



**VACANT PROPERTY INSPECTION CHECKLIST**  
 All issues identified on this form must be resolved before water will be turned back on to the property.

STRUCTURAL	CORRECTIVE ACTION NEEDED
<ul style="list-style-type: none"> <li>Changes made to trusses, rafters, bearing walls, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>Compromised firewalls</li> </ul>	
<ul style="list-style-type: none"> <li>Openings to the exterior, windows, siding, soffits, that may let weather or animals in</li> </ul>	
<ul style="list-style-type: none"> <li>Unpermitted or uninspected new openings (headers...)</li> </ul>	
MECHANICAL	CORRECTIVE ACTION NEEDED
<ul style="list-style-type: none"> <li>Combustion air in mechanical room if required</li> </ul>	
<ul style="list-style-type: none"> <li>Dryer vent materials</li> </ul>	
<ul style="list-style-type: none"> <li>Furnace installs</li> </ul>	
<ul style="list-style-type: none"> <li>Gas lines, open, kinked or installed without permit</li> </ul>	
<ul style="list-style-type: none"> <li>Gas lines secured</li> </ul>	
<ul style="list-style-type: none"> <li>Gas line shut off valve to each appliance (replace only if replacing appliance)</li> </ul>	
<ul style="list-style-type: none"> <li>Ground wire (Jumper) at water meter</li> </ul>	
<ul style="list-style-type: none"> <li>Outside air ducted to return air plenum (OK if tempered or mfg specs allow)</li> </ul>	
<ul style="list-style-type: none"> <li>Vent clearance from combustibles</li> </ul>	
<ul style="list-style-type: none"> <li>Fire stop collar at floor and ceiling</li> </ul>	
ENVIRONMENTAL	CORRECTIVE ACTION NEEDED
<ul style="list-style-type: none"> <li>A mold/asbestos report along with a air quality report must be submitted (This will be handled on a case by case basis)</li> </ul>	

*Please discuss any plans for corrections with the Building Inspections staff to ensure proper permits are in place prior to beginning work.*

PLUMBING	CORRECTIVE ACTION NEEDED
<ul style="list-style-type: none"> <li>• ABS glued to PVC</li> </ul>	
<ul style="list-style-type: none"> <li>• Damaged pipes</li> </ul>	
<ul style="list-style-type: none"> <li>• Seal abandoned wells</li> </ul>	
<ul style="list-style-type: none"> <li>• Secure sump lid</li> </ul>	
<ul style="list-style-type: none"> <li>• Vacuum breakers on hose bibs</li> </ul>	
<ul style="list-style-type: none"> <li>• Vacuum breakers on lawn irrigation systems (12 inches above highest head in yard)</li> </ul>	
<ul style="list-style-type: none"> <li>• Venting and traps properly installed (no illegal bands)</li> </ul>	
<ul style="list-style-type: none"> <li>• Water heater Pressure Relief Valve drop tube (maximum 18 inches from the floor)</li> </ul>	
<ul style="list-style-type: none"> <li>• Water heater venting</li> </ul>	
<ul style="list-style-type: none"> <li>• Water softener discharge line air gap (1&amp;1/2 inches)</li> </ul>	
OTHER	CORRECTIVE ACTION NEEDED
<ul style="list-style-type: none"> <li>• Electrical to be inspected on every property by a MN State licensed electrician and deemed safe (Inspectors discretion) (See Electrical Safety Checklist)</li> </ul>	
<ul style="list-style-type: none"> <li>• Egress ladder in window well if greater than 44 inches deep</li> </ul>	
<ul style="list-style-type: none"> <li>• Handrails on one side of stairs (including decks)</li> </ul>	
<ul style="list-style-type: none"> <li>• Guardrails &amp; stairway fall protection (must be stable &amp; sound)</li> </ul>	
<ul style="list-style-type: none"> <li>• Smoke and Carbon Monoxide Detectors</li> </ul>	
RECOMMENDATIONS/ADVISORY	CORRECTIVE ACTION NEEDED
<ul style="list-style-type: none"> <li>• Wood burning fireplace inspection by qualified chimney sweep</li> </ul>	

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Building Inspections Division

## Electrical Safety Check.

*\*\*This is to be done where it is found that the electrical system in a structure constitutes a hazard to people or property by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons. The AHJ shall require the defects to be corrected to current NEC standards to eliminate the hazard.\*\**

**Based on the Minnesota State Building – and the 2014 National Electrical Code  
Division Policy: # 2013-01 Issue Date: January 7, 2013 (REVISED January 1, 2014)**

1. **Electric Service Inspection.** If panel appears new (per AHJ-Authority Having Jurisdiction), there shall be an inspection sticker installed on the inside cover of the panel, or an electrical contractor shall pull a permit for the service and deem it correctly installed per the most recent code requirements.
2. **Electric Service Condition.** The service must not be tampered with, improperly altered, over-fused or over-loaded. No openings (open knock outs) in the service panel. Provide fillers or dead fronts openings. The service box must be properly located and accessible. All branch circuits must have proper sized over-current protection. Only one wire is permitted under each lug. No foreign objects or contamination inside cabinet.
3. **Basement.** Check above ceiling and on walls for open wiring. All hazardous wiring and all disconnected, exposed wiring must be removed. Minnesota Rules Chapter 3801.3670 & 3801.3680.
4. **Water meter.** All services must be properly grounded, including bonding around water meters. *Note: The City Water Department DOES NOT install or remove bonding wires around the water meter.*
5. **Service ground rod.** If electrical service is 5 years or newer, the service must have a minimum of one ground rod. per N.E.C. Article 250
6. **Kitchens.** If new cabinets have been installed and/or more counter space was added the kitchen receptacles shall meet the minimum requirements per NEC Article 210.52
7. **Ground-fault circuit interruption (GFCI).** All kitchen, bath, garage, exterior receptacles and any receptacle within 6 feet of a sink or tub shall have GFCI Protection.
8. **Ground-fault circuit interruption (GFCI).** If receptacles have been replaced in a kitchen, bath, laundry room, garage, or on the exterior, they are to have GFCI Protection.
9. **Outside lights.** Outside Lights must be installed correctly if the siding has been recently replaced.
10. **Outdoor outlets.** Outdoor outlets must have working covers and proper screws holding the receptacles in place
11. **All outlets.** Plug-check all outlets for grounding, polarity and ground-fault circuit interruption operation.
12. **Basement wiring.** All basement wiring done without permits or inspections shall be provided with receptacles per NEC Article 210.52 and shall have Arc-Fault Circuit-Interrupter Protection per NEC Article 210.12
13. **General wiring.** Remove or correct all wiring not meeting the minimum code requirements.
14. **Wood trusses.** Make sure Romex is not in contact with truss plates.
15. **Extension cords.** Extension cords shall not be used as permanent wiring and must be removed if they are deemed as such, or installed in a hazardous manner.
16. **Garage wiring.** Check all garage wiring. All hazardous wiring and all disconnected, exposed wiring must be removed. Minnesota Rules Chapter 3801.3670
17. **Garage door opener.** All garage door openers are to have a receptacle that is in reach of the factory installed cord of the garage door opener (motor) itself.

Any questions regarding the above list please call:  
**Wade Hoffman** – Electrical Inspector/City of Coon Rapids (763-767-6567)