

## **General Requirements and Information for Occupancy in the Borough of West Homestead**

All requirements stated in this document are derived from the International Property Maintenance Code or Borough of West Homestead.

**All utilities must be on and properly operational for an occupancy permit to be issued.**

In the event not all the utilities are on *and* an inspection is required:

- A preliminary inspection can take place.
- A correction notice will be issued pursuant to West Homestead Ordinance 617 (amended by Ordinance 638).
- Upon completion of all required corrections and activation of all utilities, the property will be re-inspected.
- An occupancy permit will be issued once all requirements are met.

**Section 108 Unsafe Structures and Equipment.** This section of the property maintenance code addresses unsafe structures and equipment and gives the building official the ability to condemn a structure.

**108.1 General:** When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

**The following conditions are examples of grounds for condemning.**

108.1.1 Unsafe structures.

108.1.2 Unsafe equipment

108.1.3 Structure unfit for human occupancy

180.1.4 Unlawful structure; occupied by more persons than permitted.

### **102.5 Workmanship**

Repairs, maintenance work, alterations or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's installation instructions.

### **102.8 Requirements not covered by code.**

Requirements necessary for the strength, stability or proper operation of an existing fixture, structure, or equipment, or for the public safety, health, and general welfare, not specifically covered by this code, shall be determined by the code official.

The building official has the right to cite issues other than those detailed in this document based on the International Property Maintenance Code.

Any exterior changes must be approved by the Borough's designated Zoning Officer.

**The fee for the occupancy inspection is \$85.00 per unit; any follow-up inspections required on checklist items will require an additional fee of \$85.00 per unit. Any unit or building requiring an electrical or mechanical inspection by the Borough's designated Code Enforcement/Occupancy Officer will require additional fees.**

**West Homestead Occupancy Permit Checklist**

**Address:** \_\_\_\_\_

**EXTERIOR**

Section	Description	OK	Correct	N/A	Comment
302.1 307.1	<b>Exterior of property</b> must be clean, safe, and sanitary. Must be a leak proof, covered garbage container outside, one for each unit.				
302.3	<b>All Sidewalks</b> , walkways, stairs, driveways, and similar areas in good repair with no trip hazards.				
302.4	<b>Weeds.</b> All premises and exterior property clear of weeds and excess growth.				
302.6	<b>Exhaust vents</b> do not discharge to adjacent property.				
302.7	<b>Accessory structures/detached garages</b> are structurally sound and in good repair				
302.8	<b>No unlicensed vehicles</b> in front of or on the property.				
303.1	<b>Swimming pool</b> maintained in a clean and sanitary condition, in good repair and safe.				
304.1	<b>Exterior of structure</b> must be maintained and in good repair.				
304.2	<b>Exterior surfaces</b> including doors, windows, siding must be in good repair, painted. No peeling paint, holes, damage, or other decay.				
304.3	<b>House numbers</b> must be at least 4 inches tall and visible from street.				
304.4	<b>Structural members</b> free from deterioration and sound.				
304.5	<b>Foundation walls</b> plumb and free from open cracks.				
304.7	<b>Roofs and drainage</b> in good repair. Downspouts must terminate at or below ground, direct water away from foundation.				
304.11	<b>Chimney's</b> must be structurally sound and in good state of repair.				
304.12	<b>Handrails</b> must be installed and sound in areas of more than three steps.				
304.13 304.18	<b>Windows</b> must be operational, no broken glass, in good state of repair. Within 6 feet of ground must lock.				
304.15	<b>All exterior doors</b> must be in good repair with operable locks.				

304.16	<b>Basement hatchways</b> must be in good repair and free from any opening that would permit entry of rodents.				
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### INTERIOR

Section	Description	OK	Correct	N/A	Comment
305.3	<b>Interior walls</b> must be clean and sanitary. No peeling, chipped, flaking paint, cracked or broken plaster.				
305.5	<b>Handrails and Guards.</b> Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.				
305.6	<b>Interior doors</b> shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.				
402.1	<b>Light in habitable spaces.</b> Every habitable space must have at least one window facing to the outdoors. Minimum glazed area must be at least 8% of the floor area space.				
403.1	<b>Openable window.</b> Windows in habitable spaces must open. Openable area must be at least 45% of 402.1 required glazed area.				
403.2	<b>Bathrooms</b> must have an operable window and / or exhaust fan.				
605.2	Outlets must be GFCI protected. No two prong outlets in bathrooms				
403.5	<b>Clothes dryer</b> must be vented to outside. Must be on its' own vent.				
504.1	<b>All plumbing fixtures</b> must be properly installed and maintained, and free of leaks or other defects.				
505.4	<b>Water heater</b> must be properly installed, operational, free of leaks and properly vented. Must have a T&P valve.				
603.1	<b>Mechanical appliances.</b> All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function.				

Ordinance 617	<b>Current electrical inspection</b> must be on main service panel. Inspections performed exclusively by Building Inspection Underwriters of Pennsylvania, Inc (BIU). Fee must be prepaid at West Homestead Borough Building prior to inspection. <b>This requires the electric service be brought up to current electrical code. Consult with a qualified electrician for evaluation prior to contacting BIU.</b>				
604.3	<b>No electrical hazards present.</b>				
605.2	<b>Outlets and switches:</b> All switches and receptacles covered. All wet locations, exterior and unfinished areas including garages, must have GFCI outlets installed.				
704.2	<b>Operable</b> smoke detectors. One on each floor, one in each bedroom. Must be permanently mounted.				
704.2	<b>Operable</b> carbon monoxide detectors. One in basement; one between sleeping area.				

<b>OTHER</b>					
Section	Description	OK	Correct	N/A	Comment
	Fire-rated door between garage and home.				