

Q: If violations are found what action will be taken?

A: The inspector will file a written report listing all violations noted and the code section that regulates that portion of the building or premises. The report will include a reasonable time frame to abate the violation based on the nature of the condition.

Q: What if my dwelling unit is rented and violations are found?

A: If this is the initial inspection the inspector will assess the nature of the violations. Assuming they do not create immediate life safety concerns the owner may apply for a "Waiver Pending Correction". This waiver will be granted allowing a reasonable time as determined by the inspector to make the repairs. The owner must submit a written request for the waiver and provide a signed contract with a firm that has been retained to do the work. This contract must state a start and completion date for the repairs. If the inspection is the result of a complaint the violation must be corrected within the time stipulated in the correction order or further legal action may be necessary.

Q: What if the inspector observes violations he believes to be beyond the scope of his jurisdiction?

A: The inspector will refer the matter to the appropriate authority to determine if further action is required.

Our goal is to create a safe and sanitary environment within the rental dwelling units of our town. We strive to work with tenant and landlord alike to achieve that goal. It should be understood that this is only a brief overview of the Housing Enforcement Program. It is meant to be a guide; however, provisions of the actual code will be enforced. Please don't hesitate to contact our office with any questions in regard to this program. We look forward to serving the community and would like to thank you in advance for helping us achieve our goal.

Department Hours

Mon.– Wed.
8:15 am - 4:30 pm

Thurs.
8:15 am - 6:30 pm

Fri.
8:00 am -12:00 noon

A GUIDE TO THE HOUSING CODE ENFORCEMENT PROGRAM

**TOWN OF MANSFIELD
DEPARTMENT OF BUILDING
AND HOUSING INSPECTION**



Director

Michael E. Nintean CBO, MCP
Code Officials

Bradford Freeman
Mark D. Holland
Benjamin Funk
Patrick Enright

Administrative Assistants

Theresa Leon-Guerrero
Jennifer Thompson

4 South Eagleville Road
Mansfield, CT 06268

Telephone 860-487-4440

Fax 860-429-3388

Website: www.mansfieldct.gov

The Town of Mansfield adopted the provisions of the 2003 International Property Maintenance Code to regulate and control the maintenance of residential rental dwelling units within the town. The ordinance established that a rental certificate is required prior to legally renting a dwelling unit. The following questions and answers are intended to explain some of the requirements of that code.

Q: What properties are affected by the code?

A: The provisions of the model code as amended by the town regulate all rental dwelling units within town. If a complaint is received by the Housing Department an inspector will be dispatched to determine the legitimacy of the complaint.

Q: Are there any exceptions that preclude the need to obtain rental certificates for rental units within the zone?

A: Yes there are exceptions listed in Chapter nine of the code.



Q: What is the fee for the certificate?

A: The fee is \$150 for a two-year certificate.

Q: Is there any other information that must be submitted?

A: Yes if the property has a private well a water test conducted by a licensed laboratory must be submitted and if the property has a septic system proof that the system has been cleaned within four years must also be submitted. If the structure contains 1 to 3 dwelling units, a Parking Plan must be submitted pursuant to the Residential Off Street Parking Ordinance.

Q: Who must be present at the inspection?

A: It is the property owner's responsibility to conduct the inspection around the property. The owner may delegate a representative 18 years or older to act as an agent of the owner. It should also be understood that only the tenant(s) can grant access to an occupied dwelling unit.

Q: With respect to the previous answer then must the tenant be present for the inspection?

A: No, but only if a written "right of entry" form is presented to the inspector prior to the inspection. Please be advised that if a dwelling is rented to several individuals all must grant written or verbal right of entry.



Q: What aspects of the property are regulated by the code?

A: The code is divided into sections that regulate the various aspects of the property and any structures within. The interior and exterior of any structure, lighting, ventilation, occupancy limits, plumbing facilities, heating, electrical components, and fire safety are the general topics. The inspector will examine the premises for any violations regarding the above criteria as set forth by the code.

Q: Where can I obtain a copy of the code?

A: The Housing Department has a limited number of copies for sale at market price. The supplement will be provided at no charge. You may also purchase the model codebook directly from the International Code Council.

Q: What if a conflict arises between this code and another?

A: The code references other standards that take precedence over the provisions of the Housing Code.