

## **Chapter 4**

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**Part 1****Numbering of Buildings****§4-101. Official Numbering Plan Adopted.**

1. All houses in the Borough of Pitcairn shall be numbered by what is known as the "Philadelphia System." The starting points on all streets, etc., running in an easterly and westerly direction shall be at the extremity of such streets, etc., nearest to Wilmerding, and on all streets running in a northerly and southerly direction at the southern extremity thereof.

2. One hundred numbers shall be allowed for each square or block, and the numbering on each square or block shall begin with an even hundred, with all even numbers on one side of the street and all odd numbers on the opposite side thereof. The Borough Engineer under the direction of the Street Committee shall make a plan of said Borough to be called the "Official Numbering Plan," which shall show every property, whether seated or unseated in the Borough, its streets and number and thereafter each property shall be known by such number in the books and accounts of the several Borough departments.

3. Said plan shall be filed with the Borough Clerk who shall, free of charge, furnish any applicant with the number of his property.

(*Ord. 259, 11/19/1910, §1*)

**§4-102. Dwellings and Business Places to Be Numbered; Penalty for Violation.**

Upon the approval by Council of said plan it shall be the duty of the Code Enforcement Officer to compel every dwelling and business house in the Borough to be numbered with its proper number in accordance therewith. Said number shall be of a permanent and durable kind and shall be placed in some conspicuous and appropriate place on the front of the house or building, clearly visible from across the principle street, of 4-inch Arabic numerals of contrasting color to the background. Houses hereafter erected shall be numbered as soon as completed. Any owner of any house who shall neglect or refuse to have said house properly numbered for a period of 15 days after notice served shall, upon conviction thereof, shall be sentenced to a fine of not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense.

(*Ord. 259, 11/19/1910, §2; as amended by Ord. 846, 9/18/1991, §4-102; and by Ord. 978, 5/31/2011*)



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**Part 2****Occupancy****§4-201. Short Title.**

This Part may be known and cited as the “Occupancy Ordinance.”  
(*Ord. 978, 5/31/2011*)

**§4-202. Purpose.**

No dwelling house, apartment or other living quarters, commercial establishment, building, premises or structure may be occupied when there is a change in status or change in occupancy, owner, occupant, or tenant after the date of this Part until such time as the owner or his agent has secured an occupancy permit to be issued by the Building Code Official.  
(*Ord. 978, 5/31/2011*)

**§4-203. Designated Officer.**

The Building Code Official is hereby appointed as the designated officer who is authorized to carry out all responsibilities and duties stated herein.  
(*Ord. 978, 5/31/2011*)

**§4-204. Application Procedure.**

The application for the occupancy permit shall disclose the following information: address of the premises; name and address of owner; name and address of buyer (if applicable); name of tenant, if rented; number of rooms; bathroom facilities and general condition of the premises. The application shall also disclose the proposed occupancy (example, single family, multi-family, commercial, industrial).  
(*Ord. 978, 5/31/2011*)

**§4-205. Structures Occupied Prior to Passage.**

The legal occupancy of any structure existing on the date of adoption of this Part, or for which it has been heretofore approved, shall be permitted to continue without change, except as is specifically covered in this Part, the property maintenance or fire prevention codes or as is deemed necessary by the Building Code Official for the general safety and welfare of the occupants and the public. No permit shall be issued until such time as the premises are deemed to be in a livable and habitable condition as provided by the Pitcairn Borough ordinances, rules, and regulations, statutes and laws of Allegheny County and/or the Commonwealth of Pennsylvania or any agency thereof, after an inspection by the Building Code Official and/or any such person as Council may require from time to time.  
(*Ord. 978, 5/31/2011*)

**§4-206. Fees.**

The application for the permit shall be accompanied a fee as set forth by resolution

of the Borough of Pitcairn.

*(Ord. 978, 5/31/2011)*

**§4-207. Violations and Penalties.**

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof, shall be sentenced to a fine of not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense.

*(Ord. 978, 5/31/2011)*

**§4-208. Procedure Prior to Occupancy of Any Dwelling.**

An occupancy permit must be obtained for any change in occupancy, ownership, or occupants, tenants, ownership or use of any building or part thereof situated in the Borough of Pitcairn. Prior to any change of occupancy or use, the applicant must apply to the Building Code Official for an occupancy permit and pay the appropriate fee. All data set forth in §4-204 must be divulged to the Building Code Official and the proper fee must be paid prior to issuance of an occupancy permit. No entity(ies) or person(s) shall be permitted to occupy any premises(s) until the issuance of an occupancy permit following submission of all data reasonably requested by the Building Code Official. The duty to obtain said occupancy permit is hereby imposed upon the occupant, tenant, owner, landlord or agent of any owner or management of real estate.

*(Ord. 978, 5/31/2011)*

Borough of Pitcairn  
Boro Fee: \$50.00 per unit  
APPLICATION FOR RESIDENTIAL CERTIFICATE OF OCCUPANCY

LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUYER/TENANT: \_\_\_\_\_ PHONE# \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED OCCUPANCY \_\_\_\_\_

(SINGLE FAMILY DWELLING-TWO FAMILY DWELLING-MULTI-FAMILY DWELLING-COMMERCIAL-INDUSTRIAL)

CONTACT PERSON: \_\_\_\_\_ PHONE# \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NO STRUCTURE MAY BE OCCUPIED PRIOR TO THE ISSUANCE OF A  
CERTIFICATE OF OCCUPANCY.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ OFFICIAL USE ONLY \_\_\_\_\_

APPOINTMENT FOR INSPECTION: \_\_\_\_\_ @ \_\_\_\_\_ A.M./P.M.  
(DAY) (DATE) (TIME)

APPOINTMENT FOR RE-INSPECTION: \_\_\_\_\_ @ \_\_\_\_\_ A.M./P.M.  
(DAY) (DATE) (TIME)

APPLICATION MUST BE MADE AT LEAST TWO WEEKS PRIOR TO  
INSPECTION

## APPLICATION FOR CERTIFICATE OF OCCUPANCY (back page)

The following is a list of common discrepancies noted during Occupancy Inspections. This list is NOT all-inclusive, and additional corrections not listed here may be required prior to Certificate of Occupancy being issued.

### Electrical:

- 1) Remove any visible Knob and Tube wiring.
- 2) Splices are in junction boxes and boxes have covers.
- 3) GFI receptacles are required within 6 feet of a sink or wash tub.
- 4) GFI receptacles are required in all bath/powder rooms.
- 5) Panel box must have 3<sup>rd</sup> party inspection sticker.
- 6) Check entrance cable/mast for weathering or deterioration.
- 7) Grounding of panel box.
- 8) Minimum of 2 receptacles per room.
- 9) All light fixtures are operable and have covers.

### Structure:

- 1) No holes in walls (interior/exterior),
- 2) No leaks in roof or foundation.
- 3) Check for deteriorated wood framing.
- 4) No cracked or peeling paint.
- 5) Check gutters and downspouts.
- 6) ALL windows operate properly.
- 7) Smoke detectors are required (1 in each bedroom, one outside each sleeping area, 1 per floor including basement and finished attic).
- 8) No exterior trash and debris.
- 9) Check for overgrowth of grass and weeds.
- 10) No uneven surfaces or trip hazards.
- 11) All stairways have handrails.
- 12) Solid wood or metal fire rated doors between integral garage and house.

### Plumbing:

- 1) Fixtures and traps are leak free and operable.
- 2) Toilets, sinks, tub, and showers are operable.
- 3) Water heater overflow pipe must terminate within 6" of floor.
- 4) Proper piping for water lines (copper, plastic, etc) NO LEAD PIPE!
- 5) Vent stacks functioning properly and in good condition.

### Gas service:

- 1) Appliances have position indicating "ball type" valves.
- 2) Dead ends shall be capped or plugged.
- 3) Hard black piping for furnaces and water heaters. (No flexible gas lines)
- 4) Furnace and water heater in good working order with vents.

### General:

- 1) House numbers must be clearly marked and visible from the street.
- 2) No Fences over 6 ft high, and must not extend beyond the front building line.
- 3) Garbage cans stored on the side or rear of the building (not in front).



**Borough of Pitcairn**  
**Boro Fee: \$100.00 per unit**  
**APPLICATION FOR COMMERCIAL CERTIFICATE OF**  
**OCCUPANCY**

LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUYER/TENANT: \_\_\_\_\_ PHONE# \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED OCCUPANCY \_\_\_\_\_

(SINGLE FAMILY DWELLING-TWO FAMILY DWELLING-MULTI-FAMILY DWELLING-COMMERCIAL-INDUSTRIAL)

CONTACT PERSON: \_\_\_\_\_ PHONE# \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALL INSPECTIONS BECOME VOID THIRTY DAYS FROM DATE OF INSPECTION.  
NO STRUCTURE MAY BE OCCUPIED PRIOR TO THE ISSUANCE OF A  
CERTIFICATE OF OCCUPANCY.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ OFFICIAL USE ONLY \_\_\_\_\_

APPOINTMENT FOR INSPECTION: \_\_\_\_\_ @ \_\_\_\_\_ A.M./P.M.  
(DAY) (DATE) (TIME)

APPOINTMENT FOR RE-INSPECTION: \_\_\_\_\_ @ \_\_\_\_\_ A.M./P.M.  
(DAY) (DATE) (TIME)

**APPLICATION MUST BE MADE AT LEAST TWO WEEKS PRIOR TO**  
**INSPECTION**



**Part 3****Regulation of Partition Fences****§4-301. Construction, Etc.; Permit Required.**

No person, corporation, partnership, company or other entity shall construct, install, add to or alter a fence in the Borough, unless a permit is secured therefore.

(Ord. 978, 5/31/2011)

**§4-302. Location and Height Limitations.**

No fence shall be constructed which exceeds any of the following height limitations:

A. *Location.* No fence may be erected in the front yard (closer the street than the front building line). All fences must be erected with the finished side facing other properties and not facing inward. All fences must comply with all other provisions of this Code of Ordinances.

B. Forty-eight inches in front of the building line applicable to the subject property.

C. Seventy-two inches, for all zones except Industrial, behind the front building line applicable to the subject property, except as otherwise provided in paragraph .D below.

D. No fence may be erected which obstructs the required clear sight triangle at any intersection.

E. Ninety-six inches in any Industrial zoning district.

(Ord. 978, 5/31/2011)

**§4-303. Barbed Wire and Other Unsafe Fencing Prohibited.**

Barbed wire and all other fencing that is designed to cut or injure is prohibited in all districts.

(Ord. 978, 5/31/2011)

**§4-304. Construction Standards.**

All fences erected must be of good quality and must be firmly and sturdily footed in the ground, and capable of supporting the weight of a 150-pound person.

(Ord. 978, 5/31/2011)

**§4-305. Treatment of Metal Fences.**

Any fence erected which is made of a metal fabric or which is partially made of any metal fabric shall be galvanized or otherwise treated to prevent the formation of rust, and the metal used in the fabric shall be at least 11 gauge or heavier, unless it is subject to the provisions of §4-309 regarding the gauge of metal fences around pools.

(Ord. 978, 5/31/2011)

**§4-306. Maintenance; Sturdiness.**

1. All fences shall be maintained in a sturdy and good condition. Fences which become loose, rusted or rotted, whether in whole or in part, shall be repaired, replaced or removed.

2. Any fence that cannot support the weight of 150-pound man without bending, breaking, leaning or moving shall be deemed not to be sturdy.

(Ord. 978, 5/31/2011)

#### **§4-307. Variances.**

1. Any property owner or tenant desiring to erect a fence or maintain a fence which does not conform to the provisions of this Part may apply for a variance from the Zoning Hearing Board of the Borough.

2. All requests for a variance shall be according to the procedures and governing provisions of the Zoning Ordinance [Chapter 27] of the Borough and the laws of the Commonwealth.

(Ord. 978, 5/31/2011)

#### **§4-308. Proximity to Lot and Curb Lines.**

All fences shall be set back a minimum of 6 inches from all side and rear yard property lines. No fences beyond front building line. Further, all fences must be set back a minimum of 6 feet from any curb line.

(Ord. 978, 5/31/2011)

#### **§4-309. Fences Surrounding Pools or Other Structures.**

1. All pools, swimming pools, water retention basins and other structures, temporary or permanent and above or below ground, which may hold water, shall be surrounded by a fence, except as provided in subsection .4 hereof.

2. Fences required by subsection .1 hereof may surround the pool or the property. The wall of a building may constitute a portion of the fence. Such fences shall be adequate to make the structure containing the water inaccessible to small children.

3. Fences required by subsection .1 hereof shall not be less than 4 feet in height and shall be subject to the height limitations imposed in §4-302. Further, such fences shall be constructed out of any of the following materials:

A. Masonry or brick.

B. Wire mesh, a minimum of nine gauge with posts not more than 10 feet apart.

C. Pickets, not less than  $\frac{3}{4}$  of an inch thick if wood or twenty gauge if metal, with posts not more than 10 feet apart.

D. All gates or door openings through any fence required to be erected under this Section shall be equipped with a self-closing and self-latching device for keeping the gate or door securely closed at all times when not in actual use, except that the door for any dwelling which forms a part of the fence enclosure need not be so equipped.

4. Structures which are not capable of holding water in excess of 2 feet in depth need not be surrounded by a fence if the structures are emptied of all water when not

in use, or are securely and adequately covered to prevent small children from uncovering the pool when not in use.

*(Ord. 978, 5/31/2011)*

**§4-310. Permit Fee.**

The fee for a permit for construction, installation, addition or alteration of any fence shall be in an amount as established, from time to time, by resolution of Borough Council.

*(Ord. 978, 5/31/2011)*

**§4-311. Penalty.**

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof, shall be sentenced to a fine of not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense.

*(Ord. 978, 5/31/2011)*

