



**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: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Sale   
 Inspection Date: \_\_\_\_\_ Compliance Date: \_\_\_\_\_ Rental  New  Month \_\_\_\_\_  
 Renew

Certification Required	Y	N
Heating System		
Water Heater		
Plumbing System		
Electrical System		
Structural Units		

P - Pass F - Fail

		P	F	NA
<b>1.0 Mechanical/Utilities</b>				
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 Clothes dryer				
1.7 Ventilation				
1.8 Well				
1.9 Crawl space				
<b>2.0 Exterior</b>				
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/screens				
2.8 Roof				
2.9 Grading/drainage				
<b>3.0 Property</b>				
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				
<b>4.0 Health and Safety</b>				
4.1 Smoke/ CO Alarms				
4.2 Emergency egress				
4.3 Junk and debris				
4.4 Other safety hazards				
4.5 Building number				

Check if repairs are needed	P T A	Outlets/fixtures	Floor/walls/ceiling/doors	Windows/screens	Ventilation	Plumbing fixtures	Fireplace	Safety hazards	Guardrails/handrails	Month	
5.0 Master bedroom											
5.1 2nd bedroom											
5.2 3rd bedroom											
5.3 4th bedroom											
6.0 Main bath											
6.1 Other bath											
6.2 Other bath											
7.0 Kitchen											
8.0 Living room											
8.1 Family room											
8.2 Den/office											
8.3 Halls/stairways											
8.4 Deck											
8.5 Porch											
9.0 Garage/doors											
9.1 Common Areas											
<b>Orders are attached on separate sheet(s)</b>											

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.



**COMMON COMPLIANCE ORDERS**

Address:

Check mark indicates correction is required

1.2	<b>Heating Systems:</b> Provide written documentation from a licensed mechanical contractor demonstrating that a service check and required repairs have been performed on the heating system within the past 12 months. [IPMC 603.1]
1.3	<b>Electrical Systems:</b> Provide written documentation from a licensed electrical contractor that the electrical systems of the dwelling and accessory buildings have been evaluated; that the electrical service and wiring are adequate for the power requirements of the dwelling and that the electrical system is compliant with the Minnesota Electrical Code as applicable. [IPMC 604.1]
1.5	<b>Water Heater:</b> Install a discharge pipe on the water heater temperature pressure relief valve. The pipe will be the same size as the valve outlet and will terminate not greater than 18" above the floor. [IPMC 603.1, MPC 4715.2210]
1.6	<b>Clothes Dryer:</b> Install a minimum 4-inch diameter, smooth metal exhaust duct supported and secured in place. Do not use sheet metal screws or fasteners that will obstruct the exhaust flow. The exhaust duct shall terminate outside of the building and shall be equipped with a back draft damper. Do not install screens at the exhaust duct termination. [MMC 1346.504]
1.7	<b>Ventilation:</b> Each toilet room shall be provide with natural ventilation by means of operable exterior openings of not less than 1½ square feet; or provide mechanical ventilation directly to the exterior of the building. Install minimum R3.3 insulation with vapor barrier on ventilation ductwork for 3 feet starting at exterior penetration. [IPMC 403.2, MSRC R303.3]
1.8	<b>Well:</b> Advisory Only (POS): There is the possibility that there is an unsealed well located on the subject property.
1.8	<b>Well:</b> Advisory Only (POS/Rental): An unused well was discovered during the inspection. Owner should contact the MN Dept of Health to verify well status.
2.2	<b>Driving/Parking Areas-Replace:</b> The non-hard-surfaced driveway existing at the time of inspection shall be hard-surfaced within 180 days of issuance of a Certificate of Compliance for point of sale inspections or within 180 days of issuance of a rental license, whether new or renewal. All driveways and lawful auxiliary spaces shall be hard-surfaced with bituminous or concrete pavement in accordance with standards approved by the city engineer. Submit a building permit application for review and approval and secure a building permit before starting work on the new hard-surfaced driveway. [Crystal Code 425.05, Subd. 2 h) 1) 302.3]
2.2	<b>Driving/Parking Areas:</b> Repair/replace the existing deteriorated driveway and lawful auxiliary spaces with a hard-surface of bituminous or concrete pavement in accordance with standards approved by the city engineer. Submit a building permit application for review and approval and secure a building permit before starting work on the replacement hard-surfaced driveway. [Crystal City Code 425.05, Subd. 2 h) 1) 302.3]
3.3	<b>Use/Occupancy:</b> This property is zoned R-1, Low Density Residential, one-family detached dwelling, and use of any portion of the property as a second dwelling unit is not permitted. Separations resulting in a second dwelling unit is prohibited. [Crystal City Code 515.33]
4.1	<b>Smoke Detectors/CO Alarms:</b> Install and maintain fully functional smoke alarms in all sleeping rooms, in areas leading to sleeping rooms, on each level and in the basement. Install and maintain an approved fully functional CO alarm within 10 feet of each sleeping room. [IPMC 704.2 and MN § 299F.50]
4.2	<b>Emergency Egress:</b> Install code compliant emergency escape and rescue openings (egress windows) in rooms used for sleeping purposes. [IPMC 702.4]
4.5	<b>Building Number:</b> Install the building identification numbers on the dwelling. The numbers will be clearly visible from the street in front of the dwelling and will be a minimum 4 inches in height and of a contrasting color with their background. [Crystal City Code 400.17, IPMC 304.3, MSFC 505.1]
9.0	<b>Garage/Doors:</b> Repair or replace the existing vehicle access garage door. Secure a building permit before starting work on the replacement of the vehicle access garage door. The replacement vehicle access garage door will comply with the wind limitation requirements of the Minnesota State Building Code. [IPMC 304.15, MSRC R301.2.1]
9.0	<b>Garage/Doors:</b> Service, repair or replace the existing overhead garage door automatic opener compliant with the provisions of Minnesota Statutes, sections 325F.82 and 325F.83 [IPMC 304.15, MSBC 1303.1400]

Inspection Date:



## Attention Homeowner

To assist you with a problem-free closing on the sale of your property, please keep in mind the following items:

- Prior to closing on the sale of your property, you will need to provide the title insurance company that will be handling your closing with the Certificate of Housing Maintenance Compliance issued by the city. Your realtor will be able to assist you in getting the Certificate to the proper party.
- Unless otherwise agreed to in the purchase agreement for the sale of your home, you will be required to sign documents at closing acknowledging that you are responsible for the final utility billing (including water, sewer, storm drain, street lighting and recycling charges) on your property, including any delinquent amounts. The title insurance company handling your closing should be confirming that there are no delinquent amounts outstanding. Should you require payoff information on your account prior to closing, please call the utility department of the City of Crystal at (763)531-1114.
- You, as seller, should call the utility department of the City of Crystal at (763)531-1114 to report the date of closing and to leave a forwarding address for any possible overpayment refunds to be issued on your account.
- As a reminder, any unpaid charges relating to your property for items such as administrative citations, tree removal, weed cutting, false alarm calls, public health/safety violations, etc. must also be paid in full prior to closing, unless other arrangements have been made with the purchaser.

Thank you for your assistance!