	
Y	N

2nd Inspection	
Violations	
Y	N

***Permit Required (IPMC 102.3):**

Front/Back & Interior Doors (304 and 702 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not operational / In need of repair (IPMC 304.13, IPMC 304.15 and IPMC 305.6) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lock installed improperly (IPMC 702.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

***Permit Required (IPMC 102.3):**

Windows and Skylights (304 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not operational / In need of repair (IPMC 304.13) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cracked, broken or missing panes (IPMC 304.13.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not easily operable and/or not capable of being held in open an position (IPMC 304.13.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inoperable/missing window sash locking device (IPMC 304.18.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

MECHANICAL

***Permit Required (IPMC 102.3):**

Heating / Ventilation Systems (601 and 401 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat source inadequate for maintaining year round temperature of 68° (IPMC 602.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Illegal heat source (IPMC 602.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All mechanical appliance installed and maintained in a safe working condition: fireplaces, solid fuel appliances, and water heaters (IPMC 603.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fuel-burning equipment or appliance connected to an approved chimney or vent: (IPMC 603.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All required clearance maintained (IPMC 603.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inadequate ventilation for bathroom (IPMC 403.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust fans not vented to outside of building: Bath (IPMC 403.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust fans not vented to outside of building: Kitchen (IPMC 403.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust for dryers not vented to outside of building: Clothes Dryers (IPMC 403.5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

PLUMBING

***Permit Required (IPMC 102.3):**

Plumbing Systems (501 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | An approved vacuum breaker required on all hose bibs or faucets to which hoses are attached and left in place (IPMC 505.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hot water heater inoperable or improperly installed (IPMC 505.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water heater incapable of delivering at hot water (IPMC 505.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required plumbing fixture(s) missing (IPMC 502.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Missing/Inoperable temperature pressure relief valve (IPMC 505.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Missing/Improperly installed water heater discharge pipe (IPMC 505.4) |

Plumbing System continues.....

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | System obstructions, leaks and/or defects (IPMC 504.1 & IPMC 506.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required fixture(s) not in good working condition (IPMC 504.1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing system presents hazard(s) to occupants (IPMC 504.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notify Water and Sewer if water meter has been removed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Air gap for water softener discharge (IPMC 504.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

ELECTRICAL

1st Inspection		2nd Inspection	
Violations		Violations	
Y	N	Y	N

***Permit Required (IPMC 102.3):**

Electrical Systems (604 IPMC)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exposed wiring present (IPMC 604.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overloaded circuit(s) (IPMC 604.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cover plate(s) damaged or missing (IPMC 604.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Receptacle(s) damaged and warrant replacement (IPMC 604.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Every bathroom shall have at least one-(1) receptacle (IPMC 605.2) <i>Note: receptacle(s) damaged and warrant replacement must be replaced with GFCI if required (IPMC 605.2)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Laundry rooms shall have at least one-(1) grounded or GFCI receptacle (IPMC 605.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Light fixture(s) inoperable, missing or damaged (IPMC 604.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

Comments: 1st Insp.:
2nd Insp.:

*One or more building or trade permits may be required for this work. Please contact the Charter Township of West Bloomfield Development Services Department at (248) 451-0000 to verify permit requirements. Please note that all required permit inspections must be completed and approved before the relevant violation(s) can be considered resolved.

ADDITIONAL COMMENTS/NOTES: