

Housing Code Inspection - Request for Service

Town of Enfield
Division of Building Inspection
820 Enfield St
Enfield, CT 06082
860-253-6370



Return completed form to buildingofficial@enfield.org referencing the address and "Housing Complaint" in the subject line or mail / deliver to the address above.

Owner or Tenant (complainant) to fill out the information below.

Address of Complaint: _____ Unit # _____

Requested by: _____

Complainant is: Owner or Tenant? (Circle one)

Phone Number: Home _____ Cell _____

Email: _____

Name and contact information for person responsible (i.e., owner / or property manager):

Date and method (i.e., email, phone call, in person) of reporting issue to person named above:

I hereby certify that I am the lawful tenant or owner of the property subject to this complaint and that the information I am providing is true and accurate to the best of my knowledge and belief.

Signature of Complainant _____

Office Use Only	
Date Received _____	Tracking Number _____

Please read the below list of possible violations. Check the box if applicable to your complaint and list how it pertains to the unit in the space below the check box.

Sec. 14-91. - Maintenance of structural elements.

No person shall occupy as owner-occupant, or let to another for occupancy, any dwelling or multifamily dwelling, dwelling unit, rooming house, rooming unit, or portion thereof for the purpose of living therein, which does not comply with the following requirements:

- 1) *Accessory structure.* All accessory structures, including detached garages, shall be maintained structurally sound and in good repair.
 List area(s) affected and reason for complaint:

- 2) *Foundations, walls, floors and ceilings.* Every foundation, floor, ceiling, wall, chimney and all exterior surfaces shall be maintained in a workmanlike state of maintenance and repair and shall be kept in such condition as to be reasonably weathertight, watertight and rodentproof; and shall be capable of affording privacy.
 List area(s) / rooms affected and reason for complaint:

- 3) *Foundation support.* The foundation elements shall be maintained so as to adequately support the building at all points.
 List area(s) affected and reason for complaint:

- 4) *Roofs.* The roof shall be structurally sound, tight, and have no defects which might admit rain; and roof drainage shall be adequate to prevent rainwater from causing dampness in the walls or interior portion of the building.
 List area / rooms affected and reason for complaint:

- 5) *Windows and doors.* Every window, exterior door and basement hatchway shall be reasonably weathertight and rodentproof and shall be kept in sound working condition and good repair.
 List area(s) / rooms affected and reason for complaint:

- 6) *Stairs and porches.* Every inside and outside stair, every porch and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon and shall be kept in sound condition and good repair.
 List area(s) affected and reason for complaint:

- 7) *Door and window hardware.* Every exterior door and every window shall be supplied with an interior lock and shall be maintained in good condition.
 List area(s) / rooms affected and reason for complaint:
- 8) *Exit doors.* Every door available as an exit shall be capable of being opened from the inside, easily and without the use of a key.
 List area(s) / rooms affected and reason for complaint:
- 9) *Screening.* Guards and screens shall be supplied for protection against rodents and insects in accordance with the following requirements:
- a) *Guards for basement windows.* Every basement or cellar window used or intended to be used for ventilation, and every other opening to a basement which might provide an entry for rodents or other pests, shall be supplied with a screen or such other device as will effectively prevent their entrance.
 List area(s) / rooms affected and reason for complaint:
- b) *Insect screens.* From June first to October fifteenth of each year, every door opening directly from any dwelling to the outside, and every window or other outside opening used or intended to be used for ventilation, and any other opening which might provide an entry for insects or other pests, shall be supplied with a screen or such other devices as will effectively prevent their entrance. All screen doors shall have a self-closing device maintained in good working condition.
 List area(s) / rooms affected and reason for complaint:
- 10) *Bathroom floors.* Every toilet, kitchen and bathroom floor surface shall be constructed and maintained so as to be substantially impervious to water and so as to permit such floor to be easily (kept in a clean and sanitary condition).
 List rooms affected and reason for complaint:
- 11) *Pipes and plumbing facilities.* Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition, free from defects, leaks and obstructions.
 List area(s) / rooms affected and reason for complaint:

Sec. 14-92. - Sanitary facilities.

The following minimum sanitary facilities shall be supplied and maintained in sanitary, safe working condition.

- 1) ***Bathroom.*** Every dwelling unit shall contain within its walls a separate room which affords privacy to any person within said room and which is equipped with the following required facilities:
 - a) ***Flush water closet.*** Such room shall be equipped with a flush water closet in good working condition and properly connected to an approved water and sewer system.
 List area(s) / rooms affected and reason for complaint:
 - b) ***Lavatory basin.*** Such room shall be equipped with a lavatory in good working condition and properly connected to an approved water and sewer system.
 List area(s) / rooms affected and reason for complaint:
- 2) ***Bathtub or shower.*** Every dwelling unit shall contain within its walls a room which affords privacy to any person in such room and which is equipped with a bathtub or shower which is in good working condition and which is properly connected to an approved water and sewer system as herein provided. Such bathtub or shower may be provided within the bathroom required in the immediately preceding subsection.
 List area(s) / rooms affected and reason for complaint:
- 3) ***Kitchen.*** Every dwelling unit shall contain a separate room or area for the storage, preparation, cooking and eating of food. Such room or space shall be provided within the following minimum facilities:
 - a) ***Kitchen sink.*** Such room or space shall contain a kitchen sink, in addition to the lavatory required by this section, which is in good working condition and properly connected to an approved water and sewer system.
 Reason for complaint:
 - b) ***Stove space.*** Such room or area shall contain adequate space for the installation of a stove or other authorized cooking facilities in such a manner that the stove or facilities may be easily accessible yet not located so as to endanger persons utilizing the other kitchen facilities.
 Reason for complaint:
 - c) ***Food storage space.*** Such room or area shall contain adequate space for dry food storage and, in addition, adequate space for refrigerated food storage facilities.
 Reason for complaint:

- 4) *Eating space.* Every dwelling unit shall include adequate space for a dining table of ample size to accommodate as many persons as are authorized to occupy the dwelling unit.
 Reason for complaint:
- 5) *Hot water.* Every kitchen sink, lavatory basin, shower or bathtub required under the provisions of this section and any laundry facility installed in any dwelling unit, shall be provided with both hot and cold running water under pressure. The required flush water closet, however, need only be provided with cold water under pressure.
 List area(s) / rooms affected and reason for complaint:
- 6) *Water heating facilities.* Every dwelling unit shall be supplied with water heating facilities which are installed in an approved manner, properly maintained, and properly connected with hot water lines to the fixtures required to be supplied with hot water under this section. Water heating facilities shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub, shower and laundry facility or other similar units, at a temperature of not less than 110 degrees Fahrenheit at any time needed.
 Reason for complaint:
- 7) *Rubbish and garbage facilities.* Every dwelling and dwelling unit shall be provided with facilities for the safe and sanitary storage of rubbish and garbage and with facilities and services for the regular removal or disposal of such refuse.
 Reason for complaint:
- 8) *Insect and rodent harborage.* Buildings used for human habitation shall be kept free from insect and rodent infestation, and where insects or rodents are found they shall be promptly exterminated by acceptable processes which will not be injurious to human health. After extermination, proper precautions shall be taken to prevent reinfestation.
 List area(s) / rooms affected and reason for complaint:
- 9) *Safe storage for drugs and household poisons.* Each dwelling unit shall have facilities for the safe storage of drugs and household poisons.
 Reason for complaint:
- 10) *Heating and electrical facilities.* Every dwelling or dwelling unit shall be provided with heat and electricity in accordance with the following requirements:

a) *Heating facilities.* Every dwelling and multifamily dwelling shall be supplied with heating facilities that shall be properly installed, safely maintained and in good working condition, and that are capable of safely and adequately heating all habitable rooms, bathrooms, and toilet rooms located herein, to a temperature of at least 65 degrees Fahrenheit.

List area(s) / rooms affected and reason for complaint.

b) *Electrical facilities.* Every dwelling unit and all public and common areas shall be supplied with an approved electric service, outlets and fixtures which shall be properly installed, shall be maintained in good and safe working condition and shall be connected to the source of electric power in a manner prescribed by the ordinances, rules and regulations of the town:

1) Every habitable room of a dwelling or multifamily dwelling shall contain at least two separate and remote outlets, one of which may be a ceiling or wall-type electric light fixture.

List area(s) / rooms affected and reason for complaint:

2) In kitchens, three separate and remote wall-type electric convenience outlets or two such convenience outlets and one ceiling or wall-type electric light fixture shall be provided.

List area(s) / rooms affected and reason for complaint:

3) Every public hall, water closet compartment, bathroom, laundry room or furnace room, shall contain at least one electric light fixture.

List area(s) / rooms affected and reason for complaint:

4) In addition to the electric light fixture in every bathroom and laundry room, there shall be provided at least one electric outlet.

List area(s) / rooms affected and reason for complaint:

11) *Installation and maintenance.* All supplied equipment and facilities shall be constructed, installed, and maintained in accordance with the following provisions:

a) *Plumbing systems and fixtures.* In buildings and structures used for human habitation, water lines, plumbing fixtures, chimneys, flues, stacks, waste and sewer lines, vents and drains shall be properly installed, connected, and maintained in working order and shall be kept free from obstructions, leaks and defects and capable of performing the function for which they are designed. All repairs and installations shall be made in accordance with the provisions of the building code.

List area(s) / rooms affected and reason for complaint:

b) *Heating equipment.* Every heating, cooking, and water heating device located in a dwelling or multifamily dwelling shall be properly installed, connected, and maintained, and shall be capable of performing the function for which it was designed in accordance with the provisions of the building code.

List equipment affected and reason for complaint:

c) *Correction of defective system.* Where it is found, in the opinion of the building official, that the electrical system in a building constitutes a hazard to the occupants or the building by reason of inadequate service, improper fusing, insufficient outlets, improper wiring or installation, deterioration or damage, or for similar reasons, he shall require the defects to be corrected to eliminate the hazard.

List area(s) / rooms affected and reason for complaint:

d) *Other facilities and equipment.* All other equipment and all building space and parts in every dwelling and multifamily dwelling shall be constructed and maintained so as to properly and safely perform their intended function in accordance with the provisions of the building code.

List area(s) / rooms affected and reason for complaint:

12) *Removal or discontinuance.* No owner, operator or occupant shall, for any reason, including nonpayment of rent or breach of any condition or covenant of a lease, cause any service, facility, equipment or utility which is required under this housing code to be removed from or shut off from or discontinued for any occupied dwelling let by him except for such temporary interruption as may be necessary while actual repairs or alterations are in process, or during temporary emergencies when discontinuance of service is approved by the building official, or except when so authorized under the statutes of the state.

Reason for complaint.

Sec. 14-93. - Light and ventilation.

a) *Natural light in habitable rooms.* Every habitable room shall have at least one window of approved size facing directly to the outdoors or to a court. The minimum total window area, measured between stops, for every habitable room shall be ten percent of the floor area of such room, except in kitchens when artificial light may be provided in accordance with the provisions of the building code. Whenever walls or other portions of a structure face a window of any room and such obstructions are located less than three feet from the window and extend to a level above that of the ceiling of the room, such a window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

List area(s) / rooms affected and reason for complaint:

- b) *Light in public halls and stairways.* Every common hall and stairway in every dwelling or multifamily dwelling shall be adequately lighted at all times with an illumination of at least ten footcandles in the darkest portion of the normally traveled stairs and passageways.
 List area(s) / rooms affected and reason for complaint:
- c) *Adequate ventilation.* Every habitable room shall have at least one window which can be easily opened or such other device as will adequately ventilate the room. The total openable window area in every habitable room shall be equal to at least 45 percent of the minimum window area size required, except where mechanical ventilation is provided in accordance with the provisions of the building code.
 List area(s) / rooms affected and reason for complaint:
- d) *Ventilation and light in bathroom and water closet.* Every bathroom and water closet compartment shall comply with the light and ventilation requirements for habitable rooms as required by subsections (a) and (c) of this section; except that no window shall be required in bathrooms or water closet compartments equipped with an approved ventilation system.
 List area(s) / rooms affected and reason for complaint:

Sec. 14-94. - Use, space, occupancy and location requirements.

- a) *Minimum ceiling heights.* Habitable rooms in existing buildings, shall have a clear ceiling height of not less than 7 $\frac{1}{3}$ feet; except, that in attics or top half-stories, the ceiling height shall not be less than seven feet in not less than one-third of the area when used for sleeping, study or similar activity. The floor area of that part of any room where the ceiling height is less than the required height under this section shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.
 List area(s) / rooms affected and reason for complaint:
- b) *Required space in dwelling units.* Every dwelling unit shall contain a minimum gross floor area of not less than 150 square feet for the first occupant, and 100 square feet for each additional occupant. The floor area shall be calculated on the basis of the total floor area of all habitable rooms.
 List area(s) / rooms affected and reason for complaint:
- c) *Required space in sleeping rooms.* In every dwelling unit, every room occupied for sleeping purposes shall have a minimum gross floor area of at least 70 square feet per occupant.
 List area(s) / rooms affected and reason for complaint:

d) *Access limitation of dwelling unit to commercial uses.* No bathroom or water closet compartment which is accessory to a dwelling unit shall open directly into or shall be used in conjunction with a food store, barber or beauty shop, doctor's or dentist's examination or treatment room, or similar room used for public purposes.

List area(s) / rooms affected and reason for complaint:

e) *Exits.* Every dwelling unit shall have as many safe, unobstructed means of egress leading to safe and open space at ground level as are required by the statutes, ordinances and regulations of the state and town.

List area(s) / rooms affected and reason for complaint:

f) *Basement or cellar space.* No basement or cellar space shall be used as a habitable room or dwelling unit unless:

(1) The floor and walls be impervious to leakage of underground and surface runoff water and are insulated against dampness;

List area(s) / rooms affected and reason for complaint:

(2) The total of window area in each room be equal to at least the minimum window area sizes as required in [section 14-93\(a\)](#), and the electrical facilities as required by [section 14-92\(j\)\(2\)a](#) are provided;

List area(s) / rooms affected and reason for complaint:

(3) The total of openable window area in each room be equal to at least the minimum as required under [section 14-93\(c\)](#), except where there is supplied some other device affording adequate ventilation and approved by the building official.

List area(s) / rooms affected and reason for complaint:

Sec. 14-95. - Minimum requirements for safety from fire and toxic substances.

a) *Generally.* No flammable liquid with a flash point of 110 degrees Fahrenheit or lower shall be stored in or in close proximity of any dwelling or dwelling unit including flammables stored within motorcycles, lawnmowers and other similar type machinery.

List area(s) / rooms affected and reason for complaint:

b) *Storage of flammable liquids prohibited.* No dwelling, multifamily dwelling, dwelling unit, or rooming unit shall be located within a building containing any establishment handling, dispensing or storing flammable liquids with a flash point of 110 degrees Fahrenheit or lower.

List area(s) / rooms affected and reason for complaint:

- c) *Cooking and heating equipment.* The use of portable heating and cooking equipment employing a flame is prohibited within any dwelling or dwelling unit, except as permitted in accordance with the statutes, ordinances and regulations of the state and the town.
 List area(s) / rooms affected and reason for complaint:
- d) *Health hazards.* Every dwelling or dwelling unit shall be free from hazards to health due to the presence of toxic substances, e.g., lead-based paint.
 List area(s) / rooms affected and reason for complaint:
- e) *Accumulations of rubbish, boxes, lumber, etc.* No person shall accumulate rubbish, boxes, lumber, scrap metal or any other materials in such a manner that may provide a harborage for rodents or insects in or about any dwelling or dwelling unit.
 Reason for complaint:

Sec. 14-96. - Rooming houses.

No person shall operate a rooming house, or shall occupy or let to another for occupancy any rooming unit in any rooming house, except in compliance with the following provisions and every other provision of this housing code:

- 1) *Water closet, hand lavatory and bath facilities.* At least one water closet, lavatory basin, and bathtub or shower properly connected to an approved water and sewer system and in good working condition, shall be supplied for each four rooms within a rooming house. All such facilities shall afford privacy and be located within the residence building served and shall be directly accessible from a common hall or passageway and shall be not more than one story removed from any of the persons sharing such facilities. Every lavatory basin and bathtub or shower shall be supplied with hot and cold water at all times. Such required facilities shall not be located in a cellar.
 List area(s) / rooms affected and reason for complaint:
- 2) *Minimum floor space for sleeping purposes.* Every room occupied for sleeping purposes shall contain at least 70 square feet of floor space per occupant.
 List area(s) / rooms affected and reason for complaint:
- 3) *Bed linen and towels when supplied by operator.* The operator of every rooming house shall change supplies, bed linen and towels therein at least once a week and prior to the letting of any room to any occupant. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary manner.
 Reason for complaint:

- 4) *Shades, drapes, etc.* Every window of every rooming unit shall be supplied with shades, drawn drapes, or other devices and the material shall meet fire safety standards which, when properly used, will afford privacy to the occupant of the rooming unit.
 - List area(s) / rooms affected and reason for complaint:

- 5) *Egress.* Every rooming unit shall have safe, unobstructed means of egress leading to safe and open space at ground level, as required by the statutes, ordinances and regulations of the state and the town.
 - List area(s) / rooms affected and reason for complaint:

- 6) *Sanitary conditions.* The operator of every rooming house shall be responsible for the sanitary maintenance of all walls, floors, and ceilings, and for maintenance of a sanitary condition in every other part of the rooming house; and he shall be further responsible for the sanitary maintenance of the entire premises where the entire structure or building is leased or occupied by the operator.
 - List area(s) / rooms affected and reason for complaint:

- 7) *Hotels.* Every provision of this chapter which applies to rooming houses shall also apply to hotels, except to the extent that any such provision may be found in conflict with the laws of this state or with the lawful regulations of any state board or agency.
 - Reason for complaint:

DIVISION 3. - RESPONSIBILITY OF OWNERS AND OCCUPANTS

- **Sec. 14-121. - Owner's responsibilities.**

The responsibilities of owners and occupants contained in this division are in addition to those specified elsewhere throughout this housing code.

- 1) An owner shall:
 - a) Comply with the requirements of G.S. chs. 368o, 830 and 833a and all applicable building and housing codes materially affecting health and safety of both the state and town;
 - Reason for complaint:

 - b) Make all repairs and do whatever is necessary to put and keep the premises in a fit and habitable condition, except where the premises are intentionally rendered unfit or uninhabitable by the occupant, a member of his family or other person on the premises with his consent, in which case such duty shall be the responsibility of the occupant;
 - Reason for complaint:

- c) Keep all common areas of the premises in a clean and safe condition;
 - List area(s) affected and reason for complaint:

- d) Maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances and elevators, supplied or required to be supplied by him;
 - Reason for complaint:

- e) Provide and maintain appropriate receptacles and covers for the removal of ashes, garbage, rubbish and other waste incidental to the occupancy of the dwelling unit and arrange for their removal.
 - Reason for complaint:

- 2) The owner and occupant of a dwelling unit may agree that the occupant is to perform specified repairs, maintenance tasks, alterations or remodeling if:
 - a) The agreement of the parties is entered into in good faith;
 - b) The agreement is in writing;
 - c) The work is not necessary to cure noncompliance with subsections (a)(1) and (a)(2) of this section; and
 - d) The agreement does not diminish or affect the obligation of the owner to other occupants in the premises.
 - Reason for complaint:

- 3) Compliance by nonconforming rooms, etc. Each habitable room or dwelling unit that does not conform to this housing code and becomes vacated for any reason for a period of 15 days shall conform to this housing code before it is deemed habitable again. The owner of each habitable room or dwelling unit shall be held responsible for compliance to this housing code in any instance where such an habitable or dwelling unit is considered noncomplying. Such work as is necessary to bring each habitable room or dwelling unit that is ruled noncomplying up to the standards as noted in this housing code shall be completed within six months of adoption of this housing code.
 - List area(s) affected and reason for complaint:

- 4) Shared or common areas. Every owner of a dwelling containing two or more dwelling units shall be responsible for maintaining in a clean and sanitary condition the shared or common areas of the dwelling and premises thereof. The owner and occupant may agree only under terms of a lease executed in writing that the tenant assume responsibility for keeping the common areas of the premises in a clean and safe condition.
 - List area(s) affected and reason for complaint:

Sec. 14-122. - Occupant's responsibilities.

- a) *Occupant's duties and responsibilities generally.* An occupant shall:
- 1) Comply with all obligations primarily imposed upon occupants by applicable provisions of any building or fire code materially affecting health and safety;
 Reason for complaint:

 - 2) Keep such part of the premises that he occupies and uses as clean and safe as the condition of the premises permit;
 List area(s) affected and reason for complaint:

 - 3) Remove from his dwelling unit all ashes, garbage, rubbish and other waste in a clean and safe manner to the place provided by the owner pursuant to [section 14-121\(1\)e](#);
 List area(s) affected and reason for complaint:

 - 4) Keep all plumbing fixtures and appliances in the dwelling unit or used by the occupant as clean as the condition of such fixture or appliance permits;
 List area(s) affected and reason for complaint:

 - 5) Use all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances, including elevators, in the premises in a reasonable manner;
 Reason for complaint:

 - 6) Not willfully or negligently destroy, deface, damage, impair, or remove any part of the premises or permit any other person to do so.
 List area(s) affected and reason for complaint:
- b) *Responsibility for extermination.* Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises; and every occupant of a dwelling unit in a dwelling containing more than one dwelling unit shall be responsible for such extermination whenever his dwelling unit is the only dwelling unit within that dwelling that is infested.
 List area(s) affected and reason for complaint: