

ORDINANCE NO.

**TOWNSHIP OF UPPER BURRELL
WESTMORELAND COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE TOWNSHIP OF UPPER BURRELL,
WESTMORELAND COUNTY, PENNSYLVANIA, ESTABLISHING
LANDLORD REGULATIONS AND OCCUPANCY REPORTS**

WHEREAS, The Board of Supervisors has determined that the effective collection of Township taxes and fees by the Township requires knowledge of the identity of all persons residing within the Township; and

WHEREAS, historically it has been difficult for the Township to identify residents of the Township who do not own property in the Township; and

WHEREAS, the Board of Supervisors of the Township of Upper Burrell desires to provide for the health, safety and welfare of Township residents living in rental units; and

IT IS HEREBY ORDAINED AND ENACTED by the Board of Supervisors of the Township of Upper Burrell, Westmoreland County, Pennsylvania, as follows:

**ARTICLE I
GENERAL**

Title. These regulations shall be known as the Landlord Regulation and Occupancy Report Ordinance of the Township of Upper Burrell, hereinafter referred to as “this ordinance.”

Scope. The provisions of this ordinance shall apply to all residential units in the Township of Upper Burrell which are leased, rented, or otherwise occupied by persons or entities who do not own the premises, and to all persons and/or entities which own, lease, and otherwise rent residential properties in the Township of Upper Burrell as specified herein. This Ordinance is not intended, nor shall its effect be, to limit any other enforcement remedies which may be available to the Township.

Severability. If a section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

**ARTICLE II
DEFINITIONS**

Unless otherwise expressly stated, the following terms shall, for the purposes of this ordinance, have the meanings shown in this ordinance.

Code - Any statute, ordinance, or law adopted, enacted, and/or in effect in and for the Township of Upper Burrell concerning fitness for habitation or the construction, maintenance, operation, occupancy, use or appearance of any Premises or Dwelling Unit.

Code Enforcement Officer - Any duly authorized representative of the Township of Upper Burrell, including but not limited to the Township of Upper Burrell Police Department and its officers, the

Township of Upper Burrell Building Inspector, and those authorized by the Township of Upper Burrell to enforce the provisions contained herein.

Common Area - In Multiple Unit Dwellings, space which is not part of a Regulated Rental Unit and which is shared with other Occupants of the Dwelling whether they reside in Regulated Dwelling Units or not. Common Areas shall be considered as part of the Premises for purposes of this Ordinance.

Dwelling - A building having one or more Dwelling Units.

Dwelling Unit - A room or group of rooms within a Dwelling and forming a single unit and used for living and sleeping purposes.

Landlord - One or more Persons, jointly or severally, in whom is vested all or part of the legal title to the Premises, or all or part of the beneficial ownership and a right to present use and enjoyment of the Premises, including a mortgage holder in possession of a Regulated Rental Unit. (Same as Owner).

Lessor - Any person who for monetary or other consideration, grants, permits or otherwise allows another person to use or occupy or exercise control over premises or any part thereof as a lessee, sublessee, licensee, invitee, or concessionaire, whether or not said person is the owner of the premises, and further shall also include any agent or other person authorized to collect rents on behalf of another person.

Multiple-Unit Dwelling - A building containing two (2) or more independent Dwelling Units, including, but not limited to, double houses, row houses, townhouses, condominiums, apartment houses, and conversion apartments.

Occupancy License - The License issued to the Owner of Regulated Rental units under this Ordinance, which is required for the lawful rental and occupancy of Regulated Rental Units.

Occupant - An individual who resides in a Regulated Rental Unit, whether or not he or she is the Owner thereof, with whom a legal relationship with the Owner/Landlord is established by a written lease or by the laws of the Commonwealth of Pennsylvania.

Occupancy Report - Written form, including forms supplied by the Township, containing at least the following information legibly inscribed thereon:

(1) The names and current complete mailing addresses of any and all persons using, occupying or exercising control over premises owned by, subjected to or in control of the lessor.

(2) The date upon which each person commenced such use, occupancy or exercise of control over the premises of the lessor.

(3) The date upon which any person previously identified in an Occupancy Report terminated the use, occupancy or exercise of control over the premises of the lessor and the forwarding or other last known address of that person.

(4) The name, current address and telephone number of the lessor.

(5) A statement by the lessor verifying the contents of the report duly executed and acknowledged by the lessor.

Owner - One or more Persons, jointly or severally, in whom is vested all or part of the legal title to the Premises, or all or part of the beneficial Ownership and a right to present use and enjoyment of the Premises, including a mortgage holder in possession of a Regulated Rental Unit.

Owner-Occupied Dwelling Unit - A Dwelling Unit in which the Owner resides on a regular, permanent basis.

Person - A natural person, partnership, corporation, unincorporated entity, association, limited partnership, trust, or any combination thereof, including those acting in a fiduciary or representative capacity, whether appointed by a Court or otherwise.

Premises - Any parcel or real property in the Township, including the land and all buildings and appurtenant structures or appurtenant elements, upon which one or more Regulated Rental Units is located, and is suitable or adaptable for human occupancy for residential, commercial or other purposes.

Regulated Rental Unit - A Dwelling Unit occupied or intended to be occupied by any Person under a Rental Agreement.

Rental Agreement - A written agreement between Owner/Landlord and Occupant/Tenant embodying the terms and conditions concerning the use and occupancy of a specified Regulated Rental Unit or Premises.

Tenant - An individual who resides in a Regulated Rental Unit, whether or not he or she is the Owner thereof with whom a legal relationship with the Owner/Landlord is established by a written lease or by the laws of the Commonwealth of Pennsylvania. (Same as Occupant).

Terms Not Defined - Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

Township - The Township of Upper Burrell.

Nonregulated Nonowner Occupied Unit – a dwelling occupied by immediate family member(s) of the owner(s), i.e. parent, child, siblings, in which no money exchanges hands for the purpose of such occupancy.

ARTICLE III OWNER'S DUTIES

301.1 Owner's Duties - It shall be the duty of every Owner to keep and maintain all Regulated Rental Units in compliance with all applicable Codes and provisions of all other applicable state laws and regulations and local ordinances, and to keep such property in good and safe condition.

The Owner shall maintain the Premises in compliance with the applicable Codes of the Township (including but not limited to those set forth in the Appendix to this Ordinance), Westmoreland County, and the Commonwealth of Pennsylvania, and shall regularly perform all routine maintenance and make any and all repairs necessary to fulfill this obligation.

The Owner shall reply promptly to reasonable complaints and inquiries from Occupants, and the Owner shall comply with all provisions of the Landlord-Tenant Act of the Commonwealth of Pennsylvania.

The Owner shall provide to the Township the contact information for the person(s) or entities responsible for the management of the Premises.

301.2 Written Rental Agreement - All Rental Agreements for Regulated Rental Units shall be in writing. The Owner shall provide to the Tenant at the time the Rental Agreement is agreed to or executed a copy of this Ordinance and Appendix. The Owner shall provide occupant with copies of the Rental Agreement upon execution.

Except as otherwise provided by this Ordinance, no Rental Agreement may provide that the Occupant or Owner agrees to waive or to forego rights or remedies under this Ordinance. A provision prohibited by this ordinance and included in a Rental Agreement shall be unenforceable.

301.3 Occupancy Reports - Each lessor shall file an Occupancy Report in the office of the Township Secretary within thirty (30) days after each and every change of occupancy of each premises by any lessee, sublessee, licensee, invitee or concessionaire. Such supplementary reports may be limited to the change made. The lessors shall be required to file Occupancy Reports for all properties owned or controlled.

301.4 Enforcement - Within ten (10) days after receipt of written notice from the Code Enforcement Officer that the Owner and/or an Occupant of a Regulated Rental Unit has violated a provision of this Ordinance, including but not limited to those specified in the Appendix to this Ordinance, or any other applicable statute, ordinance, or code of the Commonwealth of Pennsylvania, Westmoreland County, or Township of Upper Burrell, the Owner shall take immediate steps to remedy the violation and take steps to assure that there is not a reoccurrence of the violation.

Within ten (10) days if requested by the Code Enforcement Officer after receipt of a notice of violation, the Owner shall file with the Code Enforcement Officer a report, setting forth what action the Owner has taken to remedy the violation and what steps he or she has taken to prevent a reoccurrence of the violation. The report shall also set forth a plan as to steps the Owner will take in the future if the violation recurs.

The Code Enforcement Officer shall review the report and, if adequate steps have been taken and the plan is adequate to address the future violations, shall approve the plan. The Owner shall, on his or her initiative, enforce the plan and failure to do so shall be a violation of this Ordinance.

Upon receiving notice of any code violation from the Code Enforcement Officer, the Owner shall promptly take action, or cause the necessary action to be taken, to abate the offending condition and eliminate the violation.

All repairs identified in the notice of violations shall be corrected within the time to cure as specified by the inspector on the notice of violations.

301.5 Township Can Make Repairs - In the event the Owner of Premises shall neglect, fail or refuse to comply with any notice from the Township or its Code Enforcement Officer to correct a violation relating to maintenance and repair of the Premises under any Code (including but not limited to those specified in the Appendix to this Ordinance) within the period of time stated in such notice, the Township may cause the violation to be corrected. There shall be imposed upon the Owner a charge of the actual costs involved, plus ten percent (10%). The Owner of the Premises shall be billed after same has been completed. Any such bill which remains unpaid and outstanding after the time specified therein for payment shall be grounds for the imposition of a municipal lien upon the Premises as provided by

law. Such a lien may be reduced to judgment and enforced and collected as provided by law, together with interest at the legal rate and court costs. The remedies provided by this paragraph are not exclusive and the Township and its Code Enforcement Officer may invoke such other remedies available under this Ordinance or other applicable codes, ordinances or statues, including, where appropriate, condemnation proceedings or declaration of Premises as unfit for habitation; or suspension, revocation, or non-renewal of the License issued hereunder.

301.6 Inspection Of Premises - The Owner shall permit inspections of any Premises by the Code Enforcement Officer at his discretion, or at minimum once every two years. The Code Enforcement Officer is required to provide written notice a minimum of (7) seven days in advance of the inspection date.

The Code Enforcement Officer is hereby designated as the official authorized to enforce this Ordinance and to take appropriate measures to abate violations herein, for and on behalf of the Township of Upper Burrell. The Police will also have the authority to enforce this Ordinance and take appropriate action to abate violations.

301.7 Inspection Extension – Beginning with the 2018 rental unit inspections the Township may grant a four (4) year time extension to the next inspection provided the property passes inspection without any exception, has no outstanding code enforcement issues, outstanding taxes, liens, fines or fees due to the Township of Upper Burrell.

This section shall not be construed so as to limit or restrict the Code Enforcement Officer's authority to conduct inspections of Premises, whether or not subject to the permitting and inspection requirements of this Ordinance or pursuant to any other ordinance or Code.

ARTICLE IV LICENSING REQUIREMENTS

401.1 License Requirement - As a prerequisite to entering into a Rental Agreement or permitting the occupancy of any Regulated Rental Unit (except as provided in this section), the Owner of every such Regulated Rental Unit shall be required to apply for and obtain a License for each Regulated Rental Unit.

A License shall be required for all Regulated Rental Units.

The following categories of rental properties shall not require Licenses, and shall not, therefore, be subject to the permitting provision of this Ordinance: (a) senior citizen retirement and assisted living facilities duly licensed and complying with the laws and regulations of the Commonwealth of Pennsylvania with respect to such facilities; (b) convents and parish houses; (c) dormitory housing provided by educational institutions; (d) housing provided by volunteer fire companies to its members; (e) group homes providing medical and related care for persons with disabilities; (f) a nonregulated nonowner occupied unit as defined in this ordinance.

The application for the License shall be in a form as determined by the Township.

The Owner shall maintain a current list of Occupants in each Regulated Dwelling Unit which shall include their name, permanent address and permanent telephone number. The Owner shall furnish the list to the Township upon request and shall notify the Township of any changes in the number of Occupants so that revisions can be made to the License.

401.2 Biannual License Term, Fee and Occupancy Limit - Each License shall have a *biannual* term running from the date the application is approved by the Township of Upper Burrell. Upon application for a License and prior to the issuance or renewal thereof, each applicant shall pay to the Township a *biannual* License and inspection fee, in an amount to be established from time to time by resolution of the Township Council. Such resolution may provide for more than one fee scale for different categories of Premises, to be more specifically set forth in the resolution.

The License shall indicate thereon, the maximum number of Occupants in each Regulated Rental Unit.

No License shall be issued if the Owner has not paid any fines and costs arising from enforcement of this Ordinance or any of the ordinances of the Township of Upper Burrell relating to land use and/or code enforcement, has failed to remedy the violations identified by the Code Enforcement during the inspection of the Premises, or if any licensing fees under this Ordinance are due and owing to the Township.

ARTICLE V VIOLATIONS AND PENALTIES

501.1 Basis for Violation - It shall be unlawful for any Person, as Owner of a Regulated Rental Unit for which a License is required, to operate without a valid, current License issued by the Township authorizing such operation. It shall also be unlawful for any Owner to allow the number of Occupants of a Regulated Rental Unit to exceed the maximum limit as set forth on the license, or to violate any other provision of this Ordinance. It shall be unlawful for any occupant to violate this ordinance.

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501.2 Penalties - Any violation of this Ordinance shall constitute a summary offense punishable, upon conviction thereof by a district justice, by a fine not to exceed Five Hundred Dollars (\$500.00) plus costs. Each day of violation shall constitute a separate and distinct offense.

501.3 Non-exclusive Remedies - The penalty provisions of this Ordinance shall be independent, non-mutually exclusive separate remedies, all of which shall be available to the Township as may be deemed appropriate for carrying out the purposes of this Ordinance. The remedies and procedures in this Ordinance for violation hereof are not intended to supplant or replace, to any degree, the remedies and procedures available to the Township in the case of a violation of any other Code or ordinance of the Township, whether or not such other Code or ordinance is references in this Ordinance and whether or not an ongoing violation of such other Code or ordinance is cited as the underlying ground for a finding of a violation of this Ordinance.

ARTICLE VI APPEAL

601.1 Appeal - Any person affected by a decision, notice or order of a Code Enforcement Officer under this article shall have the right to appeal to the Township of Upper Burrell Uniform Construction Code Board of Appeals. An application for appeal may be made when it is claimed that the provisions of this article have been improperly applied or administered or that factual errors were made by the Code Enforcement Officer, or for such other grounds under this article as the applicant may allege. A written application for appeal is required to be filed within 20 days after the day the decision, report, notice or order was received or served.

**ARTICLE VII
MISCELLANEOUS PROVISIONS**

701.1 Changes in Ownership Occupancy - It shall be the duty of each Owner of a Regulated Dwelling Unit to notify the Code Enforcement Officer in writing of any change in Ownership of the Premises or of the number of Regulated Rental Units on the Premises. It shall also be the duty of the Owner to notify the Code Enforcement Officer in writing of the changing of a Dwelling Unit from Owner-Occupied to non-Owner-Occupied, which thereby transforms the Dwelling into a Regulated Rental Unit for purposes of this Ordinance.

701.2 Owner Severally Responsible - If any Regulated Rental Unit is owned by more than one person, in any form of joint tenancy, as a partnership, or otherwise, each person shall be jointly and severally responsible for the duties imposed under the terms of this Ordinance, and shall be severally subject to prosecution for the violation of this Ordinance.

**ARTICLE VIII
OTHER ORDINANCES AND RIGHTS**

8.01.1 Other ordinances – In the event of conflicts, this ordinance shall take precedence over all ordinances or parts of ordinances.

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801.2 Rights – Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

ORDAINED AND ENACTED INTO LAW this ____ day of _____, 2018 by
Township of Upper Burrell Board of Supervisors at a duly assembled public meeting.

ATTEST:

TOWNSHIP OF UPPER BURRELL

Melissa Cortileso
Township Secretary

Ross G. Walker III
Chairman
Board of Supervisors

APPENDIX

STRUCTURE GENERAL

Foundation – All foundation walls shall be maintained free from holes, breaks, loose or rotting material and in a structurally sound condition.

Structural Members – All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

Stairways, decks, porches, balconies – Every stairway, deck, porch, balcony and appurtenances shall be maintained structurally solid and without material defect.

Handrails and guards – Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Chimneys and Towers – All chimneys towers, smoke stacks and similar appurtenances shall be maintained structurally solid and without material defect.

Roof and drainage – The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.

BUILDING ENVELOPE, WINDOWS, DOORS

Exterior Walls – Exterior walls shall be maintained free from holes, breaks, loose or rotting material and maintained weatherproofed.

Windows – Every window other than a fixed window shall be easily openable and capable of being held in the open position by the window hardware.

- All glazing materials shall be maintained free from cracks and holes and weather tight.

Doors – All exterior doors and hardware shall be maintained in good condition and weather tight. Locks at all entrances shall tightly secure the door.

Basement Hatchways - Basement hatchways shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

Emergency Egress – Every habitable space shall have a least one opening/ window or door of approved size facing directly to the outdoors or court.

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

Windows – Every habitable space shall have a least one operable window measuring at least 8 percent of the total room area.

- Every single user bathroom shall be equipped with an operable window or mechanical ventilation exhausted to the exterior at a rate of 75 cfm.

Lighting – Every common hall and stairway shall be lighted at all times with a minimum 800 Lumens (60 watt equivalent) for each 200 square feet of floor area and spaced no greater than 30 feet apart.

- All other spaces within the dwelling shall be provided with artificial or natural light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space.

Minimum Area Requirements - Dwellings shall not be occupied by more occupants than permitted by the minimum area requirements in the table below.

Space	Minimum area in square feet		
	1-2 Occupants	3-5 Occupants	6 or more
Living Room	No requirements	120	150
Dining Room	No requirements	80	100
Kitchen	50	50	60
Bedrooms	70	50 per person	50 per person

Prohibited occupancy – Kitchens, non-habitable spaces and interior public areas shall not be occupied for sleeping purposes.

Egress From Sleeping Rooms – Sleeping rooms shall not constitute the only means of access or egress to and from other sleeping rooms.

PLUMBING FACILITIES AND FIXTURE REQUIRMENTS

Required Fixtures – Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink.

General – All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free of obstructions, leaks, defects and be capable of performing the function as intended.

Water Heaters – A water heater shall be provided, properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required fixture at a temperature of not less than 110 degrees F.

Sanitary Drainage – All plumbing fixtures shall be properly connected to the Township Sanitary Sewer System or to an approved private sewage disposal system.

MECHANICAL

Heating Facilities – Heating facilities shall be provided by every owner operator of any building who rents, leases or lets one or more dwelling unit. The heating facilities shall be maintained in a safe and functional conditions and capable of maintaining a minimum temperature of 60 degrees F.

Mechanical Equipment – All mechanical (cooking and heating) equipment, fireplaces, solid fuel burning appliances shall be properly installed and maintained in safe working condition, and shall be capable of performing the intended function.

Flues – All fuel burning equipment shall be connected to an approved chimney or vent unless otherwise listed and labeled for non-vented operation.

Clearance to Combustibles – All required clearance to combustibles shall be maintained.

Combustion air – A supply of air for complete combustion of the fuel and for ventilation of the space shall be provided for the fuel burning equipment.

ELECTRICAL FACILITIES

Service – Every dwelling shall be served by a main service of not less than 60 amps, three wires.

Installation – All electrical equipment, wiring, and appliances shall be installed and maintained in a safe and approved manner.

Lighting Fixtures – Every public hall, interior stairway, water closet compartment, bathroom, laundry room and furnace room shall contain at least one electric light fixture.

Receptacles – Every habitable space in a dwelling unit shall contain at least two separate and remote receptacle outlets. Every bathroom shall contain at least one receptacle. Newly installed receptacles shall comply with the International Residential Code.

FIRE SAFETY/GENERAL/EGRESS

General – A safe, continuous unobstructed means of egress shall be provided from the interior of a structure to the public way. Accumulations of rubbish, garbage or other materials or furniture shall not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of egress.

Exit arrangement – Exits from dwelling units, rooming units, guestrooms, etc. shall not lead through other such units, or through bedrooms, toilet rooms or bathrooms.

Locked doors – All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort.

Fire Protection Systems – Fire protection systems (fire sprinklers, fire alarm) systems to detect a fire, actuate an alarm, suppress or control a fire shall be properly maintained and tested in accordance with the applicable NFPA standard.

Smoke Detectors – Existing hardwired multiple station smoke detectors shall be maintained in good repair and functional conditions. Where smoke detectors are not installed a minimum of one single station or multiple station smoke detector shall be installed in each guestroom, suite, or sleeping area. In dwelling units smoke detectors shall be installed in every bedroom or sleeping room and on every story of the dwelling unit, including basement.

House Numbers – All buildings and dwellings shall be clearly marked and identified with house numbers in accordance with Township Ordinance.

RENTAL INSPECTION REPORT

Address: _____ Block & Lot: _____	No. of Units: _____ Unit(s) Inspected _____
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Upper Burrell Township 3735 7th Street Road New Kensington, PA 15068 724-335-3517, (Fax)	Owner: _____	Date: _____ Ordinance #: _____
Contact: _____ Signature: _____		

Approved for License: Yes No	Re-inspection required?
Date: _____	Yes No / / Complied
Inspector: _____	

SECTION I: STRUCTURE GENERAL

PASS	FAIL	INSPECTED ITEM
		Foundation – All foundation walls shall be maintained free from holes, breaks, loose or rotting material and in a structurally sound condition.
		Structural Members – All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
		Stairways, decks, porches, balconies – Every stairway, deck, porch, balcony and appurtenances shall be maintained structurally sound and in good repair.
		Handrails and guards – Handrails shall be provided on at least one side of every set of stairs with four or more risers. Guardrails shall be installed along open walking surfaces, including stairs, ramps, landings that are located more than 30 inches vertically above grade.
		Handrails and guards - Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
		Chimneys and Towers – All chimneys towers, smoke stacks and similar appurtenances shall be maintained structurally safe and in good repair.
		Roof and drainage – The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.

Comments:

SECTION II: BUILDING ENVELOPE, WINDOWS, DOORS

PASS	FAIL	INSPECTED ITEM
		Exterior Walls – Exterior walls shall be maintained free from holes, breaks, loose or rotting material and maintained weatherproofed
		Windows – Every window other than a fixed window shall be easily opened able and capable of being held in the open position by the window hardware. ng materials shall be maintained free from cracks and holes and weather tight.
		Doors – All exterior doors and hardware shall be maintained in operating condition and weather tight. Locks at all entrances shall tightly secure the door.
		Basement Hatchways - Basement hatchways shall be maintained to prevent the entrance of rodents, rain and surface drainage water.
		Emergency Egress – Every habitable space shall have a least one opening/ window or door of approved size facing directly to the outdoors or court.
COMMENTS:		

SECTION III: LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

PASS	FAIL	INSPECTED ITEM
		Windows – Every habitable space shall have a least one operable window measuring at least 8 percent of the total room area. -Every single user bathroom shall be equipped with an operable window or mechanical ventilation exhausted to the exterior at a rate of 75 cfm.
		Lighting – Every common hall and stairway shall be lighted at all times with a minimum 800 Lumens (60 watt equivalent) for each 200 square ft of floor area and spaced no greater than 30 feet apart. All other spaces within the dwelling shall be provided with artificial or natural light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space.
		Minimum Area Requirements - Dwellings shall not be occupied by more occupants than permitted by the minimum area requirements in the table attached.
		Prohibited occupancy – Kitchens, non-habitable spaces and interior public areas shall not be occupied for sleeping purposes.
		Egress From Sleeping Rooms - Sleeping rooms shall not constitute the only means of access or egress to and from other sleeping rooms.
COMMENTS:		

MINIMUM AREA REQUIREMENT TABLE

Space	Minimum area in square feet		
	1-2 Occupants	3-5 Occupants	6 or more
Living Room	No requirements	120	150
Dining Room	No requirements	80	100
Kitchen	50	50	60
Bedrooms	70	50 per person	50 per person

SECTION IV: PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

PASS	FAIL	INSPECTED ITEM
		Required Fixtures – Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink.
		General – All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free of obstructions, leaks, defects and be capable of performing the function as intended.
		Water Heaters - A water heater shall be provided, properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required fixture at a temperature of not less than 110 degrees F.
		Sanitary Drainage – All plumbing fixtures shall be properly connected to the Township Sanitary Sewer System or to an approved private sewage disposal system.
COMMENTS:		

SECTION V: MECHANICAL

PASS	FAIL	INSPECTED ITEM
		Heating Facilities – Heating facilities shall be provided by every owner operator of any building who rents, leases or lets one or more dwelling unit. The heating facilities shall be maintained in safe and functional conditions and capable of maintaining a minimum temperature of 60 degrees F.
		Mechanical Equipment – All mechanical (cooking and heating) equipment, fireplaces, solid fuel burning appliances shall be properly installed and maintained in safe working condition, and shall be capable of performing the intended function.
		Flues – All fuel burning equipment shall be connected to an approved chimney or vent unless otherwise listed and labeled for non-vented operation.
		Clearance to Combustibles – All required clearance to combustibles shall be maintained.
		Combustion air – A supply of air for complete combustion of the fuel and for ventilation of the space shall be provided for the fuel burning equipment.
COMMENTS:		

SECTION VI: ELECTRICAL FACILITIES

PASS	FAIL	INSPECTED ITEM
		Service - every dwelling shall be served by a main service of not less than 60 amps, three wires.
		Installation – All electrical equipment, wiring, and appliances shall be installed and maintained in a safe and approved manner.
		Lighting Fixtures – Every public hall, interior stairway, water closet compartment, bathroom, laundry room and furnace room shall contain at least one electric light fixture.
		Receptacles – Every habitable space in a dwelling unit shall contain at least two separate and remote receptacle outlets. Every bathroom shall contain at least one receptacle. Newly installed receptacles shall comply with the International Residential Code.
COMMENTS:		

SECTION VII: FIRE SAFETY/GENERAL/EGRESS

PASS	FAIL	INSPECTED ITEM
		General – A safe, continuous unobstructed means or egress shall be provided from the interior of a structure to the public way. Accumulations of rubbish, garbage or other materials or furniture shall not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of egress.
		Exit arrangement – Exits from dwelling units, rooming units, guestrooms, etc. shall not lead through other such units, or through bedrooms, toilet rooms or bathrooms.
		Locked doors – All means of egress doors shall be readily open able from the side from which egress is to be made without the need for keys, special knowledge or effort.
		Fire Protection Systems – Fire protection systems (fire sprinklers, fire alarm) to detect a fire, actuate an alarm, suppress or control a fire shall be properly maintained and tested in accordance with the applicable NFPA standard.
		Smoke Detectors – Existing hardwired multiple station smoke detectors shall be maintained in good repair and functional conditions. Where smoke detectors are not installed a minimum of one single station or multiple station smoke detector shall be installed in each guestroom, suite, or sleeping area. In dwelling units smoke detectors shall be installed in every bedroom or sleeping room and on every story of the dwelling unit, including basement.
		House Numbers – All buildings and dwellings shall be clearly marked and identified with house numbers in accordance with Township Ordinance.
COMMENTS:		

SECTION VIII: ADDITIONAL/MISC. ITEMS

PASS	FAIL	INSPECTED ITEM
COMMENTS:		