



TOWN OF BELMONT

Dear Rental Property Owner,

As the Code Enforcement Office for the Town of Belmont, part of our job is trying to identify residential rental properties and help landlords achieve a certificate of compliance in accordance with the Town of Belmont ordinance "Residential Health and Safety Inspection Program for Rental Properties". This letter is intended to guide you through the application process and provide insight as to what items will be inspected.

This ordinance requires all residential rental units including, Single Family, Duplex, Apartments, and multi-family dwellings to obtain a Certificate of Compliance and be inspected every three (3) years. The process begins by simply filing out the enclosed application for a Certificate of Compliance, submitting the application and applicable application fee(s) back to the Land Use Office. (Fees are stated on the application for a Certificate of Compliance and having a basic maintenance and safety inspection of the unit(s). You will be contacted by the Code Enforcement Office to schedule a time for your inspection.

Attached you will find a Certificate of Compliance Application, a checklist of items that are inspected, and a copy of the "Residential Health and Safety Inspection Program for Rental Properties" ordinance.

Once you submit your completed application, with the required fees, our office can schedule an inspection. Our office hours are Monday – Friday, 7:30 a.m. to 4:00 p.m.

Please return the enclosed completed application for a Certificate of Compliance and enclose a check for the applicable fees, made out to the Town of Belmont. Mail it to: Town of Belmont, ATTN: Land Use Office, PO Box 310, Belmont, NH 03220

If you have questions please feel free to call us. Thank you.

Code Enforcement Officer
Town of Belmont
(603)267-8300 ext. 19
603-267-8307 fax
building@belmontnh.org

Town of Belmont

Certificate of Compliance Application

CODE SECTION

Minimum Housing Standards for Rental Housing, RSA 48-A:14
 National Fire Protection Agency, Life Safety 101, 2006
 National Electrical Code 70, 2008
 Applicable Town Planning and Zoning regulations

Rental Address

Complex Name: _____ Address: _____

Map & Lot # _____

OWNER INFORMATION

Name:	Phone No:	Address:
	Email:	
City:	State:	Zip:

AGENT/CONTACT PERSON INFORMATION

Name:	Phone No:	Address:
(if other than owner)	Email:	
City:	State:	Zip:

FEE SCHEDULE

Please submit your check for a Certificate of Compliance made out to the Town of Belmont

Single Family: \$ 40 (base fee) Multiple Family: \$ 40 first unit, \$ 10 each additional unit
 Certificate of Compliance is valid for three (3) years

DWELLING UNIT INFORMATION

Number and Type of Dwelling Units:

Single Family: _____ Duplex: _____ Apartment- # of Units _____ # of Buildings _____

Duplex: _____ Other: _____

The undersigned hereby applies for a Certificate of Compliance for their rental dwelling unit(s) in accordance with the Town of Belmont's ordinance "Residential Health and Safety Inspection Program for Rental Housing"; the provisions in RSA 48A-:14, Minimum housing standards for rental property, National Fire Protection Agency, Life Safety Code 101, and the National Electrical Code 70 are the applicable codes for inspection. The undersigned agrees the subject premises will be inspected by the Code Enforcement Office as provided in Section VI of said ordinance.

Applicant Signature: _____ Date: _____

An inspection of your rental property is required before the Certificate of Compliance can be issued. An inspection date and time will be scheduled upon receipt of the application. Please feel free to contact the Code Enforcement Office (603-267-8300) should you need to reschedule the inspection.
 Inspections may be scheduled Monday through Friday between 7:30 a.m. and 4:00 p.m.

Town of Belmont Rental Unit Inspection Checklist
RSA 48A: 14

<p>Electrical All outlets/switch plate covers present No Exposed wires No extension cords to supply permanent power Other wiring in accordance with NEC 2008</p>	<p>Tubs/Showers/Toilets All washable and water tight surfaces around tub, shower, floor, toilets. Operable units No visible mold and mildew, other than housekeeping issues Drain properly</p>
<p>Security Locks on ground floor windows/doors Exterior door locks</p>	<p>Ventilation Operable bath fans are required if there is not a bath room window.</p>
<p>Ceiling No water damage, cracks, or peeling of paint</p>	<p>Stairs, Porches and Decks If present, secure carpeting on stairs Handrails on all stairways Decks/porches in good condition Decks over 30" in height must have guardrails, 36" in height and balusters no more than 4" apart. Stairs of 3 or more must have the same</p>
<p>Floors No Holes No Water Damage</p>	<p>Smoke/Carbon Monoxide Detectors Installation in accordance with RSA 153, NFPA Life Safety 101</p>
<p>Stove/Range/Oven/Range Hood Operable if supplied by Landlord Hoods installed to manufacture's instructions</p>	<p>Fire Extinguishers(if required) Installed, Identified and inspected in accordance with Life Safety Code 101</p>
<p>Refrigerator Operable if supplied by Landlord</p>	<p>Water Heater Free of leaks, metal or approved drip pipe required off the relief valve</p>
<p>Sinks/Wash Basin Cleanable water tight surface free from cracks Operable Hot/Cold water Must drain properly</p>	<p>Furnace/Fixed Air Conditioners Vented, free from leaks and operable Annually inspected and tagged Capable of adequately heating all spaces in accordance with RSA RSA 48-A:14</p>
<p>Building Permits Required <small>(owner responsible)</small> Mechanical- venting, heating, furnace, water heater, Fixed AC systems Plumbing- replacing showers, tubs and supply lines Building- any structural changes to the building or unit</p>	<p>Basement Bedrooms All sleeping rooms must have compliant egress windows and doors</p>
<p>Garbage/Recycling No build up of trash is allowed</p>	<p>Vehicles/Outdoor Storage Outdoor storage of appliances, metal waste, and vehicle parts is prohibited Only 1 vehicle permitted per property that is not operable, registered and inspected.</p>