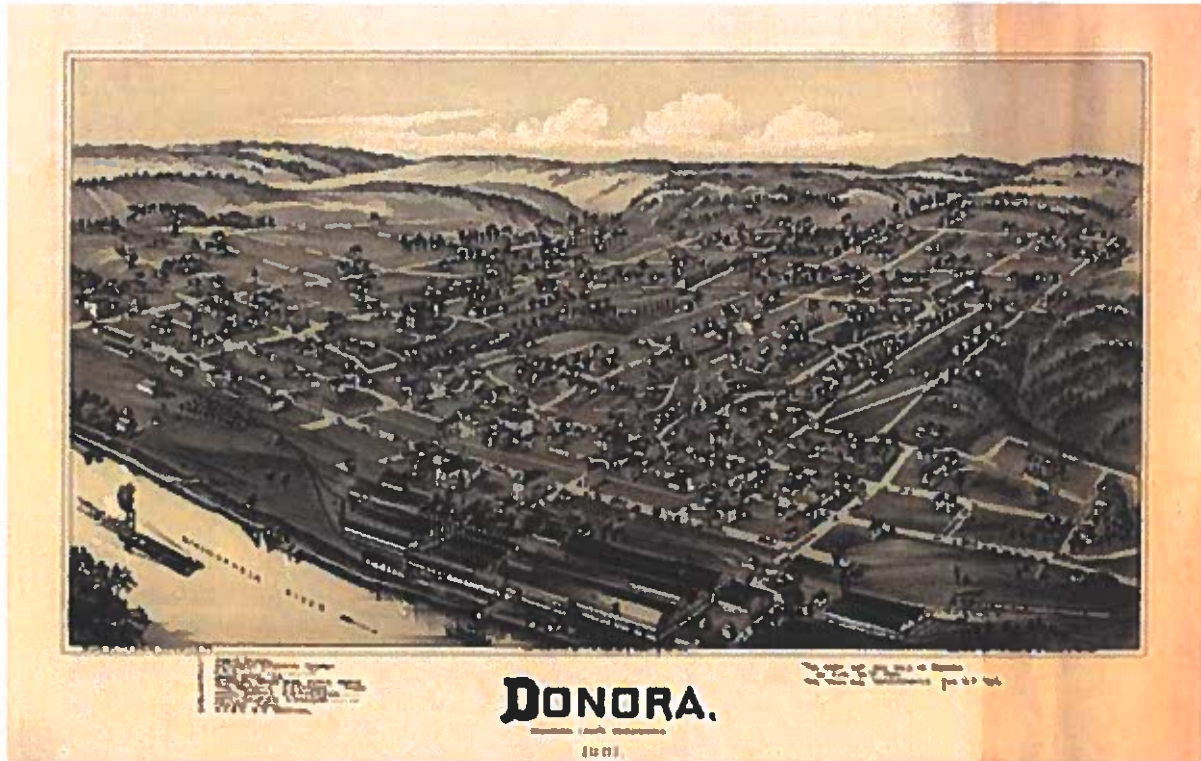




BOROUGH OF DONORA OCCUPANCY PACKET





RESIDENTIAL OCCUPANCY INSPECTION CHECKLIST

*** CHECK LIST DOES NOT APPLY TO NEW CONSTRUCTION. SEE BUILDING INSPECTOR FOR FULL NEW CONSTRUCTION REQUIREMENTS***

EXTERIOR

General

- Buildings required to have approved address numbers placed in a position to be plainly visible from street or road fronting the property **(2012 IPMC 304.3)**
- Sidewalks and driveway in good repair with no tripping hazards **(2012 IPMC 302.3)**
- Accessory structures (sheds, fences, detached garages) in good repair **(2012 IPMC 302.7)**
- Exterior property in good upkeep (grass trimmed, no excess weeds, free of debris and trash) **(2012 IPMC 301.2 302.1, 302.4, 302.5)**
- No unlicensed or uninspected vehicles on property **(2012 IPMC 302.8)**
- Foundation and exterior walls in good repair **(2012 IPMC 304.1, 304.4 304.5, 304.6,)**
- No chipping paint **(2012 IPMC 305.3)**

Gutter and Downspouts

- No debris or vegetation in gutters **(2012 IPMC 304.7)**
- Gutters securely placed against structure and in good repair **(2012 IPMC 304.9)**
- Down spouts in good repair **(2012 IPMC 304.7)**
- Down spouts must go directly into an underground tube or lead away from the structure to prevent foundation damage from water **(2012 IPMC 304.7)**

Porches, Decks, and Stairs

- Porches and decks in good repair with protective treatment **(2012 IPMC 304.10)**
- Stairs in good repair—must have a secure handrail when four (4) or more steps are in a row **(2012 IPMC 304.10, 304.12)**
- Decks higher than thirty (30) inches must have secure railing able to with stand 200lbs or forced when applied to any portion of the railing **(Prescriptive Residential Wood Deck Guide, P 19)**
- Deck railings must have no more than four (4) inches between each vertical or horizontal post and no more than 4 inches between the deck surface and railing **(Prescriptive Residential Wood Deck Guide, P 19)**
- Deck railings required to be at least 36 inches high **(Prescriptive Residential Wood Deck Guide, P 19)**



Electric

- All exterior outlets must be GFCI and have an approved cover **(2012 IPMC 604.3.1.1)**

Pools and Spas

- Pools and spas in good repair with appropriate barrier **(2012 IPMC 303.2)**
- Pools and spas must have at least 48-inch fencing with no more than 2 inches between each vertical post around areas that are within 3ft of a higher grade that allows for jumping from grade to pool/spa **(2012 IPMC 303.2)**
- Above ground pools having walls four feet or greater in height, consistently for the entire perimeter of the pool, may be excluded from the fencing requirement provided such pools are equipped with access ladders which may be raised and locked in a near vertical position when the pool is unattended **(2015 ISPSC 305)**
- Pools and spa with an attached deck must have gate that meets these requirements:
 1. Self-Closing
 2. Self-Locking
 3. Lock on the INSIDE of the deck
 4. Lock must be at least 54 inches from deck base **(2012 IPMC 303.2)**
- Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the barrier provisions mentioned above. **(2021 IPMC 303.2)**
- Outlets used for heaters/ filters must be mounted and GFCI with cover **(2009 IRC 102.7.1)**
- Cord used for a pool/spa must be shorter than three (3) feet and does not cause a tripping hazard **(2009 IRC 102.7.1)**

INTERIOR

General

- Interior walls in good repair **(2012 IPMC 305.1305.3)**
- No peeling or chipping paint **(2012 IPMC 305.3)**
- No cracked or loose plaster **(2012 IPMC 305.3)**
- Floors structurally solid and in good repair **(2012 IPMC 305.1)**
- Structurally solid handrails required next to any stairs that have four (4) or more steps in a row **(2012 IPMC 305.5)**
- Doors must open and close without excessive force **(2012 IPMC 305.6)**
- Sanitary conditions throughout structure **(2012 IPMC 305.1)**



Garages

- A finished ceiling is required in a garage when habitable living space is located above garage – Type X drywall of at least 5/8 inches is required **(2012 IPMC 703)**
- An Approved steel door (exterior metal clad) with no windows or a solid wood door with no windows or recess paneling that is at least 1 3/8 inches through the entire width of the door is required between the garage and living space of structure **(2012 IPMC 703)**
- Ducts in the garage and ducts penetrating the walls and ceiling separating the dwelling from the garage shall not have openings into the garage **(2018 IRC 302.5.2)**

Garages are required to be separated from habitable space by an acceptable fire barrier **(2018 IRC 302.6)**

Electrical

- All outlets within 6 feet of a water source are required to be GFCI **(2012 IPMC 605.2)**
- Cover plates are required on all outlets and light switches **(2012 IPMC 604.3)**
Junction cover is required over each junction with exposed wire **(2012 IPMC 604.3)**
No electrical hazards such as exposed wires, etc. **(2012 IPMC 604.3)**
- Electrical box is in good condition showing no signs of rust in the panel **(2012 IPMC 604.3)**

Gas

- Any gas fire appliance (furnace, water heater, stove, dryer, heaters, etc.) must have a shutoff valve with easy access at the appliance and be properly vented **(2021 IPMC 603.4)**
- Carbon monoxide detectors are required if any gas appliances are present placed in the direct vicinity of the bedrooms and if any bedroom has a gas appliance in it, a carbon monoxide detector is required in the bedroom. Combination carbon monoxide and smoke alarms shall be permitted to be used in lieu of carbon monoxide alarms. **(2012 IPMC 705)**

Water Heaters

- Must have a drain tube on pressure relief valve that is no higher than 6 inches from the floor **(2012 IPMC 505.4)**

Plumbing

- No broken or leaking pipes, drains, or other hazards **(2012 IPMC 505.3)**



Bathrooms

- Bathrooms required to have at least one window for ventilation If bathroom does not have a window, a functioning exhaust fan is required **(2012 IPMC 403.2)**

Smoke Detectors

- Functioning smoke detectors are required in ALL the following places **(2012 IPMC 704.6.1)**
 - At least one on each floor of structure
 - At least one in each bedroom/sleeping unit
 - At least one outside any hallway leading to bedroom/sleeping unit

If a smoke detector is placed in the hallway leading to bedrooms, it can count as the smoke detector for that whole floor **(2012 IPMC 704.6.1)**

***NOTE: THE INSPECTOR WILL ALSO CHECK FOR ANY VISIBLE SAFETY HAZARDS AND VIOLATIONS NOT LISTED ABOVE. THIS IS NOT A COMPREHENSIVE LIST OF CODES THAT CAN BE REFERENCED DURING AN OCCUPANCY INSPECTION. ***

IMPORTANT INFORMATION

PAYMENT

- All inspection \$50.00
- The first reinspection is free of additional charges, any additional reinspection after the first will require a reinspection fee of \$35.00
- Application and payment can either be dropped off at the municipal building in person or mailed through the United States Postal Service

SCHEDULING

- Once the application AND payment are received, the contact person on the application will receive a call to schedule the inspection
- A representative **MUST** be present with the inspector during the occupancy inspection

EXPIRATION

- No structure may be occupied by the buyer prior to the issuance of a Certificate of Occupancy
- An Occupancy inspection and certificate is required ANY time a property is changing hands
- If an occupancy inspection application, payment, and inspection have been completed, but the sale falls through and the purchaser has changed, a new occupancy inspection application, inspection, and payment will be required.



DONORA BOROUGH CERTIFICATE OF OCCUPANY APPLICATION

ADDRESS: _____

INTENDED OCCUPANY (please circle one)

SINGLE FAMILY HOME

MULTI-FAMILY HOME

COMMERCIAL

INDUSTRIAL

SOLD "AS IS" Y / N

TENATIVE CLOSING DATE: _____

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SELLER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

BUYER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

REPORT/CERTIFICATE INFORMATION

REPORT SENT TO _____

MAILING ADDRESS: _____ EMAIL: _____

I CONFIRM THAT THE INFORMATION ON THE APPLICATION IS COMPLETE, CORRECT, AND TRUE

SIGNATURE: _____ DATE: _____

INSPECTION SCHEDULED FOR DATE: _____ TIME: _____

INSPECTION COMPLETED _____ RESULT OF INSPECTION PASS FAIL