The City of South Bend's Department of Code Enforcement is responsible for upholding city codes regarding environmental, housing, and zoning ordinances. By identifying ordinance violations and responding to citizen complaints within city limits, we serve the public by protecting the health, safety, and environmental stability of South Bend's business and residential communities.

Call 574-235-9586 to schedule your inspection!
WHAT IS RSVP?

The Rental Safety Verification Program promotes the health and safety of rental homes and units in the City by requiring that rental properties meet minimum standards of property maintenance.

Rentals that meet these standards are issued an Inspection Certificate to show the property is compliant with all applicable building and housing code and ordinance requirements.

For more information, please see our website: https://southbendin.gov/rsvp

PREPARING FOR INSPECTION

1. SCHEDULE INSPECTION
   The property manager, owner or tenant will schedule the inspection with the Department of Code Enforcement and provide notice to the occupants (if applicable).

2. PREPARE THE HOME
   Occupants should inform owners of any issues with the home.
   Owners will need to make any needed repairs before inspection. This will reduce the number of inspections required.
   Put away any personal items you do not want the Inspector to see prior to inspection.

3. ACCESS TO THE HOME
   The owner or designated agent must be present for the inspection. Occupants are encouraged to be present during inspection.
   On the day of inspection, clear any pathways that could prevent the inspector from entering all areas of the home.

4. CRATE / SEPARATE PETS
   Inspectors need access to all rooms so please identify a secure location to keep pets during the inspection that does not prohibit access.

THE INSPECTION

During the inspection, the inspector will look inside and outside of the home / unit to check if the rental meets minimum standards as defined by the International Property Maintenance Code.

The inspector will inspect every room in the house or unit as well as any common areas (applicable to apartment buildings).

The inspector will have use of a reference checklist for minimum housing standards as a guide.

To download and use a sample of the Inspection Guideline to prepare for your inspection, please visit our website: https://southbendin.gov/rsvp

Inspectors will NOT:

- Look in your dressers or other furnishings
- Touch personal items unless they are blocking access to areas of inspection
- Ask about your immigration status

Unaddressed housing violation complaints may be made to the Department of Code Enforcement at any time. To initiate an inspection call 235-9586.

Repair requests should first be made to the owner or property manager to give him/her the opportunity to make repairs before contacting Code Enforcement.