



**CITY OF BOULDER**  
**Planning and Development Services**

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# Rental Housing Program Handbook

Rental Housing Codes Introduction: The Rental Housing Handbook is provided as a resource guide for rental housing owners, operators, agents, occupants and rental license inspection contractors to obtain information related to the administration, licensing, monitoring, and occupancy for the rental housing units as governed by the adopted City of Boulder, B.R.C. 1981, 10-2, International Property Maintenance Code and B.R.C. 1981, 10-3, Rental Licenses.

## Table of Contents

1. Licensing, Monitoring and Measurement
2. Applying for a Rental License
  - How to Get a Rental License
  - Rental Housing License Inspections
  - Rental Housing License Application
  - Rental Licensing Baseline Inspection Checklist and Compliance Form
  - Rental Licensing Safety Inspection Checklist and Compliance Form
  - Safety Inspections For Condominiums With Common Fuel Fired Appliances
3. General Rental Housing Information Documents
  - Rental Housing Operator's Responsibility
  - Rental Housing Occupant's Responsibility
  - Immigration Status Affidavit
  - Smoke and Carbon Monoxide Alarm Requirements
  - Rental Unit Sample Lease Disclosure Letter

# **1. Contractor Licensing Requirements**

## **Rental Housing Inspector Qualifications**

- **Baseline Inspection “A” Certification (General)**
  - Qualified Colorado Licensed Design Professional
  - ASHI/NAHI Certified Home Inspector
  - ICC General Contractor A, B or C
  - ICC Combination Inspector
- **Baseline Inspection “B” Certification (Electrical, Smoke & Carbon Monoxide Alarms)**
  - Qualified Colorado Licensed Design Professional
  - ASHI/NAHI Certified Home Inspector
  - ICC General Contractor A, B or C
  - ICC Combination Inspector
  - Colorado State Licensed Master Electrician
- **Baseline Inspection “C” Certification (Fire Safety)**
  - Qualified Colorado Licensed Design Professional
  - ASHI/NAHI Certified Home Inspector
  - ICC General Contractor A, B or C
  - ICC Combination Inspector
- **Safety Inspection “A” Certification (Furnaces, Water Heaters & Fuel Burning Appliances)**
  - Qualified Colorado Licensed Design Professional
  - ASHI/NAHI Certified Home Inspector
  - ICC Combination Inspector
  - ICC Mechanical Contractor A, B or C
- **Safety Inspection “B” Certification (Life Safety Features)**
  - Qualified Colorado Licensed Design Professional
  - ASHI/NAHI Certified Home Inspector
  - ICC General Contractor A, B or C
  - ICC Combination Inspector

## **Energy Efficiency Inspector Qualifications**

- **Home Energy Rating Certification Inspection (HERS)**
  - Senior Certified Rater
  - Certified Home Energy Rater
  - Rating Field Inspector (working under a Senior Certified Rater or Certified Home Energy Rater)
- **Prescriptive Measures Certification Inspection**
  - Qualified Colorado Licensed Design Professional\*
  - ASHI/NAHI Certified Home Inspector\*
  - ICC General Contractor A, B or C\*
  - ICC Combination Inspector\*
  - ICC Commercial or Residential Energy Inspector\*

**\* In addition to the base detailed professional certification inspectors must be certified through a City of Boulder sponsored training program to inspect prescriptive energy efficiency measures.**

## **2. Rental Licensing Program Monitoring and Measurement**

**General:** To maintain program consistency and effectiveness, the rental licensing program benefits from monitoring and measurement methods implemented as part of the International Property Maintenance Code (IPMC) and Rental License Code enforcement process with his information included in the Rental Housing Program Booklet.

### **Monitoring:**

- **Baseline and Safety Inspection Checklists:** Completed Baseline and Safety Inspection Checklists are to be made available, upon written request, by tenant(s) and city staff.

### **Measurement:**

- **Surveys:** Annually survey residential rental tenants, landlords, property owners, agents and inspectors in January on IPMC, Rental License Code and Residential Rental Energy Efficiency Requirements.
- **Annual Statistics:**
  - Rental License Program: Track number of licenses, renewals, standard performance measure (percent of rental licenses processed within 3 business days of receipt) and investigative measures.
  - Residential Rental Energy Efficiency: Track prescriptive measures, Rental Energy Rating Scores (HERS) and investigative measures.
- **Annual Training Workshops:** Conduct annual training workshops for licensed rental housing and energy inspectors utilizing audit and survey information obtained.



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**3. Applying for a Rental License**

**RENTAL LICENSING SAFETY INSPECTION CHECKLIST**  
**Includes All Residential Rental Units and Complexes**

**Building Address**

**Unit #**

This Safety Inspection is to be performed and certified by an appropriately licensed contractor on all residential rental units in preparation for issuing or renewing a rental unit license. The City of Boulder requires that the inspection on the items contained in section “A. Furnace./Water Heaters and other Fuel Burning Appliances,” be completed and certified by a City of Boulder Licensed Mechanical Contractor, a Colorado Licensed Professional Engineer or an employee of a regulated public utility whose duties include such inspections. This completed form must be signed by the licensed inspection person and submitted by the applicant to the rental housing inspection office before a rental license will be issued or renewed.

**Note:** common areas of condominium complexes providing access to licensed rental units subject to homeowner association control may be required to address life safety issues in order for individual units to have a rental license issued or renewed.

**A. FURNACES/WATER HEATERS AND OTHER FUEL BURNING APPLIANCES**

All fuel burning appliances must be inspected, inspector must inspect for each item below or indicate not applicable (N/A) where such requirement does not apply.

**Note: All fuel burning appliances must be inspected. The inspector must verify each item below or indicate not applicable (N/A) where such requirement does not apply. All outstanding safety issues must be corrected or correction verified by the inspector.**

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

1. **Heating Facilities:** Every dwelling unit has heating facilities capable of safely and adequately heating all habitable rooms, bathrooms and water closets. Every dwelling unit must be equipped with heating facilities capable of safely and adequately heating all habitable rooms and bathrooms to 68° (measured at a location two feet away from walls and three feet above the floor). (IMC 309)
2. **Gas Piping Materials:** No gas leaks at furnace shutoff valve, in furnace or any joints in-between. Proper drafting of appliance. Verify use of approved materials for gas piping. Non-complying gas pipe must be replaced with approved materials. (IFGC 403 & 406.1) **Correct as necessary.**

**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)**

3. **Shutoff valves:** Identify gas material. Replace copper or non-complying pipe with approved pipe. The appliance gas shutoff valve must be accessible, in the same room and not further than six feet from the appliance. (IFGC 409.5)
4. **Furnace Location:** Readily accessible gas line shutoff valve within 3'0" of the furnace. Gas fired heating units accessible from bedrooms or bathrooms and not otherwise approved to be in those locations shall have tight fitting doors to separate the mechanical room from bedrooms or bathrooms. 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)
5. **Venting:** Vents and draft diverters in sound condition, securely fastened in place and of approved material. 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.**
6. **Combustion Air:** Adequate combustion air available for furnace and other combustion appliances located in mechanical room. **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.**
7. **Clearances:** All single wall vents minimum of 6" from combustibles and all B-type vents a minimum of 12" from combustibles. 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.**
8. **Piping identification:** Sufficient clearance maintained for cleaning and repair. **Correct clearance deficiencies.** 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 shut-off valve. (IFGC 401.7).
9. **Service requirement.** Conduct or verify service of all fuel burning appliances at time of inspection to include: **Sufficient clearance maintained for cleaning and repair. Correct clearance deficiencies.**
10. ~~Remove all loose combustible materials from furnace compartment.~~
11. ~~Clean dust and dirt within and around furnace, blower, motor, burners and controls.~~
12. ~~Lubricate and adjust all moving parts as needed.~~
13. ~~Adjust and clean all pilots as needed.~~
14. ~~Clean or replace all filters.~~
15. ~~Limit switches on furnaces are in sound condition. **Replace as necessary.**~~
  - Clean combustible materials, dust and dirt within and around appliance, blower, motor, burners and controls.
  - Lubricate and adjustment of all moving parts as needed.
  - Cleaning or replacement of all filters.
  - 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.

#### **GENERAL**

16. ~~Gas meter located on exterior of the building with exterior shutoff valve.~~
17. ~~Carbon monoxide testing has been performed using professional carbon monoxide measuring instrument according to the testing equipments manufacturer's instructions for all fuel burning appliances, gas fireplaces and gas fire water heaters. **All deficiencies have been corrected.**~~

## **HEAT EXCHANGER**

18. No visible signs of a cracked heat exchanger in so far as may be determined through existing access and inspection ports in the furnace. **Replace as necessary.**

## **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 certification may be an annual or biennial certificate depending on the type of boiler (CRS 9-4-101-18 and ANSI/NB-23).

19. Safety valves in sound condition. **Replace as necessary.**
20. As applicable under city mechanical code, boiler equipped with low water cutoff. **Install if necessary.**
21. ~~boilers located in buildings with 6 or more dwelling units must maintain a valid certificate of inspection from the State of Colorado (Hot water supply storage tanks, including those designed for space heating and domestic sanitary purposes and are not recirculating, not exceeding heat input of 200,000 btu/hour, water temperatures of 210 degrees Farenheit and a capacity of 120 gallons or less are exempt from a certificate of inspection). Certificate may be annual or biennial depending on the type of boiler (see CRS 9-4-101-118 and ANSI/NB-23).~~

## **WATER HEATERS**

22. Water heater installed in approved location. Not in sleeping rooms or bathrooms unless listed for such locations.
23. Water heater has drain extension, O&T valve, draft diverters, accessible shutoff valve, safety pilot assembly.
24. Water heater has code conforming venting, proper combustion air and connections to appliances. **Where any gas leak is detected, the mechanical or plumbing contracto may shut off the gas at its location. The owner or property manager must be contacted immediately. The Rental Housing Office must be notified. If necessary, an "Order to Vacate" may be posted on the property by the city until proof has been submitted that the leak has been repaired.**
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.
  2. **Required features:** Water heaters must have a temperature and pressure relief valve, an accessible shut-off valve and safety pilot assembly. (IFGC 624)

### **B. MAINTENANCE OF LIFE SAFETY FEATURES**

**Note: All items below must be inspected. Inspector must inspect for each item below or indicate not applicable (N/A) where such requirement does not apply. All outstanding safety issues must be corrected or correction verified by the inspector.**

1. **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.
2. **Barbeque safety:** Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.  
**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 1 pound LP-gas capacity). (IPMC C101.8 #14).

3. Smoke and carbon monoxide alarms: installed and functioning properly tested. (IPMC 608, 704)
4. Fireplaces and kitchen appliances: checked for safe installation. (IFGC 503, 504, 602.2, 604, 605, 623; IMC Chapter 8, 902-905, 917)
5. Common area: corridor walls, door ratings and clear egress path maintained to exterior exits. (IPMC 702)
6. Interior and exterior handrails and guards: safely maintained. (IPMC 304.12, 305.5)
7. Stairs, decks, porches and balconies: safely maintained. (IPMC 304.10, 305.4)
8. Electrical faceplates: sound and maintained in place. (IPMC 604.3)
9. 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)
10. Electrical circuits: Each occupant shall have ready access to all circuit breakers protecting the conductors supplying that occupancy. [NEC sec.240.24 (B)]
11. Address numbers: are plainly visible from street. (IPMC 304.3)
12. 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 lint containment system within the appliance space and accessible for maintenance.
13. Floodplain safety signage . Structures located in a 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 see [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net)." The sign shall be a metal plaque with minimum ¼ inch 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 owner or operator is responsible for informing the rental license inspector if their unit is located in a designated floodplain requiring the safety signage.
14. Portable fire extinguishers. A portable fire extinguisher shall be installed in an accessible location in each unit of structures containing three or more rental units (excluding townhouses). (IPMC 705.1)

General Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mechanical Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Engineers Name: \_\_\_\_\_ Certification #: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Signature certifies and/or verifies that the inspection items checked meet the criteria as detailed in Safety Inspection Checklist and referenced code sections.**



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**RENTAL LICENSING BASELINE INSPECTION CHECKLIST**  
**Includes All Residential Rental Units and Complexes**

**Building Address**

**Unit #**

**A. GENERAL INSPECTION**

This Baseline Inspection is to be performed and certified by an appropriately licensed contractor on all residential rental units in preparation for issuing or transferring a rental unit license. The owner/operator is also responsible for obtaining a separate Safety Inspection before the property can be licensed. The City of Boulder requires that the inspection on the items contained in section “B. Electrical Equipment, Smoke and Carbon Monoxide Alarms,” be completed and certified by a Licensed Master Electrician or Rental Housing Inspector approved to perform such inspections. This completed form must be signed by the licensed inspection person and submitted by the applicant to the rental housing inspection office before a rental license will be issued or transferred.

**EXTERIOR**

**Note:** Common areas of condominium complexes providing access to individual units subject to homeowner association control may require life safety issues to be addressed for individual units to obtain a rental license.

~~15. R Foundation, Roof, Cladding and Exterior structure as observed from grade appear to be in sound functional condition.~~

~~16. R Crawl Space Cover and Hatchways are provided.~~

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. **Structural members.** All visible structural members appear to be properly installed and functioning as intended. (IPMC 304.4)
3. **Foundation walls.** All foundation walls shall be free from open cracks and breaks which compromise wall integrity and shall be maintained so as to prevent the entry of rodents and other pests. (IPMC 304.5)
4. **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)

**INTERIOR STRUCTURE**

5. **General.** The interior and equipment therein shall be maintained in good repair, and in sanitary condition. (IPMC 305.1)
6. **Structural members.** All visible structural members appear to be properly installed and functioning as intended. (IPMC 305.2).

## LIGHT

7. 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)
8. 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)

## VENTILATION

9. Habitable spaces. Every habitable space shall have at least one openable window or mechanical ventilation. (IPMC 403.1)
10. Bathrooms and toilet rooms. An openable window or mechanical ventilation must be provided. (IPMC 403.2).

## OCCUPANCY LIMITATIONS

11. 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)
12. Prohibited occupancy. Kitchens and non-habitable spaces shall not be used for sleeping rooms. (IPMC 404.4.4)
13. 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)

## REQUIRED FACILITIES

14. 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. (IPMC 502.1)
15. Rooming houses. At least one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units. (IPMC 502.2)

## TOILET ROOMS

16. 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. (IPMC 503.1)
17. Location. Toilet rooms and bathrooms serving rooming units or housekeeping units shall have access from a common hall or passageway. (IPMC 503.2)

## PLUMBING SYSTEMS AND FIXTURES

18. 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)

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

### **WATER SYSTEMS**

20. **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)

### **MECHANICAL EQUIPMENT**

21. **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)

## **B. ELECTRICAL EQUIPMENT, SMOKE AND CARBON MONOXIDE ALARMS**

**Note: Items listed in this section must be inspected by American Society of Home Inspectors or National Association of Home Inspectors certified inspector, ICC Certified Combination Inspector or State Licensed Master Electrician only. The inspection shall include removal of panelboard covers to verify safety of all wiring, grounding, breakers and fuses.**

### **ELECTRICAL EQUIPMENT**

22. **Installation.** All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. (IPMC 605.1)
23. **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. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. (IPMC 605.2)
24. **605.2.1 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.
- a. Two-prong receptacle shall be permitted to be replaced with another two-prong receptacle.
  - b. 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.
  - c. 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.
25. **Luminaires.** Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire. (IPMC 605.3)

### **CARBON MONOXIDE ALARM REQUIREMENTS**

26. **General.** 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.
- a. 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:
    - Installed in existing dwellings that require a permit of any variety.

- Installed within 15' of the entrance to each sleeping area and must be: wired to AC power, connected to an electrical panel, plugged into an electrical outlet without a switch, or if battery operated attached to the wall or ceiling per the manufacturer's installation instructions and in accordance with NFPA 70.
  - Installed in existing rental dwellings upon change of tenant occupancy after July 1, 2009.
  - Installed in all newly constructed or renovated single family and multi-family rental units.
  - Alarms may be installed within 25' of any fuel-fired heater or appliance, fireplace or garage entrance in a multi-family dwelling used for rental purposes ONLY if the multi-family dwelling is equipped with a centralized alarm system or other mechanism that allows a responsible person to hear the alarm at all times (commercially monitored system).
  - Rental owners are responsible to replace non-functioning carbon monoxide alarms upon written request of the tenant or when the unit is being vacated and re-rented.
  - Carbon monoxide detectors are not to be disarmed, removed or have the batteries removed to make them inoperable.
- b. Power for carbon monoxide alarms in condominium structures. Carbon monoxide alarms which receive their primary power from the building wiring shall be installed within each condominium dwelling unit in the building.
- c. Carbon monoxide alarm inspections. Carbon monoxide alarm inspections for non-condominium buildings are required to be conducted by the property owner or agent rental license inspector as detailed below.
- Carbon monoxide alarms. 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. 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.

### **C. FIRE AND LIFE SAFETY REQUIREMENTS**

#### **MEANS OF EGRESS**

27. **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)
28. **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 703.1)
29. **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)

#### **FIRE RESISTANCE RATING**

30. **Fire Resistance-rated assemblies.** The required fire-resistance rating of fire-resistance rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

## FIRE PROTECTION SYSTEMS

31. **Smoke alarms.** 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):
  - a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
  - b. In each room used for sleeping purposes.
  - c. In each story within a dwelling unit, including basements and cellars but not including 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.
32. **Residential rental smoke alarms.** In R-occupancies governed by chapter 10-3, "Rental Licenses," B.R.C. 1981, smoke alarms shall be installed and inspected as required in this section. (IPMC 704.5)
33. **Power for smoke alarms in condominium structures.** Smoke alarms which receive their primary power from the building wiring shall be installed within each condominium dwelling unit in the building. (IPMC 704.6)
34. **Smoke alarm inspections.** Smoke alarm inspections for non-condominium buildings are required to be conducted by the property owner or agent as detailed below.
  - a. **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.
  - b. **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.
35. **Dwelling, rooming and sleeping unit smoke alarms.** Smoke alarms required by this section shall be installed within each dwelling, rooming or sleeping unit prior to issuance of a rental license pursuant to chapter 10-3, "Rental Licenses," B.R.C. 1981 (704.8).

## EXITING — EGRESS

- ~~1. R Exits used for emergency egress must be accessible and unobstructed (free of stored or discarded materials).~~
- ~~2. R Exit Door(s) that have a latch, deadbolt, or security chain, are operable from the inside without key or tool.~~
- ~~3. R All exterior door locks must function properly.~~
- ~~4. R Doors and windows are properly sealed to prevent significant air infiltration.~~
- ~~5. G Exterior windows should be latchable without the use of a lock, key or special knowledge for operation.~~

~~Means of egress is an exit system that provides a continuous, unobstructed and undiminished path of travel to a public way, including an exit door and an egress window.~~

- ~~6. R Two Means of Egress exist from each inhabited floor above the 2nd story if rented separately from lower levels.~~
- ~~7. R Two means of egress are usable from basement living unit: one egress may be for emergency use only such as an egress window, with a minimum of 10 feet distance between such egresses. Egress window(s) used for emergency use must have a minimum unobstructed clear opening of 5.7 sq-ft. and not more than 44" above the floor.~~
- ~~8. G Halls and stairways have illumination at all times the building is occupied.~~
- ~~9. G Corridor walls are free of holes, tear and makeshift repairs.~~

## **~~STAIRWAYS AND GUARDRAILS~~**

- ~~10. R Stairs must be safe for use, in good condition and have handrails on if four or more steps or risers exist.~~
- ~~11. R There is a guardrail for porches, balconies, landings, floor and roof openings, ramps, and decks with a drop-off to the ground over 7 feet.~~
- ~~12. R Stairways leading to habitable spaces have 6'4" minimum headroom and are maintained in sound condition.~~
- ~~13. R Risers and treads have uniform height and width with rise 8" maximum and minimum tread width of 9". A 1/2" variance (excluding unused space) is allowed.~~

## **~~FIRE PROTECTION AND FUEL BURNING APPLIANCES~~**

- ~~14. R Fireplace/Wood Stove and Chimney are in working order, free of significant defects or blockage.~~
  - ~~15. R Electric (hard-wired) or battery-operated Smoke Detector(s) are installed in each dwelling-unit. Smoke detectors are installed in each bedroom and at least one or more on each floor. Smoke Detectors are installed per manufacturer instructions.~~
  - ~~16. R Gas fireplaces have safety pilot assemblies, are properly vented and have accessible shut-offs. Masonry chimneys are properly vented with appropriate clean-outs.~~
  - ~~17. R Every dwelling unit shall have a cooking device installed in an approved manner.~~
  - ~~18. G Smoke detectors equipped with a temporary delay switch (Hush Button) are preferred because they may prevent unwanted disconnection by the tenants.~~
  - ~~19. G Unlined fireplaces are a potential fire hazard and should be inspected by a qualified professional.~~
  - ~~20. G Barbeques, hibachis and other outdoor cooking on wood decks or in close proximity to wood siding can be a serious fire hazard. Candles and halogen lights are also potential fire hazards.~~
  - ~~21. G For units with fuel burning appliance installed inside the dwelling unit such as a furnace or water heater, or gas fireplace.~~
  - ~~22. R Kitchen sink countertops, food preparation surfaces, cooking devices, and food storage areas shall be easily cleanable and shall be free from holes, breaks and cracks that leak or could cut or injure a person, and dampness that would permit the harborage of insects or promote the growth of bacteria.~~
  - ~~23. R Sleeping rooms have Natural Light from one window or skylight facing directly to the outside.~~
  - ~~24. R Sleeping rooms have natural or mechanical means of ventilation directly to the outside.~~
- ~~Natural Ventilation is minimum of 1 window or skylight, openable to and contiguous with the outside not less than 1 sq.in. of outside air for each sq.ft. of floor area.~~

## **~~WINDOWS, FLOORS, WALLS, CEILINGS AND DOORS~~**

- ~~25. R Are intact and capable of affording privacy for occupants.~~
- ~~26. R Window(s) required for egress shall be openable without the use of tools or excess effort.~~
- ~~27. R Window(s) are free of loose and broken glass.~~
- ~~28. R Floor(s) are safe for use, and capable of supporting intended use.~~
- ~~29. R Floor Covering(s) are free of tripping hazards.~~

## **~~PLUMBING FIXTURES~~**

~~Includes: Lavatories, Basins, Kitchen Sink, Toilets, Tubs, Water heaters, Showers and Sinks~~

- ~~30. R Fixtures, hardware and fittings are in proper working order, free from breaks and leaks.~~
- ~~31. R Walls surrounding tubs and showers are structurally sound and impervious to water.~~

~~32. R Plumbing within each unit includes hot and cold water, partitioned toilet, lavatory sink, and kitchen sink except rooming houses, which may have shared facilities.~~

**~~D. ELECTRICAL EQUIPMENT~~**

~~PLEASE NOTE: Must be inspected by ASHI inspector, an ICBO/ICC certified combination inspector or licensed electrical contractor only. The cover of circuits/fuse box must be removed by the inspector in order to complete the electrical inspection.~~

- ~~1. R Electrical Service Entrance has a minimum capacity of 30 amperes, 40 A for 220 use, 70A for two 220 appliances, with components all in working order and adequate circuitry for use.~~
- ~~2. R No visible signs of frayed, exposed, burnt insulation and/or unprotected electrical wiring.~~
- ~~3. R Accessible Fixtures and Electrical Outlet(s) are properly installed, covered and in good working condition.~~
- ~~4. R No dangerous conditions exist inside any panel box.~~

~~The inspector will not certify a completed housing inspection until outstanding issues have been addressed and all items completed at re-inspection. Scheduling a re-inspection is the responsibility of the owner/agent and is performed by a licensed rental housing inspector.~~

~~Any other imminent health and safety issues noticed during inspection:~~

~~General Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_  
(Please Print)~~

~~Signature: \_\_\_\_\_ Date: \_\_\_\_\_~~

~~D-9 Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_  
(Please Print)~~

~~Signature: \_\_\_\_\_ Date: \_\_\_\_\_~~

~~Electrical Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_  
(Please Print)~~

~~Signature: \_\_\_\_\_ Date: \_\_\_\_\_~~

~~Engineers Name: \_\_\_\_\_ Certification #: \_\_\_\_\_  
(Please Print)~~

~~Signature: \_\_\_\_\_ Date: \_\_\_\_\_~~

**Note: Signature certifies and/or verifies that the inspection items checked met the criteria detailed in the Baseline Inspection Checklist and referenced code sections.**



**CITY OF BOULDER**  
**Planning and Development Services**

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## **4. General Rental Housing Information**

### **Rental Housing Operator's Responsibility**

Operator's Responsibility. Operators of rental housing structures have the responsibility to assure that the following items are complied with:

1. Every operator of a dwelling unit containing two or more dwelling units is responsible for maintaining the shared or public areas of the dwelling and premises thereof in a clean and sanitary condition and no such person shall fail to maintain such areas.
2. The owner of a structure containing two or more dwelling units, a multiple occupancy, or a rooming house shall be responsible for extermination in the public or shared areas of the structure and exterior property. Whenever infestation exists in two or more of the dwelling units in any dwelling operators are responsible to exterminate the infestation as required by IPMC section 309 and chapter 6-5 "Rodent Control", B.R.C. 1981.
3. The owner of a structure shall be responsible for extermination within a structure prior to renting or leasing the structure. The owner of a structure shall be responsible for extermination in the public or shared areas of the structure and exterior property.
4. No operator shall fail to prevent the use of hotplates or other cooking devices in any rooming or sleeping unit.
5. No operator shall fail to provide trash receptacles and trash service as required by chapter 6-3 "Trash, Recyclables and Compostables," B.R.C. 1981.
6. No operator shall fail to comply with pre-application pesticide notification provisions of IPMC section 309.6 and chapter 6-10-7, "Notification to Tenants and Employees of Indoor Application", B.R.C. 1981.
7. No operator of any rooming or sleeping unit shall provide, install or permit the presence of any refrigerator, freezer or microwave or combination appliance in excess of three cubic feet of cooling or heating space.
8. The operator shall assure that the electrical system must be of adequate capacity to safely provide power for all required electrical loads.
9. No operator shall provide, install or permit the presence of any unvented fuel burning room heater in a dwelling, rooming or sleeping unit.
10. No operator of a property located in a floodplain area shall fail to post on the exterior of the premises at the entrance a permanent plaque approved by the code official stating that: "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 see [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net)" Said sign shall be a metal plaque with minimum ¼ inch letters in a contrasting color attached to the structure with non-removable fasteners.
11. The operator shall provide a fire extinguisher in each rental unit of structures with three or more units.



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**Rental Housing Occupant's Responsibility**

**Occupant's Responsibility. Occupants of rental housing structures have the responsibility to assure that the following items are complied with:**

1. No occupant of a dwelling, rooming or sleeping unit shall fail to maintain, and, upon departure, to leave that part of the dwelling and premises thereof, including basement facilities, that the occupant resides in and controls and that is provided for the occupant's use, in a clean and sanitary condition, free of litter, debris and vermin. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for extermination as required by IPMC section 309 and chapter 6-5 "Rodent Control", B.R.C. 1981.
2. The occupant of any structure is responsible for the continued rodent and pest-free condition of the structure. If infestation is caused by a failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for extermination.
3. No occupant shall fail to comply with pre-application pesticide notification provisions of IPMC section 309.6 and chapter 6-10-7, "Notification to Tenants and Employees of Indoor Application", B.R.C. 1981.
4. No occupant shall keep any animal or pets in a dwelling, rooming or sleeping unit or on any premises in such a manner as to create unsanitary conditions, including, without limitation, accumulation of excrement.
5. No occupant of a dwelling, rooming or sleeping unit shall fail to dispose of all refuse, garbage, rubbish and rubble that such occupant generates as required by IPMC section 308.2 and chapter 6-3, "Trash, Recyclables and Compostables," B.R.C. 1981.
6. Subject to the limitation set forth in IPMC section 311.1, no occupant of any dwelling, rooming or sleeping unit shall fail to exterminate any insects, rodents or other pests in the premises over which the occupant has control whenever such occupant's dwelling, rooming or sleeping unit is the unit primarily infested.
7. No occupant of any rooming or sleeping unit shall use or store in the unit any electrical hot plate or cooking device.
8. No occupant shall store combustibles in a furnace, boiler or water heater room or compartment.
9. No occupant of a dwelling, rooming or sleeping unit shall fail to keep all plumbing fixtures within their unit free from filth, debris, garbage, litter, decayed organic matter, soil, grease, obstruction to proper flow or anything that may attract or harbor vermin.
10. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible wiring shall not be affixed to structures, extended through walls, ceilings or floor, or under doors or floor coverings, nor shall the cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

11. No occupant shall install, use or fail to remove any portable unvented fuel burning room heater from a dwelling, sleeping or rooming unit.
12. No occupant shall use as habitable space any area not approved for such use.
13. No occupant of any rooming or sleeping unit shall use or store any refrigerator, freezer, microwave or combination appliance in excess of three cubic feet of cooling or heating space.
14. No occupant of any dwelling, rooming or sleeping unit shall disable or disconnect a smoke alarm or carbon monoxide alarm required by this code. Non-functioning smoke and carbon monoxide devices shall be brought to the operator's attention.
15. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

**Exceptions:**

1. One- and two family dwellings.
2. Where buildings, balconies and decks are protected by an automatic sprinkler system.
3. LP-gas cooking devices having an LP-gas container with a water capacity not greater than 2½ pounds (nominal 1 pound LP-gas capacity).

# Smoke and Carbon Monoxide Alarm Requirements

## IPMC SECTION 704 FIRE PROTECTION SYSTEMS (Smoke Alarms)

**704.1 General.** All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all time in accordance with the International Fire Code.

**704.2 Smoke alarms.** Single- or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in all dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or 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.

**704.3 Power Source.** In Group R occupancies and in dwelling units not regulated as Group R occupancies, single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with battery back-up. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

**Exception:** Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawlspace or basement available which could provide access for building wiring without the removal of interior finishes.

**704.4. Interconnections.** Where more than one smoke alarm is required to be installed within an individual dwelling unit in Group R-2, R-3, R-4 and in dwellings not regulated as Group R occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with intervening doors.

**Exceptions:**

1. Interconnection is not required in buildings which are not undergoing alteration, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.

**704.5 Residential rental smoke alarms.** In R-occupancies governed by chapter 10-3, "Rental Licenses," B.R.C. 1981, smoke alarms shall be installed and inspected as required in this section.

**704.6 Power for smoke alarms in condominium structures.** Smoke alarms which receive their primary power from the building wiring shall be installed within each condominium dwelling unit in the building. Apartment buildings converting to condominium ownership shall have smoke alarms which receive their primary power from the building wiring within thirty days of conversion.

**704.7 Smoke alarm inspections.** Smoke alarm inspections for non-condominium buildings are required to be conducted by the property owner or agent as detailed below.

1. 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.
2. 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.

**704.8 Dwelling, rooming and sleeping unit smoke alarms.** Smoke alarms required by this section shall be installed within each dwelling, rooming or sleeping unit prior to issuance of a rental license pursuant to chapter 10-3, "Rental Licenses," B.R.C. 1981.

**704.9 Multiple dwelling, rooming and sleeping unit smoke alarms.** Smoke alarms required by this section shall be installed pursuant to section 10-2-23 "Buildings Containing Multiple Units," B.R.C. 1981 no later than January 1, 1993.

**704.10 Fire Alarms.** Fire alarms in existing residential structures shall be installed in accordance with chapter 10-8, section 903.7, "Fire Prevention Code," B.R.C. 1981.

## **SECTION 608 CARBON MONOXIDE ALARMS**

**608.1 General.** Carbon monoxide alarms are to be installed in existing residential structures in accordance with Colorado state law effective on July 1, 2009.

**608.2 Carbon Monoxide Alarms.** 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:

1. Installed in existing dwellings that require a permit of any variety.
2. Installed within 15' of the entrance to each sleeping area and must be wired to AC power, connected to an electrical panel, plugged into an electrical outlet without a switch, or if battery operated attached to the wall or ceiling per the manufacturer's installation instructions and in accordance with NFPA 70.
3. Installed in existing rental dwellings upon change of tenant occupancy after July 1, 2009.
4. Installed in all newly constructed or renovated single family and multi-family rental units.
5. Alarms may be installed within 25' of any fuel-fired heater or appliance, fireplace or garage entrance in a multi-family dwelling used for rental purposes ONLY if the multi-family dwelling is equipped with a centralized alarm system or other mechanism that allows a responsible person to hear the alarm at all times (commercially monitored system).
6. Rental owners are responsible to replace non-functioning carbon monoxide alarms upon written request of the tenant or when the unit is being vacated and re-rented.
7. Sellers of existing single and multi-family dwellings for sale or transfer with fuel fired appliances, fireplaces or attached garages are to assure that an operational carbon monoxide alarm is installed within 15' of the entrance to each sleeping room.
8. Carbon monoxide detectors are not to be disarmed, removed or have the batteries removed to make them inoperable.

**608.3 Power for carbon monoxide alarms in condominium structures.** Carbon monoxide alarms which receive their primary power from the building wiring shall be installed within each condominium dwelling unit in the building. Apartment buildings converting to condominium ownership shall have carbon monoxide alarms which receive their primary power from the building wiring within thirty days of conversion.

**608.4 Carbon monoxide alarm inspections.** Carbon monoxide alarm inspections for non-condominium buildings are required to be conducted by the property owner or agent as detailed below.

1. 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 backup. The battery shall be replaced as necessary for proper function of the carbon monoxide alarm.
2. 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.

