



HOUSING AUTHORITY of the County of Butte

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Instructions For Passing An Inspection

Please take some time to review this item by item. We need your assistance in passing your inspection on our first visit, if at all possible. **Your unit must pass inspection or you cannot receive assistance or continued assistance.**

General

1. **All rooms, personal possessions, yard, and outbuildings must be reasonably clean and orderly to allow the inspector to move about from room to room with ample walking space.**
2. **Small children should not be allowed to follow the inspector or observe testing of electrical fixtures.** This is for their safety.
3. **All dogs must be confined.** No exceptions.
4. **Child safety caps must be removed from ALL electrical outlets in ALL ROOMS.**
5. **Stovetops must be free of pots, pans, teapots, and beauty covers.**
6. **All sinks, basin, and tubs must be free of standing water.** (i.e., no dishes soaking)
7. **Raise up ALL mini-blinds and open ALL curtains to bare windows and locks.**
8. **Unlock ALL garages, sheds, etc. before the inspector arrives.** Many units fail due to the inability to locate the key at the last minute. We cannot pass an item if we cannot inspect it.

Most Common Fail Items

1. **Loose outlets, broken cover plates.** Please check ALL outlets and switches. If you need assistance in fixing them, contact your LANDLORD.
2. **Non-working smoke alarms.**
3. **Natural gas service has been disconnected.** A bases rate to keep your gas appliances operational all 22 months of the year has been figured into your utility allowance. (By allowing the service to be disconnected for the summer you are willfully casing your dwelling to fail the Housing Quality Standards Inspection.
4. **Electric and other utilities turned off for non-payment.**
5. **Unsanitary food preparation surfaces and hygiene areas.**
6. **Broken glass** including windows, light fixtures, and other cutting hazard such as a sharp chip broken off the toilet tank lid.
7. **Ineffective freezer doors due to ice build up.** If the freezer won't close to the normal position, it will FAIL.
8. **Lack of trash receptacle** (i.e., covered trashcan, dumpster).
9. **Chipping, peeling, cracking paint:** if you have children under the age of six (6) and the unit was built in 1978 or before.



The Housing Authority is an equal opportunity employer and housing provider.



Frequent Fail Items To Check

The items listed below frequently cause a living unit to fail inspection. Checking these areas ahead of time will greatly improve the unit's chances of passing inspection on the first attempt.

UTILITIES MUST BE ON – YOU MUST HAVE A TRASH CAN WITH A LID – YOU MUST HAVE A STOVE AND REFRIGERATOR.

1. Secure electrical connection at the body of the garbage disposal.
2. Secure electrical connection at the body of the hot water heater.
3. Missing and/or cracked outlet and light switch plate cover.
4. Electrical baseboard heaters loose from the wall.
5. ALL stove burners and the oven must function and all adjustment knobs must be present.
6. Refrigerator must function.
7. Refrigerator door gaskets should be in good condition.
8. Bath doors cannot open against a heat source.
9. Any peeling paint in or on a unit built before 1978. If the tenant has a child under six (6) years old.
10. Wiring left exposed under the sink with no disposal.
11. Non-locking doors or windows that is accessible. (Dowels made to fit are acceptable.)
12. Major cracks or broken windows.
13. Any exposed wiring.
14. Hot water heater needs pressure relief valve and the discharge line is no shorter than six (6) inches from the floor.
15. Faulty steps or railing.
16. Decks or porches 30 inches above the ground must have perimeter railings and a step rail.
17. Bathroom must have a window that opens or a working fan.
18. Excessive debris of any kind in or out of the unit.
19. Infestations of varmints (i.e., rats, roaches, etc.)
20. Serious water leaks (plumbing).
21. FOR MOBILE HOMES: Tie Downs are not required if the mobile is on a foundation or in a locale that does not require them.
22. Missing breaker in the electrical panel.
23. Linoleum and wall to wall carpets must be safe from tripping hazards.
24. Laundry dryers in units must have vents.
25. Front and back doors should not have open air gaps.
26. Working smoke detectors on each floor of the unit.

