



Development Services
4200 Mills Civic Parkway 1D
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Building Division
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RENTAL HOUSING INSPECTION GENERAL DEFICIENCY & FEE INFORMATION

Listed below are deficiencies that may appear when a rental inspection is performed. Any identified deficiencies must be corrected before the required certificate can be issued. Use this list to help you prepare for the biennial inspection. This is only a general guideline and not intended to be a complete list of potential deficiencies.

EXTERIOR:

1. Condition of main structure and out buildings:

- paint, siding, windows, roof, etc.
- decks
- exterior lighting
- trash enclosures

2. Condition of parking lot, sidewalks, entries

- parking lots, sidewalks, ramps and entrances shall be in good repair & maintained as originally installed
- handicap markings and signage
- fire lane markings and signage

INTERIOR:

1. Condition of common areas:

- Emergency egress lighting
- Smoke detectors – (Dual sensor required; Photoelectric / Ionization OR Smoke / Carbon Monoxide)
- Carbon Monoxide detector (after July 2018)
- Fire extinguisher and device to break glass
- All fire doors and apartment entry doors entering into a common hallway must close and latch automatically
- Laundry, furnace, water heater, elec. meter rooms
- Stair wells, stair stringers, treads and all floor coverings

2. Condition of dwelling unit:

- Entry door to common interior corridor must close and latch, automatically
- Plumbing leaks under vanities and kit; sinks, bottom of cabinet or wall damage
- All window and patio door screens must be in place and bug proof
- Smoke detector in working order in every bedroom and on every floor (Dual Sensor required)
- Electrical panel must be labeled (breakers);
- G.F.C.I. bathroom, kitchen & laundry outlets (within 6' of water source)
- Leaks around toilet & condition of tub and shower
- Bath exhaust fan must work
- Condition of walls, ceilings, and floor coverings
- General sanitary condition of apartment

RENTAL INSPECTION FEES:

For each rental unit, including units used by the owner or manager, inspection fees shall be paid to the City of West Des Moines. The fees shall be collected in the Building Division and forwarded to the City Administrative Services Department. Inspection approval shall not be deemed valid, nor shall a rental inspection certificate be issued until all fees and re-inspection charges are paid in full. The fee schedule is as follows:

- o Single Family Rental \$70.00 (total)
- o Multi-family Unit \$70.00 first unit/ + \$21.00 ea. additional unit
- o First Re-inspection of code violations No charge
- o For each additional re-inspection -- \$70.00 per trip, plus \$35.00 for each specific item on the correction
- o Investigation fee for failure to appear; failure to provide access; failure to pay fees; or failure to have a current rental certificate; Equal to and in addition to the inspection fee.

Questions? Call the Building/Rental Inspection Division at (515) 222-3620.