

MINIMUM ACCEPTABLE STANDARDS

FOR THE

HOUSING DEPARTMENT

REHABILITATION AND NEW CONSTRUCTION MANAGEMENT

TABLE OF CONTENTS...

- **Minimum Standards for Basic Equipment and Facilities**
- **Minimum Standards for Light, Ventilation and Heating**
- **Minimum Standards for Maintenance**
- **Minimum Space, Use, and Location Requirements**
- **Maintenance of Non-Dwelling Structures, Fences and Premises**

MINIMUM ACCEPTABLE STANDARDS

MINIMUM STANDARDS FOR BASIC EQUIPMENT AND FACILITIES

1. **KITCHENS** – Every dwelling unit, except for Single Room Occupancy (SRO) shall have a kitchen room or kitchenette equipped with the following:
 - a. **Kitchen sink** – It shall contain an approved kitchen sink, properly connected to both hot and cold running water lines, under pressure, and maintained in working order.
 - b. **Stove** – It shall contain a stove (gas or electric), properly connected to the source of power, maintained in working order, and capable of supplying the service for which it is intended.
 - c. **Refrigerator** – It shall contain a refrigerator, properly connected to the source of power, maintained in working order, and capable of supplying the service for which it is intended.
 - d. **In rental properties,** if tenants are required to furnish their own appliances, the landlord shall furnish sufficient space and all required electrical/gas hookups, properly installed, to facilitate the user of said appliances.
 - e. **In properties being acquired for homeownerships,** if the purchasers are required to furnish their own appliances, there shall be sufficient space and all required electrical/gas hookups, properly installed to facilitate the use of said appliances.

2. **TOILET ROOM REQUIRED** – Every dwelling unit, except as otherwise permitted for rooming houses, shall contain a room, which is equipped with a flush water closet and a properly installed lavatory. All lavatories shall be properly connected to both hot and cold running water, under pressure, and shall be properly maintained in working order.

All flush water closet shall be properly connected to the water supply, under pressure and shall be maintained in working order.

3. **SHARED TOILET FACILITIES** - Shared toilet rooms shall be equipped with a flush water closet and lavatory basin and shall be connected and maintained as provided in Section 2 above. In rooming house type structures, at least 1 toilet and 1 lavatory basin, properly connected as set forth above, shall be supplied for each 8 persons or fractions thereof, residing within a rooming house, including members of the operator's family, whenever they share the use of said facilities; provided, that in rooming houses where rooms are let only to males, flush urinals maybe substituted for not more than ½ of the required number of toilets.

4. **BATH REQUIRED**- Every dwelling unit shall contain a bathtub and/or shower.

Portable water supply piping, water discharge outlets, backflow prevention devices or similar equipment shall not be so located as to make possible their submergence in any contaminated or polluted liquid or substance.

Said bathtub and/or shower may be in the same room as the flush water closet and lavatory or said bathtub and/or shower may be in a separate room.

In all cases, these facilities shall be properly connected to both hot and cold running water lines, under pressure, and shall be maintained in working order.

In rooming house type structures, at least 1 bathtub and/or shower, properly connected as set forth above, shall be supplied for each 8 persons or fraction thereof residing within rooming house, including members of the operator's family whenever they share the use of said facilities.

5. **PRIVACY IN ROOM CONTAINING TOILET AND BATH** – Every toilet and every bath shall be contained in a room or within separate rooms which affords privacy to a person within said room or rooms.

Toilets and bathrooms shall have doors with a privacy-type lock and such doors, lock and hardware shall be operable and maintained in working order.

6. **LOCATION OF COMMUNAL TOILETS AND BATHS** – Every communal bath required to be provided in accordance with other provisions, shall be located within a room or rooms accessible to the occupants of each dwelling unit sharing such facilities, without going through a dwelling unit of another occupant and without going outside of the dwelling.

In rooming houses, said room or rooms shall be located on the same floor as the dwelling unit, or on the floor immediately above or below the dwelling unit whose occupants share the use of such facilities.

7. **HOT AND COLD WATER LINES TO BATH AND KITCHEN** – Every dwelling shall have supplied water-heating facilities which are properly installed; are maintained in working condition and free of leaks; are properly connected to any required hot water lines; and, are capable of heating water to be drawn for every bath as well as general usage.

Hot water storage associated with water heating facilities shall be not less than the following minimum capacities:

- | | |
|---------------------|------------|
| a. 1 dwelling unit | 30 gallons |
| b. 2 dwelling units | 40 gallons |

- c. 3 or more dwelling units and rooming houses 50 gallons

Sizes and/or number of water heaters shall be based upon the number of units served. No water heaters shall be allowed in bathrooms or closets. All water heaters shall be properly vented and sealed and shall be equipped with a pressure relief valve and drip leg.

The local rehabilitation division/department and or the applicable local building inspection division/department may adjust the above required capacities upwards or downwards based on the type and recovery time of the water heater being installed.

8. **CONNECTION OF SANITARY FACILITIES TO WATER AND SEWER/SEPTIC SYSTEM** – Every kitchen sink, toilet, lavatory basin and bathtub/shower, shall be maintained in working condition and be properly connected to an approved water and sewer or septic system.
9. **EXITS** - Every exit from every dwelling and/or dwelling unit shall comply with the following requirements:
- a. It shall be kept in a state of maintenance and repair;
 - b. It shall be unobstructed at all times;
 - c. All stairways and steps of 2 or more risers shall have at least 1 handrail, and all stairways and steps which are 5 feet or more in width, or, which are open on both sides, shall have a handrail on each side;
 - d. Every dwelling unit shall have 2 independent means of egress;
 - e. All handrails shall be not less than 30” vertically above the nose of the stair treads and not less than 36” in height above the balcony or platform;
 - f. All balconies and platforms which are 30” or more above grade shall have a protective railing not less than 36” in height above the balcony or platform level;
 - g. All multiple dwellings, 1 and 2 family residences exempted, shall have a second exit stairway or approved fire escape available to all occupants from the second floor and above of all such structures;
 - h. All stairs and steps shall have a rise height of not more than 8” and a tread width of not less than 9”. This requirement may be waived on the local level if in an existing structure it would be impossible or cost-prohibitive to meet this requirement. In such cases, new stairs could be installed which have the same rise and run as the old.
10. **SMOKE DETECTORS** - Every residential structures shall have U.L. approved “hard wired” smoke detectors or battery operated smoke detectors, properly installed in all bedrooms and in area adjacent to bedrooms.

MINIMUM STANDARDS FOR LIGHT, VENTILATION AND HEATING

1. **REQUIRED WINDOW AREA** – Every habitable room, provided such rooms are adequately lighted, shall have at least 1 open air space. The minimum total window area, measured between stops, for every habitable room shall be as follows:
 - a. 1/12 of the floor area if 2 or more separate windows exist, or;
 - b. 1/10 of the floor area if only 1 window exists;
 - c. A minimum of 12 square feet of window area is required in habitable rooms other than kitchens;
 - d. A kitchen may pass without area, provided, there is a mechanical means of ventilation which is maintained in working order.

Whenever the only window in a room is a skylight type window at the top of the room, the total window area of such skylight shall be equal to at least 15% of the total floor area of such room. Skylight type windows, if less than 15% of the total floor area, shall be increased to 15% of the total floor area unless another window is to be installed which will provide adequate light and ventilation.

2. **ADEQUATE VENTILATION REQUIRED** – Every habitable room shall have at least 1 window or skylight which can easily be opened, or other such device as will adequately ventilate the room.

The total openable window area, in every habitable room, shall be equal to at least 50% of the minimum window area size or minimum skylight type window size as required above, except where there is supplied some other device affording adequate ventilation.

3. **LIGHT AND VENTILATION REQUIREMENTS FOR BATHROOMS, TOILET ROOMS, AND KITCHENS** – Every bathroom, toilet room, kitchen, and other similar rooms (i.e. laundry room) shall have a window area of not less than 4 square feet. Every bathroom, toilet room, and kitchen shall comply with the light and ventilation requirements for habitable rooms contained above, except that no window shall be required in adequately ventilated bathrooms, toilet rooms or kitchens equipped with a ventilation system installed in accordance with the current building code.
4. **ELECTRIC OUTLETS AND SERVICE REQUIRED** – Where there is suitable electricity available from supply lines which are not more than 300 feet away from a dwelling, all existing dwellings shall be supplied with electrical services.

- a. Every habitable room within such dwelling shall contain at a minimum, 2 separate and remote wall type electric convenience outlets. Habitable rooms over 120 square feet, shall contain, at a minimum, 3 separate and remote wall type electric convenience outlets. All newly installed outlets shall be of the grounded type. Temporary wiring or extension cords **shall not be used as permanent wiring**.
- b. Every habitable room shall have at least 1 ceiling or wall type electric light fixture, controlled by a wall switch, or a wall type grounded electric convenience outlet controlled by a remote switch.
- c. Every toilet room, bathroom, laundry, furnace room, and hallway (hallway where applicable) shall contain at least 1 supplied ceiling or wall type electric light fixture, controlled by a wall switch, and at least 1 wall type grounded electric convenience outlet. Wall type convenience outlets used in bathrooms and kitchens shall be the GFCI type.
- d. Every kitchen shall be wired to meet the requirements of the N.E.C., based on the size and layout of each individual kitchen. GFCI's should also encompass the counter top area.
- e. All heavy duty appliances, i.e., window air conditioners, freezers, refrigerators, electric stoves, washers, electric dryers, microwaves, etc., shall be supplied with their own proper outlet(s) on separate circuits, as applicable.
- f. Receptacle convenience outlets installed on the exterior of the structure or on open porches, breezeways, garages, utility rooms, etc. shall be of the GFCI type.
- g. A wall switch shall control all wall and/or ceiling type lighting fixtures, except that porcelain type fixtures such as those used in attics may be controlled with a proper pull chain. All old pendant type lighting fixtures shall be removed and replaced with properly installed non-pendant type fixtures.
- h. All electric lighting fixtures installed on the exterior shall be of the type approved for exterior use.
- i. All broken and/or missing switch plates and/or receptacle plates shall be replaced.
- j. All outlets and fixtures shall be properly installed, shall be maintained in working condition, and shall be connected to the source of electric power in a proper manner and shall be in accordance with the electrical code of the city and/ or the N.E.C., as applicable.
- k. If a unit does not have a central air-conditioning system and central air will not be installed, at a minimum a proper grounded outlet shall be installed under 1 window in each habitable room to allow the occupant(s) to install window air conditioning units.
- l. All electric panel boxes shall be properly labeled.
- m. The minimum electrical service for each dwelling and/or dwelling unit shall be 150 amps, (in one bedroom unit, 100 amps is acceptable) or as

adjusted and approved, in writing, by the Chief Electrical Inspector of the City.

5. **HEATING FACILITIES** – All heating facilities shall be properly installed, be maintained in working condition and be capable of adequately heating all habitable rooms, bathrooms, and toilet rooms contained therein, or intended for use by the occupants thereof, to a temperature of at least 70°F. (21 degrees C.) at a distance 3 feet above the floor when the outside temperature is at or below 0 degrees F. Every supplied central heating system shall comply with all of the following requirements:
- a. The central heating unit shall be safe and in good working condition:
 - b. Every heat duct, steam pipe, and hot water pipe shall be free of leaks and shall function so that an adequate amount of heat is delivered where intended;
 - c. Every seal between any of the sections of a hot air furnace shall be airtight so noxious gases and fumes will not escape into the heat ducts;
 - d. If there is no existing flue liner, a double-walled metalbestos liner shall be installed. The liner shall meet or exceed the requirements of the local building code and shall be installed according to same.
 - e. All fuel burning heating systems shall be inspected by a qualified furnace inspector to determine if the unit is safe, free from carbon-monoxide leakage and capable of supplying heat as required above.

Each dwelling and/or dwelling unit shall be supplied with its own heating system.

Any dwelling and/or dwelling unit having as its **only** source of heat, space heaters or floor furnaces shall have such units removed and replaced with a proper central heating system.

All mechanical work shall be inspected and approved by the City's local mechanical inspector and/or the building inspection department or by a person knowledgeable in mechanical/heating systems.

6. **LIGHTING OF PUBLIC HALLS AND STAIRWAYS**
- a. Public halls and stairways in every dwelling containing 2 to 4 dwelling units, shall be provided with convenient wall-mounted light switches controlling an adequate lighting system that will provide at least 2 foot candles of illumination on all parts thereof, and which may be turned on when needed. An emergency circuit is not required for this lighting.
 - b. Public hall and stairways in every dwelling containing 5 or more dwelling units shall be lighted at all times with an artificial lighting system. Said system shall provide at least 2 foot candles of illumination on all parts thereof at all times by means of properly located electric light fixtures, provided, that such artificial lighting may be omitted from sunrise to

sunset where an adequate amount of natural light is provided. Whenever the occupancy of the building exceeds 100 persons, the artificial lighting system as required herein, shall be on an emergency circuit.

- c. The required intensity of illumination shall apply to both natural and artificial lighting.

7. **SCREENS REQUIRED** – Every window opening to outdoor space, which is used or intended to be used for ventilation, shall be supplied with screens covering all of the window areas required for ventilation. The material used for all such screens shall be not less than 16 mesh per inch and shall be properly installed, maintained and repaired to prevent the entrance of flies, mosquitoes or other insects.

Half screens on windows may be allowed, provided, they are properly installed and are bug and insect tight.

8. **SUPPLIED HEATING TO DWELLINGS OR PARTS THEREOF** – Every owner or operator of any dwelling who rents, leases, or lets for human habitation, any dwelling unit contained within such dwelling, on terms either expressed or implied, to supply or furnish heat to the occupants there of, shall maintain therein a minimum temperature of 70 degrees F. (21 degrees C.) at a distance 3 feet above the floor at all times when the outdoor temperature is at or below 0 degrees F.

Whenever a dwelling is heated by means of a furnace, boiler or other heating apparatus under the control of the owner or the operator, in the absence of a written contract or agreement to the contrary, said owner or operator shall be deemed to have contracted, undertaken, or bound himself/herself to furnish heat in accordance with the provisions of this section to every dwelling unit which contains radiators, furnace heat, duct outlets or other heating apparatus outlets, and to every communal bathroom, communal toilet room and/or communal laundry room located within such dwelling.

- a. Every central heating unit, space heater, water heater, and cooking appliance shall be located and installed in such a manner so as to afford protection against involvement of egress facilities or egress routes in the event of uncontrolled fires in the structure(s);
- b. Every fuel burning heating unit or water heater shall be effectively vented in a safe manner to a chimney or duct leading to the exterior of the building. The chimney duct and vents shall be of a design as to assure proper draft, shall be adequately supported and shall be kept clean and in a state of maintenance and repair;
- c. No fuel burning furnace shall be located in any sleeping room or bathroom unless provided with adequate ducting for air supply from the exterior, and, the combustion chamber for such heating unit shall be sealed from

the room in an airtight manner. Gas water heaters are **prohibited** in bathrooms, sleeping rooms, and closets;

- d. Every steam or hot water boiler and every water heater shall be protected against overheating by appropriate temperature and pressure limit controls;
 - e. Every gaseous or liquid fuel burning heating unit and water heater shall be equipped with electronic ignition or with a pilot light and an automatic control to interrupt the flow of fuel to the unit in the even of failure of the ignition device. All such heating units with plenum shall have a limit control to prevent overheating.
9. **ENERGY CONSERVATION** – All structures shall comply with energy conservation measures to the maximum extent feasible. These measures include, but are not limited to:
- a. Installation of insulation or the installation of additional insulation, especially in the attic/ceiling areas: The recommended level for ceiling insulation is to an R-38, wherever possible;
 - b. Weather-stripping;
 - c. Caulking;
 - d. Replacement of ineffective or inefficient heating/cooling systems.
 - e. Replacement of single pane window units with thermal units or, the installation of combination storm windows if the single window units will not be replaced.

MINIMUM STANDARDS FOR MAINTENANCE

1. **MAINTENANCE OF FOUNDATIONS, EXTERIOR WALLS, ROOFS, SOFFITS & FASCIA**- Every foundation, exterior wall, roof, soffit, fascia and all component parts shall be weathertight, watertight, rodent proof, and insect-proof and shall be kept in a state of maintenance and repair.
 - a. All exterior surface material shall be protected from weather and the elements by lead-free paint or other protective coatings i.e., stain, in accordance with acceptable to weathering without deterioration, i.e., siding. All siding material shall be kept in a state of maintenance and repair.
 - b. In units constructed on or before 1978, treatment of all applicable surfaces, (interior and exterior) will be in full compliance with the Lead Base Paint regulations, as found at 24 CFR Part 35, including all future amendments as published by HUD.
2. **MAINTENANCE OF INTERIOR WALLS, FLOORS, CEILINGS, DOORS & WINDOWS**- Every interior partition, wall, floor, door, window, and all component parts shall be kept in a state of maintenance and repair, and shall be maintained in such a manner so as to be capable of being kept in a clean and sanitary condition.

All interior doors shall be capable of affording the privacy for which they were intended.

3. **RAINWATER DRAINAGE FROM ROOF** – All rainwater shall be so drained and conveyed from every roof so as not to cause dampness/damage to walls, ceilings, or floors of any habitable rooms, bathrooms, toilet room, laundry room, or any other type of room therein. If present, all rainwater draining devices such as gutters and downspouts shall be kept in a state of maintenance and repair. Ground areas around buildings shall be sloped away from the foundation walls to eliminate low areas where standing water may collect.

4. **MAINTENANCE OF WINDOWS & EXTERIOR DOORS** – Every front, rear and side door shall be not less than 2' 4" in width and not less than 6' 6" in height, except where larger doors and doorways are required to accommodate handicapped access. In existing structures, if replacement to meet these requirements would be impossible or cost-prohibitive, said requirements may be waived, in writing.

Every window and exterior door shall be substantially tight and rodent-proof, and be kept in a state of maintenance and repair. In addition, the following requirements shall be met:

- a. All exterior doors to the outside or to a common public hall shall be solid core and be equipped with adequate security locks. All windows accessible for ground level without the aid of mechanical devices shall have a security device/lock;
- b. Every window sash shall be fully equipped with glass window panes which are without cracks or holes, and all panes shall be secured with an adequate amount of putty. Said putty shall not be cracked, broken or missing;
- c. Every window sash shall be in good condition and shall fit tightly within its frame;
- d. Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware, not broom handles, sticks or other such items;
- e. Every exterior and interior door, when closed, shall fit well within its frame;
- f. Every exterior and interior door, door hinge, and door latch and/or lock shall be maintained in good working condition;
- g. Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction, so as to exclude rain, as completely as possible and to the maximum extent feasible substantially exclude wind from entering the dwelling or structure, i.e., it must have adequate weather-stripping.

5. **MAINTENANCE OF STAIRWAYS AND PORCHES** – Every interior and exterior stairway, every porch and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon; and, shall be kept in sound condition and in a state of maintenance and repair, including compliance with the Lead Base Paint Regulations, if applicable.

6. **MAINTENANCE OF SUPPLIED PLUMBING FIXTURES** – Every supplied plumbing fixture and water and waste pipe shall be properly installed in accordance with the plumbing code of the City and maintained in safe, sanitary working condition, free from leaks, defects and obstructions.

7. **MAINTENANCE OF BATHROOM, TOILET ROOMS, KITCHEN AND UTILITY ROOM FLOORS** – Every bathroom, toilet room, kitchen and utility room floor surface shall be constructed and maintained so as to be substantially impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.

Indoor-outdoor type carpeting, when properly installed, shall be allowed in bathrooms, toilet rooms, kitchens and utility rooms.

8. **SAFE AND EFFECTIVE FUNCTIONING OF SUPPLIED FACILITIES** – Every supplied facility, piece of equipment, or utility which is required under this section, shall be constructed or installed so it will function properly and shall be maintained in working condition.

MINIMUM SPACE, USE, AND LOCATION REQUIREMENTS

1. **MINIMUM CEILING HEIGHT** – Wherever possible, no habitable room in a dwelling or dwelling unit shall have a ceiling height of less than 7’6”. At least ½ of the floor area of every habitable room located above the 1st floor shall have a ceiling height of 7’6” and the floor area of that part of any room where the ceiling height is less than 5’ shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining maximum floor area;

A ceiling height of a minimum of 7’ is acceptable in bathrooms, toilet rooms, hallways, utility rooms, and kitchens.

All rooms, except kitchen and/or kitchenettes and baths, shall have a minimum width of 7’.

2. **MAINTENANCE OF SLEEPING, BATH AND TOILET ROOMS** – No dwelling or dwelling unit containing 2 or more sleeping rooms shall have such room arrangement that access to a bathroom or toilet room intended for use by

the occupants can be had only by going through another sleeping room or bathroom or toilet room.

3. **OCCUPANTS TO HAVE ACCESS TO SANITARY FACILITIES** – Every occupant of every dwelling unit shall have unrestricted access to a toilet, to a bath, and to a kitchen sink and lavatory basin located within that dwelling unit.
4. **MINIMUM STORAGE AND COUNTER AREAS** – Each dwelling unit shall have at least 1 closet with a minimum of 6 square feet of floor area and a minimum height of 6', located within the dwelling unit. Dwelling units with 2 or more bedrooms shall have a storage floor area of at least 4 square feet per bedroom. This storage requirement does not necessarily have to be located in the bedrooms.

All kitchens shall have a minimum enclosed storage area of 8 square feet with a minimum vertical clearance of 12" and a horizontal width of at least 12". Each kitchen shall have a minimum of 4 square feet of counter area.