

REGISTRATION REQUIREMENTS

Different certifications are required depending on the type and occupancy of your property.

1 OR 2 UNIT RENTAL PROPERTIES require a **rental registration certificate** and inspection every **three** years.

3+ UNIT RENTAL PROPERTIES require a **certificate of compliance** and an inspection every **five** years.

PROPERTIES OCCUPIED BY IMMEDIATE RELATIVES
If your property is occupied by your spouse, child, parent, or sibling, you are not required to have your property inspected, but **you must submit an Family-Based Exemption form** confirming the occupancy to the City of Syracuse Division of Code Enforcement every three years.

VACANT PROPERTIES
You are required to contact the Division of Code Enforcement to obtain a vacant property registry.

HOW ARE CODES ENFORCED?

City code inspectors are trained to identify key property conditions that affect occupants’ health and safety. Property inspections are based on standards set by the following regulations:

- NEW YORK STATE CODES:**
Multiple Residence Law
Uniform Fire Prevention and Building Code
International Property Maintenance Code

- MUNICIPAL CODES:**
Property Conservation Code
Zoning Code



**CITY OF SYRACUSE
RESOURCES**

SCHEDULE AN INSPECTION

SYRACUSE DIVISION OF CODE ENFORCEMENT
315.448.8695 | CODEENFORCEMENT@SYRGOV.NET

To schedule an inspection, report specific code violations in your area, or speak with an inspection, contact the Division of Code Enforcement by phone or email.

INFORMATION ABOUT FINANCIAL ASSISTANCE FOR PROPERTY REPAIRS

HOME HEADQUARTERS
315.474.1939 | INFO@HOMEHQ.ORG

Provides home improvement grants for qualified homeowners, as well as low-interest loans, homeownership assistance, and foreclosure prevention counseling. If you need financial assistance in order to bring your property into compliance with building codes or for other property improvements, contact Home Headquarters to find out if you are eligible for funding.



**CITY OF SYRACUSE
DIVISION OF CODE ENFORCEMENT**
201 E. WASHINGTON ST, SUITE 300
SYRACUSE, NY 13202



Rental Property Inspections

REGISTRATION REQUIREMENTS AND PROPERTY MAINTENANCE GUIDE



**CITY OF SYRACUSE
DIVISION OF CODE ENFORCEMENT**
315.448.8695 | CODEENFORCEMENT@SYRGOV.NET
201 E. WASHINGTON ST, SUITE 300
SYRACUSE, NY 13202

Protecting residents and the quality of life in our neighborhoods starts with safe and healthy housing.

The City of Syracuse’s efforts to maintain the quality of its housing stock and ensure the health, safety and vitality of residents and neighborhoods requires collaboration and distinct responsibilities for property owners, tenants, neighborhood organizations, and city officials:



PERIODIC INSPECTION MAINTENANCE CHECKLIST

During inspections, officials from the Division of Code Enforcement will check for a number of property conditions that help ensure the health and safety of occupants. The guide below outlines several common types of violations inspectors see.

EXTERIOR MAINTENANCE



- CHIMNEY**
- Secure
 - Properly painted



- ROOF**
- Free of leaks
 - No missing or deteriorated shingles



- SIDING + PAINT**
- No holes
 - No deterioration
 - Structurally sound



- WINDOWS**
- Weathertight
 - Not broken
 - Have screens
 - No deteriorated paint



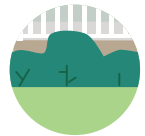
- FOUNDATION**
- No cracks
 - No leaks
 - No deteriorated paint



- PORCH**
- Structurally sound
 - Guardrails if 30+ inches
 - No deteriorated paint
 - No upholstered furniture



- DOORS**
- Weathertight
 - Secure hinges + locks



- YARD**
- Grass + weeds cut
 - No trash in yard
 - No trees in contact with structure



- PROPERTY AREA**
- No abandoned cars
 - Garage + shed in good condition
 - Trash containers secure
 - Street numbers visible from road

INTERIOR MAINTENANCE



- WINDOWS**
- No broken glass
 - Secure
 - No chipping paint
 - Capable of emergency escape

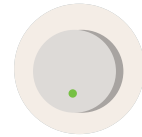


- BATHROOMS**
- A toilet properly installed
 - No plugged drains
 - A tub or shower
 - A sink properly installed
 - A light fixture
 - Adequate ventilation

UTILITIES + OTHER SAFETY



- ELECTRICAL**
- Adequate service
 - No frayed + exposed wires
 - No broken fixtures + outlets
 - Required outlets in each room



- SMOKE ALARMS**
- Operable
 - Installed correctly inside and outside each sleeping area



- WATER SERVICE**
- No cross-connection of waste and water pipe
 - No leaking pipes



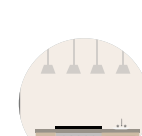
- WATER HEATER**
- Can heat to 120F
 - Properly vented
 - Temperature and pressure relief valves sealed
 - Sealed chimney
 - Gas shut-off



- WALLS + CEILINGS**
- No loose plaster
 - No deteriorated paint



- FLOORS**
- No holes



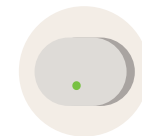
- HALLWAY**
- Well lit
 - Clear path of egress



- KITCHEN**
- Hot and cold water
 - Proper drain connection
 - No water system leaks
 - No plugged drain



- HEATING SYSTEM**
- Can heat to 68F
 - Properly installed
 - Properly vented
 - Sealed chimney
 - Gas shut-off
 - Ducts + pipes leak free



- CARBON MONOXIDE ALARMS**
- Installed in lowest level of unit containing sleeping areas and within 15 feet of sleeping room



- MULTIPLE DWELLING UNITS**
- Emergency lighting
 - Exit signs
 - Door closures
 - Required means of egress in each dwelling unit if 3+ stories or 4+ units
 - Carbon monoxide alarm required on all floors with a carbon monoxide source