



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