

Housing Inspection and Registration Information

The City of West Lafayette has an established rental housing inspection program in order to safeguard the interests of property owners and the character of neighborhoods, and to protect the public health, safety, and welfare of individuals living in the city. The program is operated by the City of West Lafayette Building Department.

What is considered a rental, when are rental properties inspected, and who is responsible?

Every rental property, which includes renting a room or sharing expenses, must be verified by the city. For a property to be verified, the owner or the property manager must submit the required documents, be inspected for compliance with the housing code, pay inspection fees and be subsequently verified. Rental properties may be inspected every two years or every four years depending upon the property category (a house or an apartment building). The property owner is ultimately responsible for compliance with the code; however, tenants are responsible for the cleanliness and sanitary conditions of their dwelling and the yard areas if required by their lease. To view the Rental Housing Inspection and Registration regulations in detail please go to [Chapter 6, Article V](#) of the West Lafayette City Code.

Summary of housing occupancy limits

Occupancy limitations as defined in the New Unified Zoning Ordinance of Tippecanoe County:

- A) For residential areas zoned R-1, R-1A, R-1B, R-1U and R-2: The maximum occupancy is a family which is defined as "one or more persons related by blood (to the degree of first cousin), marriage or adoption plus not more than two unrelated persons living as a single housekeeping unit". In the case of no relation, the maximum number of occupants is three including the owner of the property. There are NO occupancy limit exceptions for Airbnb's.
- B) For multi-family areas zoned R-3W, R-4W, PDMX, and PDRS: A maximum of four persons per dwelling unit with not more than 2 persons per bedroom.
- C) In multi-family apartments constructed after January 1, 1989 the occupancy limits are determined by the size of the unit. Questions on specific properties should be directed to the Rental Housing Inspection Office.

Transfer of existing Inspection and Occupancy Verification.

An Inspection and Occupancy Verification is issued to the owner of a rental unit after the unit has passed its inspection, the required forms have been filed and all fees have been paid. If the property ownership is transferred to another person(s) or entity, the new owner must request a transfer of the verification by filing the required Property Owner Registration form. The fee to transfer the existing verification is \$5.

The West Lafayette Housing-Property Maintenance Code

The Housing-Property Maintenance Code establishes minimum standards that cover all aspects of the property. The code includes but is not limited to the following:

Exterior property area maintenance, including the grass height, sidewalks and vehicle parking.

Exterior, interior and accessory structures: This includes walls, windows, doors, ceilings, roofs, siding, porches, chimneys, etc. All components must be structurally sound and maintained which includes being properly covered (paint, siding, etc.) to prevent deterioration.

Plumbing, Electrical and Mechanical Systems: All systems and equipment should be operable, capable of performing the function intended, properly installed and maintained.

Fire Safety: Smoke detectors and in newer properties fire alarm and fire sprinkler systems must be operable, properly installed and maintained. All emergency exits and exiting systems must be maintained in proper working condition.

All dwelling units and rooms must meet minimal space and window requirements to be considered habitable.

All dwelling units and rooms must be kept in a clean and sanitary condition. The occupants of individual units are responsible for the cleanliness of their unit. Cleanliness of common areas such as halls and exterior areas and providing adequate garbage/rubbish facilities is the responsibility of the property owner unless spelled out in the lease.

For additional information on Housing Inspection and Registration contact the Rental Housing Inspection Office at (765) 775-5167 or email the office at rental@westlafayette.in.gov.