

**CITY OF SHAKER HEIGHTS  
HOUSING INSPECTION DEPARTMENT  
EXTERIOR INSPECTION GUIDELINES**

**Exterior**  
**House**

**ROOF**

Check for loose, damaged, deteriorated, and/or missing roof covering. Holes or other structural damage shall be repaired. Flashing shall be properly installed, secure, and free from deterioration.

**CHIMNEY**

Should be plumb, and free of loose, damaged, or missing bricks. Check for loose or missing mortar between bricks.

**GUTTERS/DOWNSPOUTS**

Damaged, deteriorated and/or missing gutters and downspouts must be replaced. Check for deteriorated gutter boards. Downspouts shall be connected to storm sewers, except where the City has required disconnection or the property owner has obtained a disconnection permit from the Public Works Department.

**WALLS**

Check for loose, damaged or missing siding and trim. The siding material shall be the same type on all sides of the structure. Damaged or missing corner caps or corner trim boards should be replaced. Brick walls should be free of damaged or missing bricks, and loose or deteriorated mortar joints.

**WINDOWS**

Check windows for cracked, broken, or missing windowpanes, loose or missing window glazing, damaged or deteriorated sills, frames, and casing. Torn or damaged screens must be replaced.

**DOORS**

Exterior doors should fit into their frames and have a lock. Check for loose, damaged, or missing door stops, threshold, frame, and casing. Also check doorknobs, hinges, closers, etc. for proper installation and operation.

**STEPS**

If masonry, check foundation, risers, and wingwalls for loose, damaged, or missing bricks or deteriorated mortar joints. Check treads and stoop for severe spalling, breaks or missing pieces, and/or separation from house. Wood steps must be on an adequate foundation and properly attached to porch or house. Stringers, risers, treads, and lattice shall be free of damage or deterioration. Handrails on all step units shall be free of deterioration, and properly secured.

**PORCH**

Replace any damaged, deteriorated, or missing members of ceiling, floor, railing, support columns, and/or trim. Check for sagging or spongy floor, and loose ceiling or floor boards. Check sill box boards for deterioration and separation at the corners.

**PERIMETER RAILINGS**

Replace any missing railing around the perimeter of a second floor porch, deck or roof area accessible by means of a door. An approved railing must be constructed of cedar, redwood or cypress (treated wood is not acceptable); be at least 36" in height with spindles placed no more than 4" apart. Railings must be painted or stained. A Building Permit must be obtained before installation of a railing.

**FOUNDATION**

Check for loose, damaged, or missing bricks, deteriorated mortar joints, and bowing of foundation walls. Openings in foundation walls for coal chutes, windows, electrical service, etc., shall be properly sealed.

**WINDOW WELLS**

Check for loose, deteriorated, or missing bricks, bowing walls, and deteriorated mortar joints. Window wells are to be kept free of debris and litter. Drains are to be maintained in proper working condition.

**PAINTED SURFACES**

All painted surfaces which are peeling, flaking, or blistering shall be scraped, primed, and painted.

**ELECTRICAL**

House to garage service conductors must be properly installed and not sag. Check condition of insulation for deterioration. All exterior fixtures, switches, and receptacles shall be approved for exterior use, properly installed, and fully operational.

**ADDRESS**

The property identification number must be prominently displayed in numerals.

**Garage**

All garage walls shall be plumb, and free of damaged, deteriorated, or missing siding or trim. The siding material shall be the same type on all sides. All doors shall be fully operational and properly installed. Windows shall be free of broken or severely cracked panes. Boarded up windows are not acceptable. Gutters and downspouts shall be properly installed, and free of damage, deterioration, or leaks. The roof covering shall be the proper type for the pitch of the roof and be maintained in good condition. Rolled roofing is not acceptable for repairs on shingled roofs.

**Yard Area**

Landscaped areas shall be kept free of tall grass/weeds, dead trees or tree branches, litter, debris, and nonusables. Firewood must be stored 1 foot above the ground. Shrubbery must be maintained and kept from encroaching onto the public sidewalk. Junk cars must be removed, restored to operable condition, or kept completely in the garage.

**SERVICE WALKS**

Check for broken, loose, or missing pieces of the walk blocks. Vertical separation between blocks of 1 inch or more is not acceptable.

**DRIVEWAY**

Asphalt driveways shall be free of cracks ¼ inch wide or larger, deteriorated areas, or depressions. Proper grade must be maintained. Concrete driveways shall be free of broken or deteriorated areas, large cracks, holes, and blocks with a vertical separation of 1 inch or more.

**FENCES**

Fences shall be structurally sound and free of loose, damaged, or deteriorated members. Any areas with peeling or flaking paint shall be scraped, primed, and painted.

**Please note that public sidewalks and driveway aprons are not checked as part of the housing inspection process. These items are inspected by the Public Works Department under their neighborhood-based sidewalk maintenance program. The five-year schedule of inspections is as follows:**

**2008 Lomond/Sussex  
2009 Fernway/Ludlow  
2010 Mercer  
2011 Malvern/Onaway  
2012 Moreland/Boulevard**

**Separate complaint inspections are conducted as needed. Public sidewalk and driveway apron violations cited by the Public Works Department can be corrected by the City at the homeowner's expense. Please contact the Public Works Department at 491-1490 for information.**