



**Town of Georgetown  
Sussex County, Delaware**

**Request for Proposal  
Residential Rental Unit Inspections**

Town of Georgetown  
37 The Circle  
Georgetown, DE 19947  
[www.georgetowndel.com](http://www.georgetowndel.com)  
(302) 856-7391

December 12, 2024

# Requests for Proposals | Residential Rental Unit Inspections

## Town of Georgetown

### **SUMMARY**

The Town of Georgetown, Sussex County, Delaware, invites interested firms and individuals with Code Enforcement experience to submit written proposals for Residential Rental Unit Inspection Services to the Town of Georgetown. As the Inspector of residential rental properties, the selected firm will be expected to provide yearly inspections of approximately 300<sup>1</sup> rental units, based upon criteria established by the Town in its Rental Property Inspection Ordinance, the International Property Maintenance Code, and accompanying checklist; schedule inspections and, as needed, reinspect properties; provide administrative support to the inspection process, to include, but not limited to, inputting inspections into database and compiling reports as needed; and other services in conjunction with inspections as required. A copy of the Town's Rental Property Inspection Ordinances are included with and incorporated into this RFP.

### **OVERVIEW OF THE REQUEST FOR PROPOSALS PROCESS**

The Request for Proposal & Qualifications (RFP) is part of a competitive procurement process, which helps to serve the Town's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiating being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determining factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Town has the flexibility it needs to negotiate to arrive at a mutually agreeable relationship.

### **PROPOSAL SUBMISSION**

An original, clearly marked as "ORIGINAL", three copies, and one (1) electronic copy of each proposal shall be submitted in sealed envelopes and must be marked with "RESIDENTIAL RENTAL PROPERTY INSPECTION PROPOSAL" and addressed to:

Eugene S. Dvornick, Jr.  
Town Manager  
37 The Circle  
Georgetown, DE 19947  
gdvornick@georgetowndel.com

The proposal must be received no later than Monday, January 6, 2025, at 4:00 PM.

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<sup>1</sup> Properties inspected in 2024: 276; inspected in 2023: 237

**Faxed and emailed proposals will NOT be accepted, excepting the required electronic copy.  
Any inquiry concerning this RFP should be directed in writing to, no later than  
December 30, 2024:**

Eugene S. Dvornick, Jr.  
gdvornick@georgetowndel.com

All documents/information submitted in response to this solicitation may be available to the general public. The Town will not be responsible for any costs incurred by responding firms in the preparation or presentation of proposals. The Town reserves the right to reject any or all proposals, with or without cause, and to waive any irregularities or informalities in the proposals. The Town further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Town reserves the right to resolicit proposals.

### **GENERAL INFORMATION ON THE TOWN OF GEORGETOWN**

The Town of Georgetown is in Sussex County, Delaware, and operates under the Council-Manager form of government with a five (5) member Town Council, including the mayor, and a Town Manager. The Town recognizes a strong manager-council form of government. The Town is 5.02 square miles with approximately 1,221 residential rental units. Most of the Town is developed. The Town has a Code Enforcement Staff of two employees: one full-time and one part-time; as well as three full-time Planning and Zoning staff. The Town Council meets the first and third Monday of each month for its regular public meetings. The Town has an approximate residential population of 7,134, and an annual budget across multiple funds of approximately \$8.9 million.

### **MINIMUM QUALIFICATIONS**

The selected firm must provide personnel who meet the following minimum criteria:

- 1) A minimum of three (3) years of residential Code Enforcement experience.
- 2) A minimum of three (3) years of experience in residential property inspections.
- 3) Knowledge and general understanding of the standards contained in the Code of the Town of Georgetown (georgetowndel.com).
- 4) General expertise and experience in all aspects of residential property maintenance and construction.
- 5) A clean and satisfactory criminal background for all employees and staff working for, and on behalf of, the Town of Georgetown. The Town reserves the right to require background checks for any employee serving the Town.

### **TERM**

This is an annual appointment, January 1 through December 31 to commence on January 15, 2025, The Residential Rental Property Code states that registration of properties is an annual requirement, and inspections are required on a rolling two-year basis based on the Ward in

which the property is located. Inspection services shall be provided for properties in two wards each year. Inspections of applicable properties must be completed no later than February 1st and licensure of rental units is required by March. For 2025 purposes, inspections shall be scheduled by February 1, 2025, and completed no later than March 31, 2025.

### **SCOPE OF SERVICES TO THE TOWN OF GEORGETOWN**

The services may include, but are not limited to:

- 1) Conduct annual inspections, and re-inspections, of properties, as directed by the Town.
- 2) Inspection results are to be provided no later than 24 hours after completion of the inspection.
- 3) Follow up on remediation requirements and reinspection of non-compliant properties.
- 4) Assistance to Town staff in the implementation of the Residential Rental Property Inspection Ordinance, as needed.
- 5) Maintain liaison with the Town's Planning and Code Enforcement staff.
- 6) Prepare monthly status reports on inspections.
- 7) Refer any other noted structural deficiencies or other violations of Georgetown Property Maintenance Codes to the Code Enforcement Office.

### **MANDATORY CONTENT OF PROPOSAL**

#### **A. Contact Information**

- 1) Provide the name and address of the firm, the name, telephone number, fax number, and email address of the individual responsible for the preparation of the proposal.
- 2) List the names of the firm's owners/partners/principals and all local offices of the firm.
- 3) Identify the location of the firm's main office that will be working with the Town of Georgetown.

#### **B. Executive Summary**

- 1) An executive summary of not more than two (2) pages, identifying and substantiating why the Proposer is best qualified to provide the requested services.

#### **c. Level of Service**

- 1) Provide a staffing plan listing those employees who will be assigned on the engagement should your firm be selected. Include the relevant resume information of the individuals who will be assigned, including a description of each individual's relevant professional experience, years and type of experience and number of years with the firm.

#### **D. References**

- 1) List of all Delaware local government jurisdictions where your firm presently, or within the past 5 years, performs residential property inspections, code enforcement, or provides similar services. Identify the duration and scope of service at each community.
- 2) Identify up to three non-municipal clients you wish to include as references.

### **E. Disciplinary Actions**

- 1) Provide a description of any ongoing investigations, claims, and/or litigation matters involving the firm, its owners, partners, principals, officers, or other individuals employed by the firm. Please give a history of the same over the past ten (10) years.

### **F. Insurance**

- 1) Identify your insurance carrier(s) and coverage(s) applicable to the services described herein. Such coverage must include, at a minimum, Workers Compensation, Employer's Liability, Commercial General Liability, Comprehensive Automobile Liability, and Professional Liability coverage. Include insurance certificates summarizing such insurance coverage.

### **G. Fees**

- 1) The Town understands that each firm bills differently. The Town is willing to consider proposals specifying a fixed monthly fee or a per-unit fee. If fees are submitted on a "per-unit" basis, the per unit fee shall encompass any necessary re-inspections for any given unit.
- 2) Firms shall itemize their fee schedule to include all anticipated costs, with an explanation of how costs are calculated and the methodology used to do the same. Itemized costs shall include ALL costs intended to be passed onto the Town, including but not limited to professional consulting costs, and all ancillary expenses such as travel, copying, phone, postage, etc.
- 3) Identify any increase in rates for your municipal clients over the past five (5) years.

### **H. Miscellaneous**

- 1) Please discuss any other factors not mentioned above which you believe relevant to the consideration of your firm.

## **INTERVIEW**

The Town of Georgetown reserves the right to interview any or all of the firms submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete as submitted. However, while there is no specified page limit to a response to this RFP, applicants are advised to only provide material relevant to the request and qualifications for service. Please avoid providing extensive boilerplate, corporate marketing, or filler material.

## **SELECTION PROCESS**

All proposals will be reviewed by the Town Manager, Finance Staff, Planning Staff, and Code Enforcement Staff, and legal counsel as necessary, to determine responsiveness and qualifications. Non-responsive or incomplete proposals will be rejected without evaluation. For firms that satisfy the Minimum Qualifications and the Mandatory Proposal Content portions of the application, the Town's evaluation will include but not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- 1) The firm's general approach to providing the services required under this RFP.
- 2) The firm's documented experience in successfully completing contracts of a comparable size and scope of the engagement addressed by this RFP.
- 3) The qualification and experience of the firm's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of comparable size and scope to the services required by this RFP.
- 4) The overall ability of the firm to mobilize, undertake, and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory, and other staff proposed by the firm to perform the services required by this RFP, the availability and commitment to the engagement of the firm's management, supervisory, and other staff proposed.
- 5) The firm's oral presentation and interview, if requested by the Town, shall assist with affirming or supplementing information contained within the RFP.
- 6) The Town may reject any and all proposals, whole or in part, for any reason.
- 7) The Town has the right to waive any irregularities in the proposal.
- 8) Costs and fee schedules.
- 9) The final selection shall be made using criteria judged to be of the maximum benefit to the Town as a whole.

### **SELECTION AND CONTRACT**

The Town will select the firm deemed most advantageous to the Town, with price and other factors considered. The resulting contract will include this RFP, any clarifications, and addenda thereto, the selected firm's proposal, and any changes negotiated by the parties. All contracts shall be subject to the laws of the State of Delaware. The venue for any contract disputes will be in the State courts of the State of Delaware.

Attachments:

- Chapter 167 – Residential Rental Properties
- Ordinance 2024-08
- Housing Inspection Form
- Map of Town Wards

## Chapter 167. Residential Rental Properties

[HISTORY: Adopted by the Town Council of the Town of Georgetown 2-28-2022 by Ord. No. 2022-01. Amendments noted where applicable.]

### Article I. Purpose, Definitions, and Exceptions

#### § 167-1. Purpose.

The purpose of this chapter is to:

- A. Ensure public health, safety and welfare of occupants of rental units/properties, their occupants and surrounding properties;
- B. Establish minimum standards and procedures governing the maintenance and conditions of all rental dwelling unit properties; and
- C. Provide an organized inspection program and schedule that achieves the above objectives.

#### § 167-2. Definitions.

As used in this chapter, the following words shall have the following definitions:

##### **CODE ENFORCEMENT OFFICER**

A sworn or nonsworn inspector, officer, or investigator, who possesses specialized training in and whose primary duties are the prevention, detection, investigation, and enforcement of violations of laws regulating public nuisance, public health, safety, and welfare, housing standards, public works, business activities and consumer protection, building standards, land use, or municipal affairs.

##### **LANDLORD**

A person and/or an authorized representative who leases or otherwise permits another person to occupy a rental unit for money or other consideration.

##### **OWNER**

A person, persons, corporation, partnership, limited liability company, or any other entity holding fee title to the subject real property.

##### **PERSON**

An individual, proprietorship, partnership, corporation, association, or other legal entity.

##### **RENTAL DWELLING UNIT (RDU)**

A single unit providing living facilities for one or more natural persons that has permanent provisions for living, sleeping, and sanitation, and is rented or available to tenants. Leasing or allowing occupancy usage of a rental dwelling unit may occur, either directly or by an agent, for consideration of value, including personal services, paid or tendered to or for the use or benefit of the lessor.



## TENANT

One or more natural persons who occupy a rental unit for which said person pays money or gives other consideration.

## TOWN

The Town of Georgetown, Delaware.

## § 167-3. Exceptions.

All rental dwelling units shall be subject to the requirements of this chapter, except for the following:

- A. Rental dwelling unit for transient lodging, including hotels, motels, inns, and tourist homes.
- B. Rental dwelling units in a state licensed hospital, hospice, community care facility or nursing home; convent, monastery, or other facility occupied exclusively by members of a religious order; on-campus fraternity or sorority houses; or on-campus housing accommodations owned, operated, or managed by an institution of higher education or secondary school for occupancy by its students.
- C. Rental dwelling units that are owned, operated by, or receive funding or subsidies from federal, state, or local government entities and are inspected by a governmental entity at least once every five years.
- D. Rental units exceeding 30 units with full-time property managers on-site, provided that they shall share their inspection protocols and the frequency of their inspections with the Town Manager or his/her designee. The Town Manager or designee shall request that the property manager submit an annual summary of the findings of these inspections.

## Article II. Certification, License, and Fees

### § 167-4. Certification and application.

No annual license for a rental dwelling unit (RDU) shall be issued under this chapter unless the applicant shall certify in writing, on a form prepared by the Town, that:

- A. Each such RDU has a functioning smoke detection device and those other safety devices required by the Delaware Office of the State Fire Marshal.
- B. The number and occupancy of people per unit or building is in compliance with the Town's Housing Code, Building Code and Zoning Ordinance.<sup>[1]</sup>

[1] *Editor's Note: See Ch. 116, Housing Standards; Ch. 61, Building Construction; and Ch. 230, Zoning, respectively.*

- C. The license holder shall maintain the appearances of the dwelling, parking area and grounds.
- D. The license holder or applicant avers that the unit meets the current applicable federal and state laws and local ordinances, including but not limited to the Building Code, Zoning Ordinance, Housing Code, and other health and safety and fire codes applicable within the Town of Georgetown.

### § 167-5. License required.

Each person, partnership or other entity who rents to or offers to rent a rental dwelling unit property within the Town of Georgetown shall register to obtain a rental unit license and pay an annual fee as specified in Town Code Chapter 98, Fees, § 98-6. The Town reserves the right to review and amend the annual license fee and shall give the license holders 60 days' notice of any change to the annual fee.

## § 167-6. License information; display.

Each rental license shall include the name and address of the owner; address of the property; email and phone number of owner and property manager; and shall note the maximum number of residents that can occupy the property. The license shall display the phone number of the Town Code Enforcement Officer for the registration of any complaints regarding the property. This notice shall be in English and Spanish. The license shall be displayed on an interior surface nearest to the main source of entry.

## § 167-7. Pre-license inspection fees.

A pre-license inspection is required on all new rental dwelling unit properties at the applicant's expense. The Town Manager or his designee shall develop and maintain an inspection program and checklist for inspection of RDU properties. The fee for such inspection shall be as specified in Chapter 98 and to be paid at the time of application. Any additional fees required by the inspection that are not normally required will be invoiced. If a license lapses, or there is a change in ownership, a pre-license inspection and fee shall be required as if it were new.

## § 167-8. Failure to license.

Failure to license or relicense the property within 30 calendar days is subject to penalties as specified in Town Code Chapter 1, General Provisions, § 1-13. If an RDU is not licensed within the 30 calendar days noted above, the property must remain vacant until such time as the owner complies with licensure requirements.

## § 167-9. License period.

Issuance of an annual rental dwelling unit property license shall be January 1 through December 31.

## § 167-10. Payment of license fees.

Fees shall be as adopted in Chapter 98, Fees, § 98-6, of the Town Code.

# Article III. Biennial Inspections, Authorization, Timing, Removal, and Suspension

## § 167-11. Authorization to conduct inspections.

- A. The Town Manager or his/her designee (Code Enforcement Officer or third-party inspector) is authorized to conduct inspections to ensure compliance with all provisions of this Code.
- B. Unoccupied dwellings. The inspector shall have the right of entry at any reasonable hour upon the premises. The inspector shall have the authority to inspect all unoccupied rental dwelling units upon giving 24 hours' notice to the owner, landlord or property manager.
- C. Occupied dwellings. The inspector will have the authority to inspect any occupied rental dwelling unit upon 48 hours' notice, or with immediate notice at any time when, upon reliable information, the inspector has reason to believe that violations of this Code or state law exist which could constitute serious threats to life, safety, health, or property.

## § 167-12. Inspection timing.

### A. Schedule for biennial inspections.

- (1) Inspections of all rental dwelling units will be performed biennially based on the ward in which the RDU is located.
- (2) More frequent inspections can occur if the authorized inspector determines that an immediate or imminent danger may exist that poses a risk to the health and safety of the tenants.
- (3) All properties are subject to biennial inspection as assigned by ward.
  - (a) Ward 1,3: odd years.
  - (b) Ward 2,4: even years.

## § 167-13. Removal of property from rental licensure program.

The legal owner of record for a property may request the removal of the entire property from the Town's rental licensure program by filling out the Town's removal request form. This request must include the reason for the removal and be completed by the owner of record.

## § 167-14. License suspension and revocation.

Any license issued under the provisions of this article may be revoked or suspended at any time for good cause, including but not limited to any of the following:

- A. Failure to comply with any provisions of this chapter and any applicable policies, directives or ordinances;
- B. Failure to allow required inspections;
- C. False or misleading information given or provided in connection with the application;
- D. Failure to timely pay any assessed fee(s);
- E. Failure to maintain good financial standing with the Town; and/or
- F. Failure to correct violations within the time period(s) prescribed within this Code.

## § 167-15. Notification of suspension or revocation.

The Town Manager shall notify a licensee that its license has been suspended or revoked, along with the reason for said suspension or revocation. Notification shall be made by all of the following: certified mail, USPS delivery, and posting of the notice at the Residential Dwelling Unit address. The notice shall state that the licensee has the right to appeal the suspension or revocation in writing within 10 business days of notification. Upon receipt of a written appeal, the Town Manager shall proceed with scheduling an appeal hearing as provided below:

- A. Notice of the above-described hearing shall be served on the licensee by certified mail, and US Postal delivery, and shall also be posted at the location of the licensed RDU not less than five business days before the date of said hearing.
- B. The hearing shall be conducted by the Board of Adjustment, in the same manner as outlined in Town Code Chapter **116**, Housing Standards, § 116- 19, Appeals, affording the licensee an opportunity to appear to address the charges. The Board of Adjustment shall make the final

decision in writing, including findings of fact and conclusions of law, and shall serve such decision via certified mail and US Postal Service delivery on the licensee within 30 business days following the conclusion of the hearing. The notice shall be given by certified mail and USPS delivery. The decision of the Board of Adjustment shall be the final administrative action.

## Article IV. Payment of Fees; Notice of Violation; Timing for Compliance; Conflicts

### § 167-16. Inspection, cancellation and no-show fees.

- A. If an inspector arrives on-site and the property is not ready, and the inspection was not canceled or rescheduled by the owner/property manager/operator at least 24 hours in advance, a fee of \$50 must be paid to the Town before the inspection will be rescheduled.
- B. If the inspector arrives at the predetermined inspection time and the owner/operator/property manager is a no show, a fee of \$50 will be assessed and must be paid to the Town before the inspection will be rescheduled.

### § 167-17. Notice of violation; powers and duties of Town Manager regarding enforcement.

In enforcing all the provisions of this chapter, the Town Manager may, within 10 days of determination of any violation of this chapter, issue any necessary notices and orders to cure or abate such conditions. As to violations of housing standards or imminent dangers to persons or property, the Town Manager shall have such powers and duties as are set forth in Chapter **116** of the Town Code, including but not limited to the power to order the property vacated.

### § 167-18. Timing for compliance.

If not otherwise specified herein, the timing for compliance with provisions of this chapter shall be as specified in Chapter **1**, § **1-18B**.

### § 167-19. Placement of lien for unpaid fees.

If the full amount of the inspection and license fees due to the Town are not paid within 30 days after billing, the Code Enforcement Official shall initiate proceedings to cause a lien to be placed upon the real estate.

### § 167-20. Conflicts with other provisions; requirements not specifically covered in chapter.

Unless explicitly stated otherwise, the requirements of this chapter shall supersede any general or potential conflicting provisions in other sections of the Code. Any requirement not specifically addressed by this chapter, which may be found necessary for the safety, health and general welfare of the occupants of any dwelling, shall be determined by the Town Manager, subject to appeal to the Board of Adjustment.



## ORDINANCE 2024-08

### AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, CHAPTER 167 THEREOF, ENTITLED RESIDENTIAL RENTAL PROPERTIES

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND  
HEREBY ORDAINS:

Chapter 167. Residential Rental Properties, Article III Biennial Inspections, Authorization, Timing, Removal, and Suspension, of the Code of the Town of Georgetown is hereby amended as follows:

Chapter 167. Residential Rental Properties

Section 1. Article II Certification, License, and Fees, of the Code of the Town of Georgetown is hereby amended as follows:

§ 167-9 License period.

~~Issuance of an An annual rental dwelling unit (RDU) property license shall be~~ **for the 12-month time period of January March 1 through December 31 February 28.**

Section 2. Article III Biennial Inspections, Authorization, Timing, Removal, and Suspension, of the Code of the Town of Georgetown is hereby amended as follows:

Article III. Biennial Inspections, Authorization, Timing, Removal, and Suspension

§ 167-11 Authorization to conduct inspections.

- A. The Town Manager or his/her designee (Code Enforcement Officer or third-party inspector) is authorized to conduct **biennial inspections and any other** inspections **necessary** to ensure compliance with all provisions of this Code.
- B. Unoccupied dwellings. The inspector shall have the right of entry at any reasonable hour upon the premises. The inspector shall have the authority to inspect all unoccupied rental dwelling units upon giving 24 hours' notice to the owner, landlord or property manager.
- C. Occupied dwellings. The inspector will have the authority to inspect any occupied rental dwelling unit upon 48 hours' notice **to the owner, landlord or property manager**, or with

immediate notice at any time when, upon reliable information, the inspector has reason to believe that violations of this Code or state law exist which could constitute serious threats to life, safety, health, or property.

§ 167-12. **Biennial** Inspection **frequency and** timing.

A. **Frequency** Schedule for **of** biennial inspections.

- 1) Inspections of all rental dwelling units will be performed biennially based **upon** the ward in which the RDU is located.
- 2) More frequent inspections ~~can~~ **may** occur if the authorized inspector determines that an immediate or imminent danger may exist that poses a risk to the health and safety of the tenants, **or to verify correction of deficiencies found during a prior inspection.**
- 3) All ~~properties~~ **RDU's, whether occupied or unoccupied** are subject to biennial inspection as assigned by ward, **as follows:** -
  - a. Ward 1,3: odd years.
  - b. Ward 2,4: even years.
- 4) **Fees for biennial inspections shall billed by the Town, at the rate set forth in the Town Fee Schedule, Chapter 98 Fees, § 98-13 and are payable at the expense of the property owner.**

B. **Timing of inspections**

- 1) **Inspections must be scheduled no later than December 31 of the year preceding the applicable inspection year, as outlined in § 167-12(A)(3).**
- 2) **Inspections must be completed no later than February 1 of the inspection year.**
- 3) **Residential Rental Properties not in compliance on/before March 1 of the inspection year will not be licensed and shall be subject to fines and other remedies available to the Town.**

§ 167-13 **Removal of property from rental licensure program.**

The legal owner of record for a property may request the removal of the entire property from the Town's rental licensure program by filling out the Town's removal request form. This request must include the reason for the removal and be completed by the owner of record.

**§ 167-14 License denial, suspension and revocation.**

Any license issued under the provisions of this article may be **denied,** revoked or suspended at any time for good cause, including but not limited to any of the following:

- A. Failure to comply with any provisions of this chapter and any applicable policies, directives or ordinances;
- B. Failure to allow required inspections **and/or remedy identified deficiencies;**
- C. False or misleading information given or provided in connection with the application;
- D. Failure to timely pay any assessed fee(s) **or fines;**
- E. Failure to maintain good financial standing with the Town; and/or
- F. Failure to correct violations within prescribed time period(s).

**§ 167-15 Notification of suspension or revocation.**

**When applicable,** the Town Manager shall notify **an existing** licensee that its license has been suspended or revoked, along with the reason for said suspension or revocation. Notification shall be made by all of the following: certified mail, USPS delivery, and posting of the notice at the Residential Dwelling Unit address. The notice shall state that the licensee has the right to appeal the suspension or revocation in writing within 10 business days of notification. Upon receipt of a written appeal, the Town Manager shall proceed with scheduling an appeal hearing as provided below:

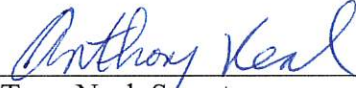
- A. Notice of the above-described hearing shall be served on the licensee by certified mail, and US Postal delivery, and shall also be posted at the location of the licensed RDU not less than five business days before the date of said hearing.
- B. The hearing shall be conducted by the Board of Adjustment, in the same manner as outlined in Town Code Chapter 116, Housing Standards, § 116- 19, Appeals, affording the licensee an opportunity to appear to address the charges. The Board of Adjustment shall make the final decision in writing, including findings of fact and conclusions of law, and shall serve such decision via certified mail and US Postal Service delivery on the licensee within 30 business days following the conclusion of the hearing. The notice shall be given by certified mail and USPS delivery. The decision of the Board of Adjustment shall be the final administrative action.



BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the 28<sup>th</sup> day of October, A.D., 2024.



William E. West, Mayor



Tony Neal, Secretary

1<sup>st</sup> Reading: October 14, 2024

2<sup>nd</sup> Reading: October 28, 2024

Adoption: October 28, 2024



Inspection Address: \_\_\_\_\_ Date: \_\_\_\_\_

### Rental Property Interior Inspection

		<u>Compliant</u>
116-40	<b>Stairs &amp; Walking Surfaces</b> Stairs, walkways, ramps, landings, porches, balconies, deck maintained in sound condition	Y / N
116-48	Handrails, Guards firmly fastened and capable of supporting normally imposed loads	Y / N
116-49	<b>Interior Doors</b> Doors shall fit reasonably in their frames and be capable of being opened and closed normally. They shall be properly and securely attached to jambs, headers or tracks	Y / N
116-24	<b>Sanitation</b> All premises shall be maintained in a clean, safe and sanitary condition free from any accumulatr of rubbish or garbage	Y / N
116-48	<b>Handrails &amp; Guards</b> Stairs with 4 or more risers require a handrail on one side a minimum of 32" & maximum of 38" from nose of tread to top of rail.	Y / N
	Decks, landings, balconies, porches, or other walking surfaces 30" above grade require a guard a minimum of 36" high	Y / N
116-55	<b>Pest Elimination</b> Structure free from visible pest infestation	Y / N
116-60	<b>Light</b> Habitable spaces have at least one window a minimum of 8% of the floor area of such room	Y / N
116-61	Every common hall and stairway in residential occupancies (other than one & two family dwellings) shall be lighted at all times by at least one 60 watt standard light bulb	Y / N
116-59	<b>Ventilation</b> Habitable space has at least one openable window equal to at least 45 percent of the minimum glazed area required.	Y / N
116-63	Bathrooms has openable window or mechanical ventilation	Y / N
116-29	Clothes dryer exhaust system independent of all other exhaust systems and vented directly to the outside.	Y / N

116-69	<b>Occupancy Limitations</b>	Habitable rooms (except kitchens) shall not be less than 7' in any dimension	Y / N
		Kitchens shall have a clear passageway of not less than 3' between counter fronts and appliances or walls	Y / N
		Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basements shall have a clear ceiling height of 7'	Y / N
		Every living room shall contain at least 120 sq ft of floor area	Y / N
		Every bedroom shall contain at least 70 sq ft of floor area	Y / N
		Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces	Y / N
		Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom	Y / N
		Bedroom lavatory access on same floor or adjacent floor	Y / N
		Kitchen and non habitable space used for sleeping room	Y / N
116-77		<b>Plumbing</b>	Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink
116-82	Toilet rooms and bathrooms shall provide privacy		Y / N
116-110		Toilet rooms or bathrooms shall not constitute the only passageway to a hall or other space, or to the exterior.	Y / N
116-94		Plumbing fixtures properly installed and free from leaks	Y / N
116-96	<b>Mechanical and Electrical</b>	Heating facility capable of heating habitable rooms, bathrooms, toilet rooms to 68 degrees F. 3' from the floor center room and 2' inward from center of all exterior walls	Y / N
116-107		Dwelling units shall be served by a 3 wire 120/240 volt single phase electrical service having a rating not less than 100 amp	Y / N
116-105		Every habitable space in a dwelling unit shall contain at least 2 separate and remote receptacle outlets	Y / N
		Laundry areas shall contain at least one ground type receptacle or a receptacle with a ground fault circuit interrupter	Y / N
		Every bathroom shall contain at least one receptacle. Post 1975 construction / renovation requires the receptacle be a ground fault circuit interrupter	Y / N
116-107		Electrical fixtures and devices free from defects	Y / N

116-108	<b>Fire Safety</b>	A safe, continuous and unobstructed path of travel from any point to the public way	Y / N
116-56		Egress doors openable from the egress side without the use of keys, special knowledge or effort	Y / N
116-116		Fire Alarms	
		Smoke alarm outside of each separate sleeping area in the immediate vicinity of bedrooms	Y / N
		In each sleeping room	Y / N
		On each story within a dwelling unit	Y / N
		_____ Battery or _____ Wired	
		Carbon Monoxide Alarms	
		Carbon Monoxide alarm in the immediate vicinity of bedrooms	Y / N
		_____ Battery or _____ Wired	
116-69B1e		Posted Fire exit plan - 3 or more apartments	Y / N
		Fire extinguishers mounted at stairway landings - 3 or more apartments	Y / N

Room Size	Code of the Town of Georgetown: Section 116-69	Sq. Ft.	Room Occupancy
Living Room	X		
Dining Room	X		
Kitchen	X		
Bedroom 1	X		
Bedroom 2	X		
Bedroom 3	X		
Bedroom 4	X		
Bedroom 5	X		
	X		
	X		
		<b>Maximum Occupancy</b>	

	<b># of Bedrooms</b>
	<b># of Bathrooms</b>

## Rental Property Exterior Inspection

Type of Structure	Stick / Block (Circle One)	<u>Compliant</u>
116-147 <b>Addressing</b>	Approved address numbers located on the structure	Y / N
116-33 <b>Foundation</b>	Free from open cracks and breaks	Y / N
116-35 <b>Exterior Walls</b>	Free from holes, breaks and loose or rotting materials	Y / N
	Maintained weatherproof and properly coated to prevent deterioration	Y / N
	Exterior surfaces maintained in good condition	Y / N
	Exterior wood surfaces protected from the elements & decay by painting or other treatment	Y / N
165-18	Lot and grounds free of accumulation of trash or rubbish	Y / N
116-36 <b>Roofs / Drainage</b>	Roof and flashing shall be sound, tight and not have defects that admit rain.	Y / N
	Roof drainage adequate to prevent dampness or deterioration in the walls or interior spaces	Y / N
116-26	Roof drains, gutters and down spouts shall be maintained in good repair & free of obstruction	Y / N
116-95	Roof water shall not be discharged in a manner that creates a public nuisance.	Y / N
116-37 <b>Decorative Features</b>	All features shall be maintained in good repair with proper anchorage and in a safe condition.	Y / N
116-31 <b>Overhang Extensions</b>	All overhang extensions shall be maintained in good condition and properly anchored.	Y / N
	When required all exposed surfaces of metal and wood shall be protected from the elements	Y / N
116-40 <b>Stairways, Decks, Porches &amp; Balconies</b>	Maintained structurally sound & in good repair	Y / N
	Properly anchored and capable of supporting the imposed loads	Y / N
	All appurtenances attached thereto structurally sound and in good repair	Y / N
116-39 <b>Chimneys and Towers</b>	Maintained structurally safe and sound and in good repair	Y / N

116-35		All exposed surfaces of metal or wood protected from the elements and against decay or rust	Y / N
116-46	<b>Basement / Crawlspace Access</b>	Maintained to prevent the entrance of rodents, rain and surface run-off water	Y / N
116-48	<b>Handrails and Guards</b>	Firmly fastened, maintained in good condition, capable of supporting normally imposed loads	Y / N
116-42	<b>Windows &amp; Doors</b>	Kept in sound condition, good repair and weather tight	Y / N
116-43		Glazing free from cracks and holes	Y / N
116-44		Openable windows shall be easily openable and capable of being held in position by window hardware	Y / N
116-45		All exterior doors, door assemblies and hardware shall be maintained in good condition	Y / N
116-45		Locks at all entrances to dwelling units and sleeping units shall tightly secure the door	Y / N
116-56	<b>Building Security</b>	Doors providing access to a dwelling unit, rooming unit or housekeeping unit equipped with a deadbolt lock	Y / N
		Deadbolt lock readily openable from the egress side without the use of a key, tools special knowledge or effort	Y / N
		Deadbolt has a throw of not less than 1" (Sliding bolt shall not be considered an acceptable deadbolt lock)	Y / N
		Operable windows located within 6' above ground level or walking surface equipped with a sash locking device	Y / N
		Basement hatchways equipped with a device that secures the units	Y / N

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**Inspection Notes:**

**Pass**

As of the date of this inspection this rental unit is in compliance with all applicable codes and ordinances.

**Fail**

All above indicated non-compliant items must be remediated before a rental license can be issued. Property owner must notify the Town of Georgetown when the property is ready for scheduling of any required re-inspections.  
Please be advised that a fee will be charged for each additional required re- inspection.

\_\_\_\_\_  
Property Owner or representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date



Legend

Town Boundary

Parcels

Railroad

Water Bodies

Streams & Ditches

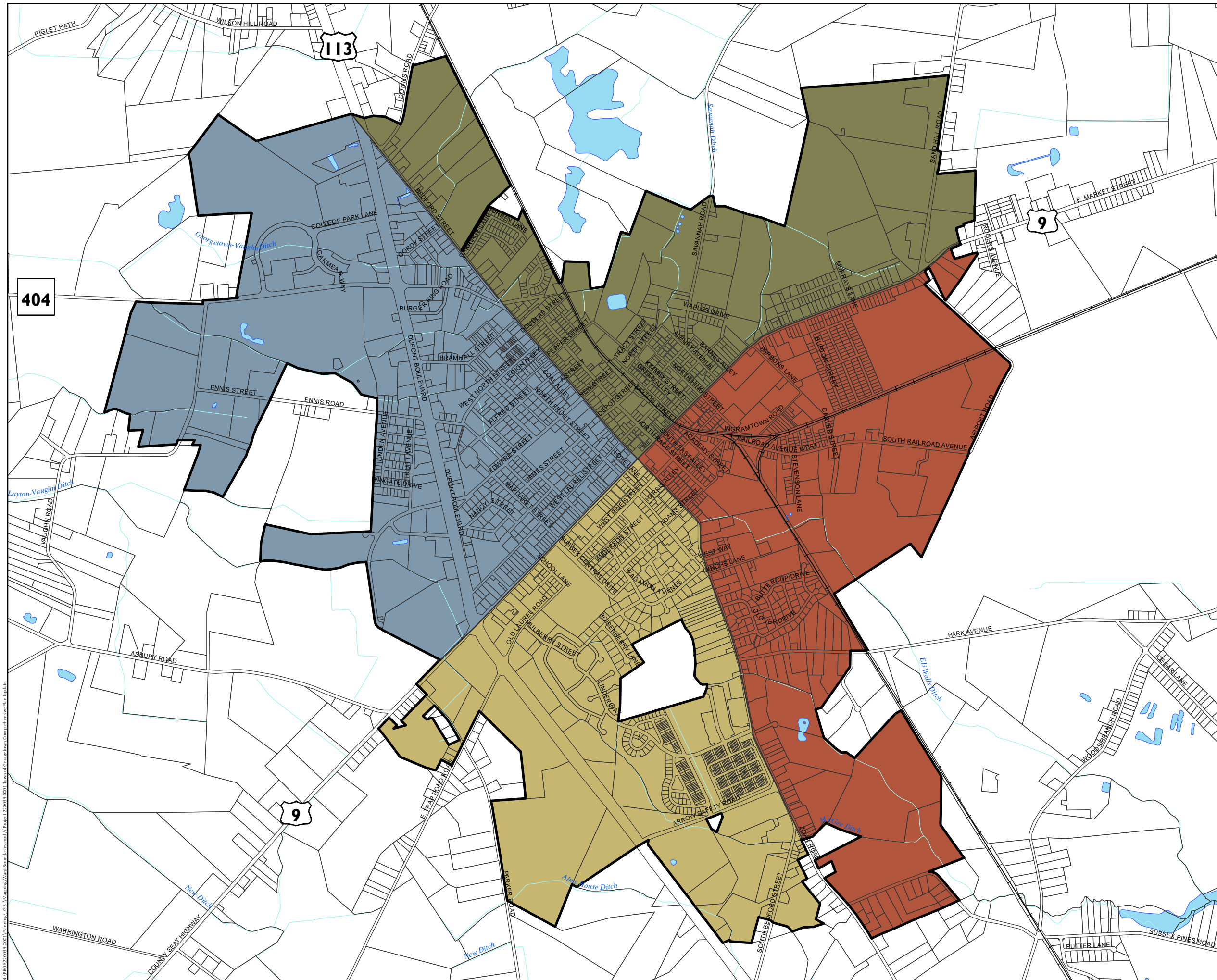
Ward

First Ward

Second Ward

Third Ward

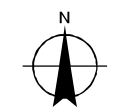
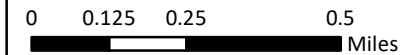
Fourth Ward



Data sources for this map can be found in the 2021 Comprehensive Plan, Appendix D - References.

Wallace Montgomery created this map for planning purposes from a variety of sources. It is neither a survey nor a legal document. Information provided by other agencies should be verified with them where appropriate.

July 2021



Map 2-2 (2/2021) (0001) (Version 1) - GIS - Map 2-2 (Ward Boundaries) - Project 20013.0001 - Town of Georgetown, Comprehensive Plan Update