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Town of Warren

Model Housing Code

Adopted March 16, 1970

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Model Housing Code
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Model Housing Code

CHAPTER 733

Housing Code

An ordinance establishing minimum standards governing the condition and maintenance of dwellings; establishing minimum standards governing supplied utilities and facilities and other physical things and conditions essential to make dwellings safe, sanitary, and fit for human habitation; establishing minimum standards governing the condition of dwellings offered for rent; fixing certain responsibilities and duties of owners and occupants of dwellings; authorizing the inspection of dwellings, condemnation of dwellings unfit for human habitation; and fixing penalties for violation.

Whereas, in the Municipality of Warren, there are, or may in the future be, dwelling structures which are so dilapidated, unsafe, dangerous, unhygienic, or insanitary as to constitute a menace to the health and safety of the people of this Municipality.

General Provisions

Sec. 1. Scope: This ordinance shall apply to residential premises as follows:

I. Lots, plots, or parcels of land on which residential buildings, buildings of mixed occupancy or accessory structures are located;
II. Residential buildings, including one and two-family dwellings, multiple dwellings, and rooming or boarding houses;

Sec. 2. Severability: The provisions of this ordinance shall be severable, and if any phrase, clause, sentence or provision of this ordinance, or the application thereof, to any person or circumstance is held invalid, the remainder of the ordinance and the application thereof to any other persons or circumstances shall not be affected thereby.

Sec. 3. Definitions: The listed terms as used in this chapter are defined as follows, unless a different meaning is plainly required by context.

I. Basement. That portion of a building located partly or entirely underground but having less than half its clear floor to ceiling height below the average grade of the adjoining ground.
II. Cellar. That portion of a building located partly or entirely underground but having half or more than half its clear floor to ceiling height below the average grade of the adjoining ground.
III. Dwelling. Any building which is wholly or partly used or intended to be used for living or sleeping by human occupants.
IV. Dwelling Unit. Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.
V. Family. A household constituting a single housekeeping unit occupied by one or more persons.
VI. Finished Grade. Natural surface of the ground, or surface of ground after completion of any change in contour.

VII. Habitable Space. Space occupied by one or more persons living, sleeping, eating, or cooking. Kitchenette shall not be deemed to be habitable space.
VIII. Immediately Family. Immediate family shall mean mother, father, sister, brother, and children of the owner or occupant and spouse.
IX. Kitchen. Space, 60 square feet or more in floor area, used for cooking or preparation of food.
X. Kitchenette. Space, less than 60 square feet in floor area, used for cooking or preparation of food.
XI. Mixed Occupancy. Occupancy of a building in part residential use, in part some other use not accessory thereto.
XII. Multiple Dwelling. Any dwelling containing more than two dwelling units.
XIII. Premises. A lot, plot, or parcel of land including the buildings or structures thereon.
XIV. Public Space. That space used in common by the occupants of several units within a dwelling or rooming house and by the public.
XV. Rooming House. Any dwelling, or part of any dwelling, containing one or more rooming units, in which space, is let by the owner or operator to four or more persons who are not members of his immediate family.
XVI. Rooming Unit. Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.
XVII. Stairways. One or more flights of stairs and the necessary landings and platforms connected therewith to form a continuous passage from one floor to another.
XVIII. Story. Portion of a building, which is between one floor level and the next higher floor level or the roof. If a mezzanine floor area exceeds one-third of the area of the floor immediately below, it shall be deemed to be a story. A basement shall be deemed to be a story only when its ceiling is six or more feet above the finished grade.
XIX. Toilet Room. Enclosed space containing one or more water closets, which may also contain one or more lavatories, and other plumbing fixtures.

Space and Occupancy Requirements

Sec. 4. Occupancy Requirements.

I. Dwelling units. Occupants shall be limited to the number determined on the basis of the floor areas of habitable rooms as follows:
One occupant per room having floor area of at least 80 but less than 120 square feet; two occupants per room having floor area of at least 120, but less than 180 square feet; and three occupants per room having floor area of 180 or more square feet.
II. Rooming Units. The number of occupants shall be limited to the number determined on the same basis as for dwelling units.
III. Notice of Permitted Occupancy to be Posted. Notice shall be posted in each unit offered for rent stating the maximum number of occupants allowed under this ordinance.

Sec. 5. Prohibited Uses.

I. Sleeping. No kitchen, nonhabitable space, or public space shall be used for sleeping purposes.
II. Preparing Meals. Meals shall not be prepared in any room other than a kitchen or kitchenette.
III. Cellars. Cellar space shall not be used as habitable space.

IV. Basements. No basement space shall be used as a habitable space unit unless the floors and walls are free form chronic dampness and protected from surface runoff.

Sec. 6. Habitable Space Requirements.

I. Minimum Ceiling Height. Fifty percent of the floor area shall have a minimum ceiling height of 7 feet 6 inches, and any floor area where the ceiling height is less than 5 feet shall not be considered in computing floor area.

II. Rooms – Minimum Size. Every dwelling unit shall contain at least one habitable room having a minimum of 150 square feet of floor area with no horizontal dimension of less than 10 feet. Every other habitable space, except kitchens, shall contain not less than 80 square feet of floor area and shall have no horizontal dimension of less than seven feet.

III. Alcoves to be part of Habitable Rooms. Every alcove having less than 60 square feet in area, except a kitchenette or foyer, shall be deemed to be part of an adjacent room. The area of the opening in the dividing partition between the alcove and the room shall be at least 80 % of the wall area of such partition, measured on the alcove side but in no case less than 40 square feet. The floor area of the alcove shall be added to the floor area of the room in determining light and ventilation requirements for the room. Any alcove with an area of more than 60 square feet shall be separately lighted and ventilated as required for habitable space.

IV. Light and Ventilation.

A. Habitable space shall be provided with natural light through one or more windows, skylights, transparent or translucent panels, or any combinations thereof that open directly to the outdoors, at least six inches above the adjoining finished grade, or are above a roof. The amount of light shall be equivalent to that transmitted through clear glass equal in area to at least 10% of the floor area of the room.

B. Every room shall be provided with artificial light.

C. Every habitable room shall be provided with natural ventilation through windows or other openings in exterior walls that face directly out-of-doors above the adjoining finished grade or above a roof, or though skylights, providing total clear ventilation area that is equal to not less than 5% of the total floor area of each habitable space.

D. Habitable rooms may also be provided with mechanical ventilation, but this may not be substituted for natural ventilation.

V. Miscellaneous Requirements.

A. Rooming units shall be separated from each other and from other spaces outside the rooming units.

B. A communal kitchen or dining room in a rooming house shall be accessible to the occupants sharing such kitchen or dining room without going through a dwelling unit or rooming unit of another occupant.

Sec. 7. Public Space.

I. Height. Public space shall have a minimum height of seven feet six inches measured from finished floor to finished ceiling.

II. Light and Ventilation.

A. Public spaces shall be provided with electric lighting.

B. In public stairs, stairways, and passageways, electric lighting shall be available at all times so as to afford safe visible passage for occupants and users. Such lighting shall conform to the following requirements:

1. A sufficient number of fixtures shall be provided so that the distance between fixtures is not more than 30 feet, and so that no wall is more than 15 feet distant from a fixture.
2. Incandescent lighting shall be based on not less than ¼ watt per square foot of floor area, except that no fixture shall have lamp with less than 25 watts.
3. Florescent lighting shall be based on not less than 1/10th watt per square foot of floor area, except that no fixture shall have a lamp with less than 15 watts.
4. Where under these formulas the calculated wattage does not correspond to that of a standard lamp the next larger standard size shall be used.

C. Public spaces shall be provided with either natural ventilation, conforming to the requirements for habitable space, or with mechanical ventilation.

Sec. 8. Accessory Rooms.

I. Toilet Rooms and Bathrooms.
   A. Toilet rooms and bathrooms in one and two-family dwelling shall have provisions for privacy.
   B. Toilet rooms and bathrooms for dwelling units in multiple dwellings shall be located within each dwelling unit and shall be accessible from any sleeping room without passing through any other sleeping room.
   C. In one and two family dwelling, bathrooms and toilet rooms shall be provided with floors of moisture-resistant material.
   D. In multiple dwellings, floors of bathrooms, toilet rooms and similar spaces shall be waterproof; such waterproofing shall extend six inches or more up on adjacent walls except at doors, so that floors can be flushed or washed without leaking.

II. Lighting and Ventilation
   A. Kitchenettes, bathrooms, and toilet rooms shall be provided with artificial light appropriate for the use of such rooms.
   B. Laundry rooms, furnace rooms, and similar spaces shall be provided with artificial light appropriate for the intended use of such rooms.
   C. Kitchenettes shall be provided with ventilation in accordance with either of the following:
      1. Natural ventilation as required for habitable space, except that such openable areas shall be not less than 3 square feet.
      2. Mechanical ventilation exhausting not less than 100 cfm.
   D. Bathrooms and toilet rooms shall be provided with ventilation in accordance with either of the following:
      1. Natural ventilation as required for habitable space, except that such openable areas shall not be less than 1 ½ square feet.
      2. Mechanical ventilation exhausting not less than 25 cfm.
   E. Spaces in multiple dwellings, which contain central heating, air conditioning and similar equipment, shall be ventilated to the outer air, and air from these spaces shall not be recirculated to other parts of the building.
   F. Natural ventilation shall be provided in unheated attics, spaces below flat roofs, and crawl spaces. Ventilation location and not areas of openings shall be such as to minimize deterioration form condensation or other causes, in conformity with generally accepted standards.

Sec. 9. Access and Vertical Travel between Stories.

I. Stairs. Stairs, both interior and exterior to serve the occupants shall be of sufficient width and in conformity with generally accepted standards.
II. Railings. Hand railings shall be provided on all portions of stairs, balconies, landings, and stairwells.

Sec. 10. Exits.

I. Exits Shall Be Unobstructed. Safe, continuous and unobstructed exits shall be provided from the interior of the building to the exterior at street or grade level. In multiple dwellings such exits shall open out.
II. Construction and Arrangement. Exits shall be arranged, constructed and proportioned so that occupants may safely escape from the building in case of emergency.
III. Exits in One and Two-Family Dwellings. In one and two-family dwellings there shall be two grade level exits for each unit, and only one such exit may be for joint use.
IV. Exits in Multiple Dwellings. In multiple dwellings two exits shall be provide on each story.

Structural Requirements for Residential Premises

Sec. 11. General Requirements.

I. Loads. Buildings and parts thereof shall be maintained so as to be capable of sustaining safely their own weight and the loads to which they may be subject.
II. Loads Transmitted to Soil. Buildings shall be maintained so that loads are transmitted to the soil without undue differential settlement, unsafe deformation or movement of the building or any structural part.
Ill. Protection of Structural Members. All structural members shall be protected against freezing and thawing, dampness, corrosion, wetting and drying, termites and other destructive insects, and all similar causes of deterioration.
V. Basements and Cellars to be Kept Dry. Buildings built in soil which is water bearing at any season of the year shall be maintained so that ground and surface water will not penetrate into habitable spaces, basements and cellars.

Sec. 12. Exterior Protection.

I. Foundation Walls. Foundation walls shall be maintained so as to be structurally sound and to prevent entrance of moisture, termites and vermin by shoring where necessary, installing subsoil drains at footings, grouting of masonry cracks, waterproofing of walls and joists, or other suitable means.
II. Exterior Walls. Exterior wall components shall be maintained so as to prevent deterioration due to the elements and destructive insects by painting, installing or repairing termite shields, by poison treatment of soil, or other suitable means.
Ill. Roofs. Roofing shall be maintained in watertight condition so as to prevent leakage into the building by repairs to roofing, flashings, waterproof coatings, or other suitable means.

Sec. 13. Interior Protection.

I. Subterranean Crawl Space. Crawl spaces shall be maintained free of moisture and the flow of air from such spaces into walls above shall be effectively barred so as to prevent deterioration of structural members or spread of fire. Foundation walls shall have openings to provide adequate circulation of air in any subterranean crawl space. The ground in the crawl space shall be covered with a moisture barrier if the crawl space is below surrounding grade. Openings shall be blocked in stud walls to prevent flow of air and moisture into walls. Termite tubes from the soil to wood floor members above shall be kept destroyed. The soil shall be poison treated when necessary.
II. Structural Members. Structural members shall be maintained so as to be structurally sound by shoring, reinforcement or repair when necessary, destruction of termite tubes, and other appropriate maintenance.
III. Chimneys and Flues. Chimneys and flues shall be maintained so as to be structurally sound and to prevent leakage of gases into the structure. Flue stoppages shall be cleared, open joints sealed, masonry repaired where necessary.

Equipment Requirements

Sec. 14. General Requirements – Equipment.

I. Plumbing, heating, electrical, ventilating, air conditioning, refrigerating, cooking, radiation producing equipment, elevators, dumbwaiters, escalators and other mechanical additions, installations, or systems for the use of the building shall be installed, located and maintained so that under normal conditions of use such equipment and systems will not be a danger because of structural defects, or a source of ignition or a radiation hazard, and will not create excessive noise, or otherwise become a nuisance. Equipment and systems include but are not limited to apparatus, devices, fixtures, piping, pipe hangers, pipe covering, wiring, fittings, and materials used as part of, or in connection with such installations.
II. Equipment and systems subject to damage from freezing shall be adequately protected against freezing.
III. Moving parts of equipment, which may be a potential hazard shall be safeguarded to protect against accidental physical contact.

Sec. 15. Plumbing.

I. General. All plumbing and sewage disposal shall be in strict conformance with the State Plumbing Code and local plumbing code.
II. Storm Drainage. Roofs and paved areas, including yards and courts shall be drained in the method as provided for in the applicable plumbing code.
III. Sanitary Fixtures. There shall be provided within each dwelling unit not less than one water closet, one bathtub or shower, one lavatory, and one kitchen sink, all of approved type with piped cold water to all fixtures and piped hot water to all fixtures but the water closet.

Sec. 16. Fuel Gas.

I. General Requirements
   A. Fuel gas piping systems shall be installed and maintained so as to remain gas-tight, safe, and operative under all conditions of use.

B. Fuel gas piping systems shall provide a supply of gas sufficient to meet the maximum expected demand of the installed gas burning appliances connected thereto.

II. Shutoff Valves.
   A. Gas piping systems shall have at least one accessible means for shutting off all gas supply and such means shall be maintained in good operating condition.
   B. An easily accessible shutoff valve or cock shall be provided in the piping in close proximity to, and ahead of every outlet for gas appliances.

III. Gas Refrigerators and Ranges. Gas refrigerators and ranges shall be installed with clearance for ventilation, and shall be maintained in good operating condition.

IV. Liquefied Petroleum Gas.
   A. Undiluted liquefied petroleum gas in liquid form shall not be conveyed through piping equipment and systems in buildings.
   B. Liquefied petroleum gas shall not be vaporized by devices utilizing open flame or open electrical coil.
   C. Where two or more containers are installed, connection shall be arranged so that containers can be replaced without shutting off the flow of gas to the equipment.
   D. Containers shall be designed, stored, and located so as not to be a hazard to the premises served, or to the surrounding property.
   E. Systems shall be provided with safety devices to relieve excessive pressures, and shall be arranged so that the discharge terminates at a safe location.
   F. Systems shall have at least one accessible external means for shutting off the gas. Such means shall be located outside the building, and shall be maintained in good operating condition.

Sec. 17. Heating.

I. General Requirements. Residential buildings intended for year-round occupancy shall be provided with heating equipment designed to maintain a temperature of not less than 75 degrees F. at a distance of three feet and more from exterior walls, and at a level of five feet above the floor, in habitable spaces, kitchenettes, bathrooms, and toilet rooms. The capability of the heating equipment to maintain such indoor temperature shall be based on outside temperatures of -20 degrees F.

II. Smoke Control. Fuel-burning heat-producing equipment shall be installed and maintained so that the emission or discharge into the atmosphere of smoke, dust particles, odors or other products of combustion will not create a nuisance or be detrimental to the health, comfort, safety, or property of any person.

III. Warm Air Heating. Ducts and other air handling equipment used for heating shall conform to the requirements of such equipment used for ventilating purposes.

IV. Prohibited Locations for Heat-Producing Equipment. Fuel-burning water heaters shall not be located in sleeping rooms, bathrooms, or toilet rooms.

V. Fuel Supply Connection. Heat-producing fuel-burning shall be permanently fastened and connected in place. Any liquid fuel supply connected to such equipment shall be made with pipe or tubing of solid material.

VI. Installation and Clearance. Where heat-producing equipment is installed on, or adjacent to, combustible materials, the location, insulation, clearance, and the control of the equipment shall be such that the temperature on the surface of the combustible materials will not exceed a safe temperature.

VII. Air Supply.
   A. Direct-fired heat-producing equipment and the enclosure in which it is located shall be provided with a supply of air adequate both for complete combustion at the rated gross output of the equipment and for the ventilation of the enclosure to prevent the accumulation of heat or gasses.
   B. Rooms containing fuel-burning equipment shall have such air supply provided by means of one or more openings to the exterior.

VIII. Removal of Products of Combustion.
   A. Equipment for burning solid or liquid fuels shall be connected to suitable chimneys or flues and shall not be connected to gas vents. Unvented heaters burning liquid fuels are prohibited.
   B. Fuel-burning space heaters shall be connected to a suitable chimney or flue.
   C. Gas-fired equipment shall be connected to a suitable chimney, flue or gas vent.

IX. Safety Devices.
   A. Equipment capable of developing hazardous pressures or temperatures shall be provided with means to relieve safely such pressures and temperatures.
   B. Controls for the safe operation of automatically operated heat producing equipment shall be provided to function as follows:
      1. When failure or interruption of flame or ignition occurs the fuel supply shall be cut off.
      2. When a predetermined temperature or pressure is exceeded, the input of additional heat shall be prevented or reduced to a safe rate.
      3. When the water in a steam boiler drops below a predetermined level, the fuel supply shall be cut off.
      4. When failure or interruption of pilot light or main burner of liquefied petroleum gas equipment occurs, the fuel supply to each pilot light and main burner shall be cut off.

X. Heating of Garages. Fuel-burning equipment for garages shall be installed to operate in a safe manner.

Sec. 18. Electrical. All buildings used for residential purposes shall be wired for electricity in conformity with the electrical code.

Sec. 19. Cooking and Refrigeration.

I. Each dwelling unit shall be provided with appropriate cooking and refrigeration equipment.
II. Cooking and refrigeration equipment shall be maintained in good operating condition.
III. Fuel-burning cooking equipment shall be appropriately vented.

Sec. 20. Fuel Oil.

I. General Requirements. Fuel oil shall be received, stored and conveyed by means of fixed liquid-tight equipment.
II. Storage Tanks.
   A. Tanks shall be provided with means for venting.
   B. Tanks shall be installed and maintained so as not to be a hazard to the premises served or the surrounding property.
III. Automatically Operated.
   A. Boilers and furnaces using fuel oil shall be provided with remote control to stop the flow of oil during fire or other emergency.

B. Filling, emptying and venting of tanks shall be by means of fixed piping. Pipes to underground tanks shall be pitched toward tanks. Terminals of fill and vent pipes shall be located outside buildings at a safe distance from building openings.

Fire Safety Requirements

Sec. 21. Prohibited Accumulations and Storage. No paints, volatile oils, cleaning fluids, or similar flammable or explosive matter, and no waste paper, boxes, rags, or similar matter liable to spontaneous combustion shall be stored on residential premises except in a safe and well ventilated location.

Note: R.S., C. 97, Sec. 49 -- Storage of any matter on fire escape prohibited.

Sec. 22. Prevention of Spread of Fire.

I. Walls and ceilings shall be free from cracks.
Walls and ceilings shall be maintained free from cracks and openings, which would permit flames or excessive heat to enter the concealed space.
II. Buildings of Mixed Occupancy - Fire Separations.
In buildings of mixed occupancy, nonresidential space shall be separated from residential space by approved separations, which will retard the spread of fire.

Sec. 23. Interior Finisher. - Trim and Decorative Materials. Interior finish materials for acoustical correction, surface insulation and decorative treatment on the surfaces of walls and ceilings, and interior trim shall be materials that will not, in burning, give off excessive amounts of smoke or toxic gasses.

Sec. 24. Fireplaces.

I. Connection to Chimneys. Fireplaces and similar construction used or intended to be used, for burning fuel in open fires shall be connected to approved chimneys and shall be installed so that nearby or adjacent combustible material and structural members shall not be heated to unsafe temperatures.
II. Hearths and Linings. Hearths and linings or other parts of fireplaces shall be of materials that will not melt, disintegrate, or shatter when exposed to direct flame.
III. Wood Mantels and Trim. Wood mantles and trim on fireplaces shall be placed and attached so that they cannot be heated to unsafe temperatures or ignited by sparks or embers from the fire.

Sec. 25. Portable Extinguishers Required in Multiple Dwellings. Each oil burner for boiler, furnace, or central hot water heater shall be provided with an approved hand fire extinguisher or two pails of at least 10-quart capacity filled with sand. Portable extinguishers shall be in accessible locations and in a condition, which will permit efficient operation without delay.

Property Maintenance Requirements

Sec. 26. Open Areas.

I. Surface and Subsurface Drainings. Surface and subsurface water shall be drained to protect

buildings and structures and to prevent development of stagnant ponds. Cutters, culverts, catch basins, drain inlets, storm water sewers, approved combination storm and sanitary sewers, or other satisfactory drainage systems shall be used where deemed necessary.

II. Fences. Fences and other minor structures shall be maintained in safe and substantial condition.

III. Paved Areas. Steps, walks, driveways, parking spaces, and similar paved areas shall be maintained so as to afford safe passage under normal use and weather conditions.

IV. Yards and Courts. Yards and courts shall be kept clean and free of physical hazards, and the accumulation of debris and trash.

V. Noxious Undergrowth. Heavy undergrowths and accumulations of plant growth which are noxious or detrimental to health shall be eliminated.

Sec. 27. Buildings and Structures.

I. Exterior Wood Surfaces. Exterior wood surfaces of buildings and structures that are not inherently resistant to deterioration shall be periodically treated with a protective coating of paint or other suitable preservative.

II. Floors, Walls, Ceilings, Etc. Floors, walls, ceilings, furnishings and fixtures of residential buildings shall be maintained in clean and sanitary condition.

III. Accessory Structures. Accessory structures shall be maintained so as to be free of conditions detrimental to safety and/or health.

Sec. 28. Infestation and Screening.

I. Grounds, Buildings and Structures. Grounds buildings, and structures shall be maintained free of insect, vermin, and rodent harborage and other infestation. Methods used for exterminating insects, vermin, and rodents shall conform with generally accepted practices.

II. Cellar and Basement Windows and Openings to be Screened. Windows and other openings in basement and cellars shall be appropriately screened with wire mesh or other suitable materials to prevent ingress of insects, rodents and other vermin.

III. Windows and Doors to be Screened during Certain Months. From May 1 to October 1, entrances to residential buildings shall be provided with self-closing type screens and windows and other openings used for ventilation shall be appropriately screened.

Sec. 29. Garbage and Refuse

I. Storage, Handling and Disposal. Adequate sanitary facilities and methods shall be used for the collection, storage, handling and disposal of garbage and refuse.

II. Storing Refuse in Public Halls Prohibited. In multiple dwellings garbage and refuse shall not be stored or allowed to accumulate in public halls and stairways.

Compliance

Sec. 30. Responsibility of Owners

I. Owners of premises shall be responsible for compliance with this ordinance, and shall remain responsible therefore regardless of the fact that this section may also place certain responsibilities on operators and occupants and regardless of any agreements between owners and operators or occupants as to which party shall assume such responsibility.

II. Owners of premises shall be responsible for proper maintenance, condition and operation of service facilities.

Sec. 31. Responsibilities of Rooming House Operators. Rooming house operators shall be responsible for compliance with this ordinance in regard to the following:

I. Limiting occupancy to the maximum permitted by this ordinance;
II. Maintenance of safe and sanitary conditions in all parts of rooming house premises;
Ill. Maintenance and operation of all required service facilities;
IV. Maintenance of all plumbing, cooking and refrigeration fixtures and appliances within his control, as well as other building equipment and facilities, in an operative, clean, and sanitary condition;
V. Sanitary maintenance of walls, floors, and ceilings;
VI. Keeping exits clear and unencumbered;
VII. Disposal of building garbage and refuse in a clean and sanitary manner;
VIII. Extermination of insects, rodents, or other pests on the premises;
IX. Hanging and removing required screens.

Sec. 32. Responsibilities of Occupants. Occupants of dwelling units shall be responsible for compliance with this ordinance in regard to the following:

I. Limiting occupancy of that part of the premises which he occupies or controls to the maximum permitted by this ordinance.
II. Maintenance of that part of the premises, which he occupies or controls in a clean, sanitary and safe condition.
Ill. Maintenance of all plumbing, cooking, and refrigeration fixtures and appliances, as well as other building equipment and storage facilities in that part of the premises which he occupies or controls, in a clean and sanitary condition, and providing reasonable care in the operation and use thereof.
IV. Keeping exits from his dwelling unit clear and unencumbered.
V. Disposal of garbage and refuse into provided facilities in a clean and sanitary manner.
VI. Extermination of insects, rodents, or other pests within his dwelling unit.
VII. Hanging and removing required screens.
VIII. Keeping his domestic animals and pets in an appropriate manner and under control.

Administration

Sec. 33. Building Coordinator. This ordinance shall be administered by the Building Coordinator.

I. Adopted Rules and Regulations. The Building Coordinator is hereby authorized to adopt rules and regulations necessary for securing the compliance with this ordinance, providing that such rules and regulations shall not be in conflict with any provision of this ordinance. A certified copy of all such rules and regulations shall be filed with the municipal clerk.
II. Cooperation. The Building Coordinator shall cooperate with other municipal governmental, and private agencies engaged in the study and improvement of housing condition.

Sec. 34. Inspection.

I. Conduct Surveys. The Building Coordinator is hereby authorized to conduct surveys of housing in any area of the municipality to determine the condition of premises, extent of

deterioration, lack of facilities, inadequate maintenance, unsafe and insanitary condition, extent of overcrowding, land use, and other relevant factors.

II. Periodic Examinations. Periodic examinations shall be made not less than once every five years of all premises within the scope of this ordinance.

III. Investigate Complaints. The Building Coordinator shall investigate all complaints of alleged housing violations.

IV. Right of Entry. The Building Coordinator, in the performance of his duties, shall have the right to enter any premises at reasonable hours for the purpose of making the examinations required by this ordinance.

V. Owners and Occupants to Give Free Access. Owners, agents, operators, and occupants shall provide access to all parts of the premises within their control to the Building Coordinator while acting in the performance of duties.

Sec. 35. Enforcement.

I. Orders. The Building Coordinator shall issue an order in writing requiring the remedying of all conditions found to exist in or on any premises in violation of provisions of this ordinance or of rules and regulations adopted thereunder. The order shall state a reasonable time for compliance.

II. Dwellings to be Posted. Where violations of this ordinance exist and pose an immediate hazard or danger to the health, safety or welfare of building occupants or of the public, the Building Coordinator may declare the premises unfit for human habitation and order the evacuation of all occupants. The premises shall be posted with notices of such order prominently displayed at every entrance.

III. Removal of Notice Prohibited. It shall be unlawful to deface or remove the placard from any premises, which have been condemned as unfit for human habitation and posted as such.

IV. Posted Premises Not To Be Used for Human Habitation. No premises, which have been condemned and posted as unfit for human habitation shall again be used for human habitation until written approval is secured from, and, such notice is removed, by the Building Coordinator, the Building Coordinator shall remove such notice whenever the defect or defects upon which the condemnation order was based have been eliminated.

Sec. 36. Violations. Any person found guilty of violating any provision of this ordinance shall be subject to a fine of not more than $100 for each offense. Each day in which a violation is proved to exist shall constitute a separate offense under this section.