

**Notes:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Department of Development**  
200 E. Third St.  
Jamestown, NY  
14701  
4<sup>th</sup> Floor

# City of Jamestown

## Property Maintenance Self Inspection Checklist



The City of Jamestown is currently home to 28,703 residents. Each of our 14,696 properties are all subject to national, state, and municipal codes which are designed to protect health and safety while maintaining the stability of our neighborhoods.

*Property Inspections are based on the following regulations:*

**Municipal Housing Codes:**

- Building and Zoning Code
- Property Maintenance Code

**State Codes:**

- Multiple Residence Law
- New York State Uniform Fire Prevention and Building Code
- Energy Conservation Code
- SEQR

**National Codes:**

- National Electrical Code
- Historic Preservation

## Exterior

### **General**

- Rodent proof
- Weathertight
- Properly maintained shutters

### **Paint**

- Wood surfaces protected
- Metal surfaces protected
- No deterioration

### **Windows**

- Weathertight
- Not Broken
- Storms/screens
- No deteriorating paint

### **Foundation**

- Free of leaks and cracks

### **Doors**

- Weather tight
- Secure hinges/locks

### **Siding**

- No holes
- Surface intact
- Structurally sound

### **Steps**

- Evenly spaced
- Compliant handrails



### **Roof**

- Free of leaks
- No missing/deteriorating shingles

### **Chimney**

- Secure
- Properly pointed

### **Porch**

- Structurally sound
- Guardrails
- No deteriorating paint

### **Yard**

- Maintained lawn
- Free of junk/debris
- Compliant drainage
- Free of dangerous trees
- No unregistered vehicles

### **Accessory Dwelling(s)**

- Structurally sound
- No deteriorating paint

## Interior

### **Walls/Ceilings**

- No loose plaster
- No deteriorating paint

### **Floors**

- Sound
- No holes/heaving

### **Hallways(s)**

- Well-lit
- Free of clutter
- Smoke alarms/CO detectors installed

### **Windows**

- No broken glass
- Secure
- Not blocked
- No deteriorating paint
- Emergency escape capabilities

### **Bathroom(s)**

- Compliant toilet
- No plugged drains
- Tub or shower
- Compliant sink
- GFCI protected outlets
- Well-lit
- Adequate ventilation

### **Space Heaters**

- Automatic shut-off
- Properly ventilated
- Must be electric only
- Away from clutter/debris

### **Electric**

- Adequate service
- No exposed/frayed wires
- No broken outlets/light fixtures

- No chaining extension cords
- Two (2) outlets in each room (minimum)

### **Smoke Alarms**

- Operable and properly installed
- Installed inside and outside of all sleeping areas
- Installed on all stories

### **Carbon Monoxide Detectors**

- Outlet must be GFCI protected
- Installed within 15 ft of sleeping areas

### **Doors**

- Secure hinges/locks
- Fits frame
- No deteriorating paint

### **Kitchen**

- Running hot/cold water
- Compliant drainage
- No water leaks

### **Basement/Attic**

- Floor**
- Free of junk/debris
- No hazards

### **Heating System**

- Must heat to 68°F
- Properly installed
- Properly ventilated
- Gas shut-off
- Leak-free

### **Electric**

- Properly grounded light sockets
- Insulated wires
- Enclosed fuse box
- Secure panel box
- Permitted work only

### **Walls**

- Waterproof
- Structurally sound
- No deteriorating paint

### **Water Service**

- No leaks
- Properly installed

### **Water Heater**

- Can heat to 120°F
- Properly vented
- Gas shut-off
- Temp. & pressure release valves

### **Stairway**

- Well-lit
- Compliant handrail
- Secure steps
- Free of clutter



**Questions?**  
Contact the Jamestown Department of Development at [dod@jamestownny.gov](mailto:dod@jamestownny.gov)  
716-483-7541

