



# Explanation of CERTIFICATE OF COMPLIANCE INSPECTIONS

Housing Preservation & Apartment Licensing – City of Lincoln

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1. When an apartment owner wants to sell his/her building, the Requirements of the Lincoln Municipal Code are as follows:

## 5.38.065 Certificate of Compliance at Time of Sale.

(a) General. Every owner of a house shall tender to a prospective buyer, at the time of the transfer of ownership of such house, a copy of a valid certificate of compliance or a notice of deficiencies, which shall include a copy of any notice and order issued pursuant to the Lincoln Minimum Housing Code or any other applicable law or ordinance, issued by the Building Official.

(b) Application. The owner of any house desiring to sell or transfer the same shall file an application for a certificate of compliance with the Building Official upon a form provided for that purpose by the Building Official.

(c) Issuance. The Building Official shall issue a certificate of compliance for a house only after he/she has inspected such house and has found that it complies in all respects with the Lincoln Minimum Housing Code and all other applicable laws and ordinances. If such house is found not to be in compliance with the Lincoln Minimum Housing Code and all other applicable laws and ordinances, the Building Official shall issue a notice of deficiencies.

(d) Validity. A certificate of compliance shall be valid only for ninety (90) days from the date of issuance. A certificate of compliance shall not be deemed a warranty or guarantee that a house complies with all provisions of the Lincoln Property Maintenance Code or other applicable laws and ordinances, nor shall the City be held responsible for any violations not noted or discovered by the Building Official during his/her inspection of the house.

(e) Fees. The Building Official is hereby authorized to establish reasonable fees for inspections made pursuant to an application for a certificate of compliance, which fees, before becoming effective, shall be approved by the Mayor. (Ord. 16530 &2; December 6, 1993).

2. Requirement for this inspection is placed on the seller of the building.

3. Inspection process:

a. A **Housing Inspector** and a **Fire Inspector** inspect apartment building or hotel/motel or boarding house. The inspection includes the exterior of the building, common hallways and grounds, and interiors of apartment units or hotel rooms. Current cost is \$90.00 per building for first 3 units and \$12 per unit for each additional unit.

b. Inspectors will determine if the following items are in poor repair, missing, or improperly constructed (the following lists are not all-inclusive):

**Exterior: Deteriorated/Missing Areas**

Soffit  
 Fascia  
 Siding  
 Trim  
 Handrails – height and connection  
 Guardrails – height, condition, intermediate rails  
 Stairs – condition and spacing  
 Premises ID  
 Gutters – clogged/hanging  
 Screens – missing/torn  
 Windows  
 Foundation  
 Drainage from structure  
 Paint condition – 25% or more missing is a violation  
 Roof Structure  
 Locks – doors and windows

**Exterior: Weatherproofing**

Doors  
 Windows – broken or boarded  
 Roof  
 Foundation Walls  
 Siding  
 Mortar  
 Porch/Patio Deck  
 Garbage Storage/Removal

**Interior: Inadequate Maintenance**

Surface coverings – carpet, vinyl, counter tops  
 Walls deteriorated  
 Suspended ceilings

Floors deteriorated – holes, buckling  
 Ceilings deteriorated  
 Paint interior

**Interior: Structural Hazard**

Floors  
 Stairs

Foundation  
 Ceilings

**Interior: Inadequate Sanitation**

Inadequate sanitation  
 Utility shut-off  
 Mold/Mildew  
 Lighting – halls and stairs  
 Supplied Equipment – operational  
 Bath exhaust fan

Light – ventilation  
 Appliance – defective  
 Occupancy – improper  
 Roach/Rodent/Insects  
 Maintenance of doors, trim, cabinets  
 Dryer venting to exterior

**Interior Plumbing: Install Gas Line Shut-off Valve**

Kitchen stove  
 Water Heater

Dryer  
 Gas-fired appliance

**Interior Plumbing: Repair**

Water heater – drip leg  
 Waste system deteriorated  
 Kitchen sink  
 Shower  
 Toilet leaks

Installs without permit  
 Waste system back-up  
 Lavatory  
 Tub

**Interior Plumbing: Water Supply Leak**

Kitchen sink  
Shower  
Toilet

Lavatory  
Tub

**Interior Plumbing: Inadequate Sanitation Facilities**

Lavatory  
Inadequate water  
Plumbing (sewer line)

Bathtub or shower  
Water-heater repair  
Privacy separation

**Fire/Life Safety:**

Smoke Detectors  
Fire doors close and latch  
Exit sign lights and location  
Combustibles stored by fuel burning appliances  
Emergency Lights  
Impeded exiting  
Fire Extinguishers – out of date  
Grills on decks

Fire Door Separation  
Egress  
Fire resistive construction  
Exits – provided  
Fire Extinguishers  
Storage under stairs  
Alarm Systems

**Electrical Safety:**

Hazardous electrical wiring  
GFCI outlet improperly wired  
Exposed wiring  
Light fixtures – hazardous wiring

Garbage disposal wiring  
Continuous use of extension cords  
Missing outlet covers