

# Baseline Inspection

The Baseline Inspection consists of four parts:

**a. General Requirements:**

- i. Exterior Structure
- ii. Interior Structure
- iii. Light
- iv. Ventilation
- v. Occupancy Limitations

**Part A** of the Baseline Inspection must be performed by: City of Boulder Licensed D-9 contractor, OR City of Boulder Licensed General A, B or C contractor, OR Colorado Licensed Design Professional, OR ICC Certified Combination Inspector

**b. Plumbing Facilities and Fixture Requirements:**

- i. Toilet Rooms
- ii. Plumbing Systems and Fixtures
- iii. Water System

**Part B** of the Baseline Inspection must be performed by: City of Boulder Licensed D-9 contractor, OR City of Boulder Licensed General A, B or C contractor, OR City of Boulder Licensed Plumber, OR Colorado Licensed Design Professional, OR ICC Certified Combination Inspector

**c. Mechanical and Electrical Requirements:**

- i. General Mechanical
- ii. Boilers
- iii. Water Heaters
- iv. General Electrical

**Part C Sections I-III** of the Baseline Inspection must be performed by:

City of Boulder Class A, B, or C mechanical license, OR Be a Colorado Licensed Design Professional (Architect or Engineer), OR ICC Certified Electrical or Combination Inspector, OR Qualified Xcel Service Personnel

**Part C Section IV** of the Baseline Inspection must be performed by:

City of Boulder Licensed Electrician, OR Colorado Licensed Design Professional, OR ICC Certified Electrical or Combination Inspector, OR ASHI or NAHI Certified Inspector

**d. Fire Safety Requirements:**

- i. General
- ii. Smoke Alarms
- iii. Carbon Monoxide Alarms

**Part D** of the Baseline Inspection must be performed by: City of Boulder Licensed D-9 contractor, OR City of Boulder Licensed General A, B or C contractor, OR Colorado Licensed Design Professional, OR ICC Certified Combination Inspector

**Baseline Inspection Checklist**  
**Effective January 2011**

**Property Address:** \_\_\_\_\_

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The Baseline Inspection Checklist is required to be completed and signed by the appropriate City of Boulder licensed inspector(s) and the owner/operator.

**Planning and Development Services**  
**1739 Broadway, Third Floor**  
**P. O. Box 791**  
**Boulder, Colorado 80306**

During all inspections, a property owner, tenant or agent must be present. The inspector(s) will do a visual inspection for compliance with this checklist based on the Boulder Property Maintenance Code [Boulder Revised Code 1981, Chapter 10-2]. Each inspection is only a visual examination of those elements and areas that are safely and readily accessible at the time of the inspection.

The licensed inspector(s) is/are not responsible for compliance with the city's property maintenance code either at the time of inspection or anytime thereafter. Compliance with the city property maintenance code is the responsibility of the owner.

Existing structures and premises that comply with all applicable codes in place at the time of construction will be deemed to comply with this code except where the code official determines that the deviations from this code pose a danger to health, safety or welfare of the public or occupants and issues an order for the owner to correct those specific conditions or alterations (B.R.C. 1981, 10-2 Section 102.2, "Maintenance").

**Please note the following:**

- All items listed on the following pages must be inspected. An inspector must inspect each item or indicate not applicable (N/A) where such requirement does not apply.

## A. General Requirements: Light, Ventilation, and Occupancy Limitations

### Section I – V License

**Qualifications:** City of Boulder licensed D-9, OR General A, B or C Contractor, OR Colorado Licensed Design Professional, OR ICC Certified Combination Inspector.

#### I. Exterior Structure

**1. General.** The exterior of a structure shall be maintained so as not to pose a threat to public health, safety or welfare. (IPMC 304.1.1, 1-13)

**2. Floodplain safety signage.** Structures located in a 100-year floodplain shall be posted with a warning sign that states: “This property is located in an area that is subject to sudden and severe flooding. In case of flood emergency be prepared to seek high ground immediately.” For information visit [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net).

The sign shall be a metal plaque with minimum 1/4" letters in a contrasting color attached to the structure with non-removable fasteners posted on the exterior of the building at the entrance. (IPMC 310; 9-3-3 (a) (10), B.R.C. 1981)

**Note:** The inspector is responsible for informing the owner or operator if their unit is located in a designated floodplain requiring the safety signage.

**3. Address numbers.** Numbers are plainly visible from the street. (IPMC 304.3)

**4. Structural members.** All visible structural members appear to be properly installed and functioning as intended. (IPMC 304.4)

**5. Blocking and Tie-Down Required.** All mobile homes must have rigid skirting and be secured against wind damage by tie-downs installed as specified in B.R.C. 10-12-8. All mobile homes must also be adequately supported by blocking installed according to the requirements of B.R.C. 10-12-10 Piers and Footings.

**6. Roofs.** The roof shall be sound, tight and not have defects that admit rain in order to prevent dampness or deterioration in the walls or interior portion of the structure. (IPMC 304.7)

**7. Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. All glazing shall be maintained free from loose and broken glass. (IPMC 304.13, 30413.1)

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**8. Exterior handrails and guards.** Safely maintained. (IPMC 304.12)

**9. Stairs, decks, porches and balconies.** Safely maintained. (IPMC 304.10)

#### II. Interior Structure

**1. General.** The interior and equipment therein shall be maintained in good repair, and in sanitary condition. (IPMC 305.1)

**2. Maintenance.** Equipment, systems, devices and safeguards required by the code in effect when the structure or premises was constructed, altered or repaired shall be maintained in good working order. (IPMC 101.3)

**3. Structural members.** All visible interior structural members appear to be properly installed and functioning as intended. (IPMC 305.2)

**4. Interior handrails and guards.** Safely maintained. (IPMC 305.5)

**5. Interior stairs, decks, porches and balconies.** Safely maintained. (IPMC 305.4)

#### III. Light

**1. Habitable spaces.** Every habitable space shall have at least one window of approved size (as required by the code in effect when the structure was built) facing directly to the outdoors or to a court, or shall be provided with artificial light in accordance with IBC 1205.3. (IPMC 402.1)

**2. Common halls and stairways.** Every common hall and stairway in residential occupancies, other than one-and two-family dwellings, shall be illuminated at all times with at least 765 lumens (60 watt incandescent or 14 watt cfl) for each 200 square feet of floor area, provided spacing between lights does not exceed 30 feet. (IPMC 402.2).

#### IV. Ventilation

**1. Habitable spaces.** Every habitable space shall have at least one openable window or mechanical ventilation. (IPMC 403.1)

**2. Bathrooms and toilet rooms.** An openable window or mechanical ventilation must be provided. (IPMC 403.2)

#### V. Occupancy Limitations

**1. Water closet accessibility.** Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom. Every bedroom in a

dwelling unit shall have access to at least one water closet and lavatory located in the same story as the bedroom or an adjacent story. (IPMC 404.4.3)

□ **2. Prohibited occupancy.** Kitchens and non-habitable spaces shall not be used for sleeping rooms. (IPMC 404.4.4)

□ **3. Food preparation.** All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage. (IPMC 404.7)

□ **4. Dwelling units.** Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory (502.1)

□ **5. Rooming houses.** At least one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units (502.2)

□ **6. Occupancy Limit sign posted.** Every rental property shall have a sign posted conspicuously on the inside of the main entrance to each dwelling unit the maximum number of unrelated individuals permitted under section 9-8-5 B.R.C. 1981 (“Occupancy of Dwelling Units”). The sign should be protected and must measure at least 8.5 inches x 11 inches in size, with text measuring at least 3/8 inch tall and read “Maximum Permissible Unrelated Occupancy (##) by Ordinance No. 8072 and the Boulder Revised Code (B.R.C. 1981) 10-3-16. Per city code, this sign must remain visibly posted on the inside of the main entrance.”

## B. Plumbing Facilities and Fixture Requirements

### Section I – III License Qualifications:

City of Boulder licensed D-9 or General A, B or C Contractor, OR

City of Boulder Licensed Plumber, OR  
Colorado Licensed Design Professional,  
OR ICC Certified Combination Inspector

### I. Toilet Rooms

□ **1. Privacy.** Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior

locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling (503.1)

□ **2. Location.** Toilet rooms and bathrooms serving rooming units or housekeeping units shall have access from a common hall or passageway (503.2).

## II. Plumbing Systems and Fixtures

□ **1. General.** All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition. (IPMC 504.1)

□ **2. Fixture clearance.** Plumbing fixtures shall have adequate clearances for usage and cleaning. (IPMC 504.2)

## III. Water Systems

□ **1. General.** All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code. (IPMC 505.1)

## C. Mechanical and Electrical Requirements

### Sections I – III License Qualifications:

City of Boulder licensed Mechanical A, B or C contractor, OR

Colorado Licensed Design Professional, OR  
ICC Certified Electrical or Combination Inspector, OR  
Qualified Xcel service personnel

### Section IV License Qualifications:

City of Boulder Electrician’s license, OR  
Colorado Licensed Design Professional,  
OR

ICC Certified Electrical or Combination Inspector, OR  
ASHI or NAHI Certified Inspector

### I. General Mechanical Requirements

**Note:** Electric baseboard heating systems are exempt from heating system tune-up requirements. If applicable, submit this form and clearly state “All Electric Heating.”

□ **1. Mechanical appliances.** All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heaters shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function. (IPMC 603.1)

□ **2. Fireplaces and kitchen appliances.** Checked for safe installation. (IFGC 503, 504, 602.2, 604, 605, 623; IMC Chapter 8, 902-905, 917)

□ **3. Clothes dryer exhaust systems.** Shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions. (IPMC 403.5)

**Exception 1.** Approved condensing (ductless) clothes dryers.

**Exception 2.** For electric clothes dryers, an approved commercially manufactured lint containment system within the appliance space and accessible for maintenance.

□ **4. Heating Facilities.** Every dwelling unit must be equipped with heating facilities capable of safely and adequately heating all habitable rooms and bathrooms to 68 degrees (measured at a location two feet away from walls and three feet above the floor). (IMC 309)

□ **5. Gas Piping Materials.** Verify use of approved materials for gas piping. Non-complying gas pipe must be replaced with approved materials. (IFGC 403 & 406.1)

Gas Leaks: Where any gas leak is detected the inspector may shut off the gas at the appropriate location. The owner or operator of the facility must be contacted immediately. (IFGC 108.7)

□ **6. Shutoff valves.** The appliance gas shutoff valve must be accessible, in the same room and not further than six feet from the appliance. (IFGC 409.5)

□ **7. Furnace Location.** Gas fired furnaces accessed through bedrooms and bathrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room containing the furnace. (IFGC 303.3 & 304.6)

□ **8. Venting.** Appliance vents, connectors and draft diverters must be in sound condition, be of approved material, securely in place and free of obstructions and combustible deposits. The appliance venting system shall meet the draft requirements for the appliance in accordance with the manufacturer's instructions. (IFGC 501.15.2, 503.3.1, 503.12 & 801.2) Secure and replace as necessary.

□ **9. Combustion Air.** Verify adequate combustion air is provided for fuel burning appliances in mechanical rooms and enclosures. (IFGC 304.5-304.9) Correct combustion air supply as necessary.

□ **10. Clearances.** All single wall vent connectors for appliances shall maintain a minimum of six inches of clearance from combustibles. All B-vents serving appliances shall maintain a minimum of one inch of clearance from combustibles. Sufficient clearance must be maintained for cleaning and replacement of appliances (IFGC 306, 503.10.1-503.10.16) Correct clearance deficiencies.

□ **11. Piping identification.** Gas piping from multiple gas meter installations shall be marked with permanent identification so that the piping system supplied by each meter is readily identifiable. Each meter shall have a separate shutoff valve. (IFGC 401.7)

□ **12. Service requirement.** Conduct or verify service of all fuel burning appliances at time of inspection to include:

Clean combustible materials, dust and dirt in and around appliance, blower, motor, burners and controls.

Lubricate and adjustment of moving parts as needed.

Clean or replace of all filters (cleaning/replacement must occur as required by the appliance manufacturer).

Check all limit switches and replace if necessary.

Perform carbon monoxide testing of fuel-burning appliances with commercial testing instrument in accordance with testing instrument manufacturer's operating instructions and correct safety issues revealed by testing.

Check to assure heat exchangers are sound.

## **II. Boilers: Boilers serving six or more dwelling units must maintain a valid certificate of inspection from the State of Colorado.**

**Exception:** Hot water supply storage tanks, including those designed for space heating, domestic or sanitary purposes that are not recirculating and not exceeding a heat input of 200,000 Btu/hour, a water temperature of 210 F and a capacity of 120 gallons or less.

**Note:** the cert. may be an annual or biennial certificate depending on the type of boiler (CRS 9-4-101-18 & ANSI/NB-23)

## **III. Water Heaters**

□ **1. Access through bathrooms and bedrooms.** Water heaters accessed through bathrooms and bedrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room. (IFGC 303.3)

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□ **2. Required features.** Water heaters must have a temperature and pressure relief valve, discharge piping a maximum of six inches above floor or waste receptor, an accessible shut-off valve and safety pilot assembly. (IPC 504)

#### IV. General Electrical Equipment

□ **1. Installation.** All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. (IPMC 605.1)

□ **2. Electrical faceplates.** Sound and maintained in place. (IPMC 604.3)

□ **3. Extension cords.** Not to be used for permanent wiring where run through holes in walls, structural ceilings, suspended ceilings, dropped ceilings, floors, through doorways, windows, or similar openings. (IPMC 605.5)

□ **4. Electrical circuits.** Each occupant shall have ready access to all circuit breakers protecting the conductors supplying that occupancy. [NEC sec.240.24 (B)]  
Exception: Rental housing units constructed or converted to rental housing units and licensed prior to Dec. 7, 1971.

□ **5. Electrical panelboards.** Panelboard covers shall be removed and panelboards inspected to verify safety of all wiring, grounding, breakers and fuses as detailed in the National Electrical Code. (NEC chapters 1-4)

□ **6. Receptacles.** Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. (IPMC 605.2)

□ **7. Non-grounding-type electrical receptacles** (two-prong receptacles). Where attachment to an equipment grounding conductor (two-wire circuits) does not exist in the receptacle enclosure, the installation shall comply with a, b or c below.

Two-prong receptacle shall be permitted to be replaced with another two-prong receptacle.

A two-prong receptacle shall be permitted to be replaced with a ground-fault circuit interrupter type (GFCI) three-prong receptacle. These receptacles shall be marked “No Equipment Ground.” An equipment grounding conductor shall not be connected from the GFCI-type receptacle to any outlet supplied from the GFCI-type receptacle.

A two-prong receptacle shall be permitted to be replaced with a three-prong, grounding-type receptacle where supplied through a GFCI device.

Three-prong, grounding-type receptacles, supplied through the GFCI shall be marked “GFCI Protected” and “No Equipment Ground.” An equipment grounding conductor shall not be connected between the grounding-type receptacles.

□ **8. Luminaires.** Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire (light fixtures). (IPMC 605.3)

#### D. Fire Safety Requirements

##### Section I – III License Qualifications:

City of Boulder licensed D-9 or General A, B or C contractor, OR  
Colorado Licensed Design Professional, OR ICC Certified Combination Inspector

##### I. General

□ **1. General.** A safe continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the International Fire Code. (IPMC 702.1)

□ **2. Locked doors.** 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, except where the door hardware conforms to that permitted by the International Building Code. (IPMC 702.3)

□ **3. Emergency escape openings.** Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening. (IPMC 702.4)

□ **4. Fire Resistance-rated assemblies.** The required fire-resistance rating of fire-resistance rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained. (IPMC 703.1)

□ **5. Barbeque safety.** Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. (IFC 308)

**Exception 1:** One-and two-family dwellings.

**Exception 2:** Where buildings, balconies and decks are protected by an automatic sprinkler system.

**Exception 3:** LP-gas cooking devices having an LP-gas container with a water capacity not greater than 2½ pounds (nominal 1lb. LP-gas capacity).

□ **6. Portable fire extinguishers.** Portable fire extinguishers shall be installed in structures containing three or more rental units with interior corridors and/or common areas as detailed below. (IFC 906)

Install fire extinguisher where access is not obstructed or obscured from view.

Install fire extinguisher with mounting bracket provided by manufacturer.

Fire extinguisher installed in a cabinet shall not be locked unless subject to malicious use or damage.

Provide means for ready access for fire extinguisher locked in a cabinet.

The minimum rating for a fire extinguisher is 2-A. A fire extinguisher is required on each floor level.

The maximum travel distance to a fire extinguisher is 75 feet.

The maximum height of a fire extinguisher is 5 feet above the floor.

## II. Smoke Alarms

□ **1. Smoke alarm inspections.** Smoke alarm inspections are required to be conducted by the property owner as detailed below.

Smoke alarms. Smoke alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and if supplied with battery backup, the battery shall be replaced as necessary for proper function of the smoke alarm.

Battery-powered smoke alarms. Battery-powered smoke alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the smoke alarm.

Single- or multiple-station smoke alarms: shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings regulated in Group R occupancies, regardless of occupant load at all of the following locations. (IPMC 704.2):  
On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.

In each room used for sleeping purposes.

In each story within a dwelling unit, including

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basements and cellars, but not crawl spaces and uninhabitable attics.

In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with manufacture's installation instructions.

## III. Carbon Monoxide Alarms

□ **1. Carbon monoxide alarms.** Carbon monoxide alarm inspections are required to be conducted by the property owner or agent as detailed below. Carbon monoxide alarms are to be installed in existing residential structures in accordance with Colorado state law effective on July 1, 2009.(IPMC 608.1)

Carbon monoxide alarms are required to be installed in existing dwellings and rented single and multi-family dwellings that have fuel fired heaters, appliances or fireplaces or attached garages based on the following guidelines:

Carbon monoxide alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and supplied with battery back-up, the battery shall be replaced as necessary for proper function of the carbon monoxide alarm.

Battery-powered carbon monoxide alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the carbon monoxide alarm.

Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with manufacture's installation instructions.

**Additional Code Related Safety Items Noted Here:**

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**The inspector will complete and certify that a baseline inspection was performed. Any listed items that are non-compliant shall be circled and documented on the form to inform the future buyer. If necessary, additional pages, including back pages or additional paper, shall be used to document non-compliant items.**