



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
 6000 Main Street SW, Lakewood, WA 98499
 Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
 Checklist
 (triplex & larger)

 Part 1 -
 General Property
 & Common Areas

Rental Property Address: <input style="width: 95%;" type="text"/>	Owner Name: <input style="width: 95%;" type="text"/>
Rental Property Contact (Name & Phone #): <input style="width: 95%;" type="text"/>	Rental Property Registration Number: <input style="width: 95%;" type="text"/>
Inspector: <input style="width: 95%;" type="text"/>	Date and Time of Inspection: <input style="width: 95%;" type="text"/>
Total # of Units: <input style="width: 95%;" type="text"/>	

Note: A box checked with pass requires no action; a box checked with fail denotes a deficiency or an aspect of the property requiring corrective action. Failed items with an asterisk (*) and in bold face are deemed life-safety items and must be corrected and pass re-inspection within 10 days; all other failed items must pass re-inspection within 60 days. All items must pass to receive a Certificate of Compliance.

Type of Inspection	<input type="checkbox"/> Initial	<input type="checkbox"/> Re-Inspection
1. EXTERIOR SITE CONDITIONS		
	Pass	Fail
1.1. Address: Units shall have the house or unit number clearly displayed on the front or side facing the street. Numbers shall be not less than 4" in height and minimum stroke width of 0.5".	<input type="checkbox"/>	<input type="checkbox"/>
1.2. Exterior Site: Exterior property areas and premises shall be maintained in a clean, safe, and sanitary condition. All areas shall be free from garbage, debris, or conditions that would endanger the health and safety of the residents.	<input type="checkbox"/>	<input type="checkbox"/>
1.3. Motor Vehicles: Property remains free of inoperable or apparently inoperable vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
1.4. Exhaust Vents: Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public/private property or that of another tenant(s).	<input type="checkbox"/>	<input type="checkbox"/>
1.5. Accessory Structures: Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
1.6. Defacement of Property: Property remains free of graffiti or other markings.	<input type="checkbox"/>	<input type="checkbox"/>
1.7. Grounds Maintenance: Property and surrounding landscape properly maintained and kept free of noxious weeds and overgrown vegetation.	<input type="checkbox"/>	<input type="checkbox"/>
1.8. Exterior Walkways: Walkways are free of excessively cracked or crumbling concrete, or other condition(s) that cause the walkway to be unsafe for tenant(s) use. Cracks larger than 3/8" in height differential of slopes listing more than 2% are considered unsafe.	<input type="checkbox"/>	<input type="checkbox"/>
1.9. Driveway/Parking: All driveways and parking spaces are maintained in good repair and are free from hazards.	<input type="checkbox"/>	<input type="checkbox"/>
1.10. Drainage: The property is free of improper drainage causing excessive pooling or ponding. Drainage is maintained so as not to cause soil saturation detrimental to structures and lot usage.	<input type="checkbox"/>	<input type="checkbox"/>
1.11. *Garbage Disposal: Property has adequate refuse removal for tenant(s). Garbage or rubbish shall not accumulate outside of trash receptacles.	<input type="checkbox"/>	<input type="checkbox"/>
1.12. *Rodents, Vermin or Insects: The property is free of infestation of rodents, vermin, insects, or other pests.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____		
2. EXTERIOR BUILDING CONDITIONS		
	Pass	Fail



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
 6000 Main Street SW, Lakewood, WA 98499
 Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
 Checklist
 (triplex & larger)

 Part 1 -
 General Property
 & Common Areas

2.1.	Exterior Surfaces: Exterior surfaces (other than decay-resistant woods) are protected from the elements and decay by means of protective covering or treatment. Exterior surfaces are maintained in good repair, and are structurally sound and water tight.	<input type="checkbox"/>	<input type="checkbox"/>
2.2.	Foundation: Foundation is structurally sound, free of open cracks and breaks, is firmly supported and plumb, and is kept in a condition that prevents entry by rodents or other pests.	<input type="checkbox"/>	<input type="checkbox"/>
2.3.	*Structural Components/Members: Structural components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting imposed live and dead loads.	<input type="checkbox"/>	<input type="checkbox"/>
2.4.	*Exterior Walls: Exterior walls are maintained in a safe and sound condition, protected from deterioration, are weatherproof and water tight, and are free of holes, breaks, and loose or rotting materials.	<input type="checkbox"/>	<input type="checkbox"/>
2.5.	*Roofs and Drainage: The roof and flashing is sound, water tight, and does not have defects that admit rain. Roof drainage is adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts are maintained in good repair. Roof water is not to be discharged in a manner that creates a public nuisance.	<input type="checkbox"/>	<input type="checkbox"/>
2.6.	*Decorative Features & Overhang Extensions: Decorative features and overhangs are maintained and in good repair with proper anchorage and in safe condition.	<input type="checkbox"/>	<input type="checkbox"/>
2.7.	*Windows and Skylights: Every window and skylight is in sound condition, good repair and weather tight. Openable windows are easily openable and capable of being held in position by widow hardware. All glazing is free of cracks or holes. Every openable basement window shall be protected against entry of rodents. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.8.	*Doors: Every door is in sound condition, good repair and weather tight. Glazing in doors shall be free of cracks or holes. Doors with locks are easily operable and secure the door tightly. Doors providing access/egress to a dwelling unit are equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Building Code. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.9.	*Stairs and Decks: Every exterior stairway, deck, porch, balcony, and all appurtenances attached thereto, are maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. Components are complete and adequately protected from decay.	<input type="checkbox"/>	<input type="checkbox"/>
2.10.	*Handrails and Guards: Every exterior handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Components are complete and adequately protected from decay. Every stair that has more than four risers shall have a handrail on one side of the stair and every portion of stair, landing, balcony, porch, deck, ramp or other walking surface that in more than 30" above the floor or grade shall have guards. Rails and guards shall comply with the code in place at time of construction. Note: If modified, rails and guards shall comply with typical standards: Rails- 34-38" in height measured vertically above the nosing of the tread or finished floor of the landing or walking surface; Guards- not less than 42" in height measured above the floor or walking surface.	<input type="checkbox"/>	<input type="checkbox"/>
2.11.	Chimney: <input type="checkbox"/> Not Present Chimneys or similar appurtenances are maintained structurally safe and sound, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

3. MEANS OF EGRESS

		Pass	Fail
3.1.	*Egress: A safe, continuous unobstructed path of travel is provided from any point in building or structure to the public way. Means of egress shall comply with the International Fire Code. Aisles shall comply with the International Fire Code and shall be unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
 6000 Main Street SW, Lakewood, WA 98499
 Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
 Checklist
 (triplex & larger)

 Part 1 -
 General Property
 & Common Areas

3.2.	*Emergency Escape Openings: Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction and shall be in accordance with the International Existing Building Code. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices permitted provided the minimum net clear opening complies with the code in effect at time of construction and such devices are releasable or removable from interior without use of key, tool or force greater than that required for normal operation.	<input type="checkbox"/>	<input type="checkbox"/>
------	---	--------------------------	--------------------------

Comments or Corrective Actions:

4.	INTERIOR BUILDING CONDITIONS - COMMON AREAS ONLY		
-----------	---	--	--

		Pass	Fail
4.1.	*Structural Components/Members: Structural components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting the imposed loads.	<input type="checkbox"/>	<input type="checkbox"/>
4.2.	Interior Surfaces: Interior surfaces, including windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling, chipping/flaking or abraded paint; loose or damaged plaster/sheetrock; decayed wood or other defective surface conditions present that would exceed a combined 4 sf.	<input type="checkbox"/>	<input type="checkbox"/>
4.3.	*Stairs and Walking Surfaces: Every stair, ramp, landing, balcony, porch or other walking surface is maintained in sound condition and good repair.	<input type="checkbox"/>	<input type="checkbox"/>
4.4.	*Handrails and Guards: Every handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Handrail and guard shall comply with height and location as specified above in Exterior Building Conditions, Article 2.10.	<input type="checkbox"/>	<input type="checkbox"/>
4.5.	Interior Doors: Every interior door is fit reasonably well within its frame and be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.	<input type="checkbox"/>	<input type="checkbox"/>
4.6.	*Ventilation: All habitable spaces and bathrooms have not less than one operable window that complies with the International Property Maintenance Code (IPMC). Bathrooms and kitchens may comply with the ventilation requirements through the use of mechanical ventilation, provided the mechanical system is operational and is discharged to the outdoors and not recirculated. Clothes dryer exhaust ventilation are installed independent of other systems and vent directly to the exterior.	<input type="checkbox"/>	<input type="checkbox"/>
4.7.	Lighting: All habitable rooms have not less than one window facing directly to the outside or to a court. In apartment buildings with three or more units, all common halls and stairways are lit at all times with not less than a 60-watt bulb (or equivalent) for each 200 sf of floor area. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures. Note: Windows not required in rooms unmodified from their original construction; in bathrooms and kitchens provided the room has an artificial light source and ventilation in accordance with Article 4.6; or in rooms lacking exterior wall access.	<input type="checkbox"/>	<input type="checkbox"/>
4.8.	*Fire-Resistance-Rated Assemblies (including Opening Protectives): Required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors are maintained and in good, operable condition.	<input type="checkbox"/>	<input type="checkbox"/>
4.9.	*Rodents, Vermin or Insects: The property is maintained so as to be free from infestation of rodents, vermin, insects or other pests.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

5.	ROOM SIZE/REQUIREMENTS		
-----------	-------------------------------	--	--

		Pass	Fail
--	--	------	------



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
 6000 Main Street SW, Lakewood, WA 98499
 Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
 Checklist
 (triplex & larger)

 Part 1 -
 General Property
 & Common Areas

5.1.	Minimum Room Width/Height: Width- All habitable rooms, other than a kitchen, shall be not less than 7' in any dimension. Kitchens shall have a minimum clear passageway of 3' between counterfronts and appliances or counterfronts and walls. Height- All habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a minimum clear ceiling height of 7'. Note: If room(s) remains unmodified from original construction, minimum room dimension may comply with code in place at time of construction. Additional exemptions provided under Article 404.3 of the IPMC; Efficiency/Studio unit exemptions provided under Article 404.6 of the IPMC.	<input type="checkbox"/>	<input type="checkbox"/>
5.2.	*Prohibited Use: Kitchens and nonhabitable spaces are not being used for sleeping purposes.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.	*Food Preparation: All spaces used for food preparation contain suitable space and equipment to store, prepare and serve foods in a sanitary manner.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

6. HEATING & PLUMBING SYSTEMS

		Pass	Fail
6.1.	*Heat Source: Common areas used for gathering, bathrooms and toilet rooms shall be provided with heating facilities capable of maintaining a room temperature of 68°F. Cooking appliances and portable unvented fuel-burning space heaters are not to be used as a means to provide required heating.	<input type="checkbox"/>	<input type="checkbox"/>
6.2.	*Fuel-burning Appliances: Any gas, wood, or fuel-burning appliance is of an approved type, properly installed, has gas shutoff valve within 3' of appliance, and maintained in safe working order.	<input type="checkbox"/>	<input type="checkbox"/>
6.3.	*Plumbing Connection: Every plumbing fixture is properly connected to either a public water system or to an approved private water system, and to either a public sewer system or and approved private sewage disposal system.	<input type="checkbox"/>	<input type="checkbox"/>
6.4.	*Plumbing Lines: All plumbing supply lines, waste lines, sewer lines, venting and plumbing stacks are functioning properly and are free from obstructions, leaks, or defects.	<input type="checkbox"/>	<input type="checkbox"/>
6.5.	*Plumbing Fixtures: All plumbing fixtures, devices and appurtenances are functioning properly and have sufficient volume of water to function as designed. All fixtures are maintained in a safe and sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>
6.6.	*Water Heating Facilities: Water heating facilities are properly installed, seismically secured (<i>seismically secured</i> means- anchored or strapped in upper one-third and lower one-third of appliance), and maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110° F and maximum temperature of 120° F. An approved combination temperature and pressure-relief valve and relief valve discharge pipe (vented to outside to within 6" of ground, where required) shall be properly installed and maintained on all water heaters. Gas-burning water heaters shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. Water heaters with an ignition source, where installed in a garage, shall have the ignition source elevated not less than 18" above floor (<i>ignition source</i> means- flame, spark or hot surface capable of igniting flammable vapors or fumes).	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

7. ELECTRICAL SYSTEMS

		Pass	Fail
7.1.	*Service: The size of the service for gathering and common areas is appropriate for appliance and equipment usage in accordance with NFPA 70. The electrical service panel is clearly marked, has a protective face plate with no exposed knockouts or missing breakers/fuses, is clear of obstructions a minimum of 30" in front of panel, and is not located inside a closet.	<input type="checkbox"/>	<input type="checkbox"/>
7.2.	Receptacles: All habitable spaces (i.e. spaces in structure for living, eating or cooking) have at least two separate operable receptacles.	<input type="checkbox"/>	<input type="checkbox"/>



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
 6000 Main Street SW, Lakewood, WA 98499
 Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
 Checklist
 (triplex & larger)

 Part 1 -
 General Property
 & Common Areas

7.3.	Receptacles:	Laundry rooms shall have not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall have at least one receptacle. All bathroom outlets and kitchen outlets within 6' of a water source shall be protected by a ground fault circuit interrupter.	<input type="checkbox"/>	<input type="checkbox"/>
7.4.	*Receptacles:	All receptacle outlets have the appropriate faceplate cover for the location.	<input type="checkbox"/>	<input type="checkbox"/>
7.5.	*Electrical Hazards:	The electrical system is free of faulty electrical receptacles or switches, damaged or exposed wiring, improper wiring or improper fusing.	<input type="checkbox"/>	<input type="checkbox"/>
7.6.	*Electrical Hazards:	Flexible or extension cords are not used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>
7.7.	*Luminaires:	Every public hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room has not less than one operable electric luminaire.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

8. FIRE SAFETY

			Pass	Fail
8.1.	*Fire Extinguishers:	Where fire extinguishers are present, extinguishers must be accessible, properly mounted, and have a current service tag. Portable extinguisher is present in area(s) where flammable or combustible liquids are stored, used or dispensed.	<input type="checkbox"/>	<input type="checkbox"/>
8.2.	*Storage of Combustibles:	All boiler rooms, mechanical rooms and electrical equipment rooms are free from the storage of combustible materials. Combustible materials are not stored in exits or enclosures for stairways or ramps.	<input type="checkbox"/>	<input type="checkbox"/>
8.3.	*Storage of Fueled Equipment:	Fueled equipment is not stored, operated or repaired within the building; except in rooms constructed for such use or where approved by the fire code official and the fuel capacity does not exceed 10 gallons and the building is equipped throughout with an automatic sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
8.4.	*Storage of Fueled Equipment:	Vehicles powered by flammable liquids, Class II combustible liquids or compressed flammable gases are not stored within the living space.	<input type="checkbox"/>	<input type="checkbox"/>
8.5.	*Storage in Buildings:	Storage of materials is orderly and stacks are stable. Storage of materials maintains a 2' clearance to the ceiling in nonsprinklered areas and not less than 18" below sprinkler head deflectors in sprinklered areas. Storage in plenums is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>
8.6.	*Fire Alarm System:	If the building is equipped with a fire alarm system, the annual service of the system has been performed within the last year by a qualified fire alarm company.	<input type="checkbox"/>	<input type="checkbox"/>
8.7.	*Fire Sprinkler System:	If the building is equipped with a fire sprinkler system, the annual service for the fire sprinkler system has been performed within the last year by a qualified sprinkler company. Sprinkler heads have not been removed, capped or tampered with and are in good working order in accordance with the International Fire Code.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

9. SWIMMING POOLS, SPAS AND HOT TUBS

Not Applicable

			Pass	Fail
9.1.	General:	Pools, spas and hot tubs are maintained in a clean and sanitary condition, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
 6000 Main Street SW, Lakewood, WA 98499
 Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
 Checklist
 (triplex & larger)

 Part 1 -
 General Property
 & Common Areas

9.2.	*Enclosures:	<p>Pools, hot tubs and spas containing more than 24" in depth are completely surrounded by a fence or barrier not less than 48" in height above the finished ground level measured on the side of the barrier away from the pool, hot tub or spa. Gates are self-closing and self-latching (gate shall positively close and latch when released from an open position of 6" from the gatepost). Where self-latching device is less than 54" above the bottom of the gate, the releasing mechanism shall be located on the pool side of the gate.</p> <p>Exception: Hot tub or spa with a safety cover that complies with ASTM F 1346.</p>	<input type="checkbox"/>	<input type="checkbox"/>
9.3.	Luminaires:	Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____				
10. ELEVATORS			<input type="checkbox"/> Not Applicable	
			Pass	Fail
10.1.	General:	Elevator is maintained in compliance with ASME A17.1. The most current certificate of inspection of the elevator is displayed within the elevator, is available for public inspection in the office of the building operator or is posted in a publicly conspicuous location approved by the code official.	<input type="checkbox"/>	<input type="checkbox"/>
10.2.	Operation & Maintenance:	In buildings with more than one elevator, not less than one elevator is maintained in operation at all times the building is occupied. Buildings with only one elevator are permitted to have the elevator temporarily out of service for testing or servicing. In building with only one elevator, if it is being tested or serviced at the time of this inspection, check fail, note in comments, and require re-inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____				

INSPECTION RESULT	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail – Corrections Needed
<input type="checkbox"/> Re-Inspection Not Required	<input type="checkbox"/> Re-Inspection Required By _____ (date)
Comments: _____	
<input type="checkbox"/> Uninhabitable	<p>A structure/building shall be considered uninhabitable if it meets the following definition: <i>IBC [A] 116.1 Conditions. Structures or equipment that are or hereby become unsafe, insanitary or deficient because of inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance.</i> Note: A structure/building that is determined to be uninhabitable is required to be inspected by the City of Lakewood Building Department.</p>

Certification of Inspection: By my signature, I certify that I have personally inspected this property and that this property does does not comply with the standards set forth in the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Inspector Signature _____

Date and Place of Signature _____



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
6000 Main Street SW, Lakewood, WA 98499
Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
Checklist
(triplex & larger)

Part 1 -
General Property
& Common Areas

Submittal of Inspection: By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Lakewood in accordance with the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I understand this rental property must comply with all the provisions of the Rental Housing Safety Inspection Program and that I will be required to submit a certificate of inspection no later than once every five years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner/Designated Manager Signature

Date and Place of Signature

Note: Completed submittal to include Part 1 - General Property & Common Areas Checklist for each rental property, and Part 2 - Individual Rental Unit Checklist for each and every rental unit subject to inspection pursuant to LMC 5.60.

Permit and Inspection May Be Required

Note: Correction of failed inspection items involving electrical, plumbing, mechanical or structural systems and their components may require permit. Please verify with your utilities provider for electrical and gas repairs and the City of Lakewood Building Department for mechanical, heating or structural repairs if a permit is necessary.