

Requirements for “Commercial Certificate of Occupancy”

- **Please allow for a minimum of Two (2) Weeks prior to an expected inspection date scheduled by the Pitcairn Code Enforcement Department.**
- The inspection fee of \$175 must be paid at the time of application. Checks & Money Orders should be made payable to: Pitcairn Borough. Cash is accepted. Credit Cards are also accepted, convenience fee will be added for this service. This covers one inspection and one re-inspection. *(A fee of \$50 will be assessed for NSF checks.)*
- **The Inspector will also check for safety hazards & violations not listed below.**
- **NOTE: Resolution 57-2018 A fee of \$175 will be charged to the occupancy permit applicant, if a scheduled appointment is not cancelled by 4 pm of the previous regular business day. Applicant will be charged a fee of \$175 for the re-inspection of previously failed items that fail after 2 previous inspections.**

All of the following items **MUST** be in compliance prior to scheduling your inspection.

All Electric & Garbage Bills *MUST* be Paid in Full before Occupancy Permit is issued. (Ordinance #1001)

EXTERIOR

- No visible damage to exterior siding/doors/windows/roof that may allow weather infiltration or rodent infestation. All Doors, Windows, Rain Gutters, and Down Spouts shall be intact and secure.
- House identification number must be a minimum of 4” in height and visible from the street by vehicle.
- Egress doors (Main Entry Door/ Exterior Doors) must be readily operable from inside without need for keys, special knowledge or effort and must be side-hinged.
- Handrails shall be on at least one side of stairways having four or more steps.
- Guard Rails shall be on both sides, with no large open area, on elevated walking surfaces greater than 30” above floor/ground surface below. This includes basement stairways with open sides, and exterior walking surfaces elevated from ground surface below such as entry ways, patios and sidewalks.
- Porches, Decks, Balconies, and Stairs must be in good repair and properly secured with minimum ½” galvanized hex head bolts with washer/nut at all deck-to-post connections and ledger board connections. Two bolts, one on top of each other at each deck-to-post connection, at least one ½” galvanized fastener for each joist cavity at the ledger board against the house. **Carriage bolts are NOT APPROVED fasteners for this application.**
- Sidewalks need to be in good repair.
- All swimming pools must be code compliant.
- There shall be no visible rodent or insect damage.

INTERIOR

- Walls, Ceilings, Floors Need to be in good repair.
- Windows should be sash locking within 6 feet above walking surface or ground level.
- Window Screens on all bedroom windows
- Handrails shall be on at least one side of stairways having four or more steps.
- Guard Railings shall be on both sides, with no large open area, on elevated walking surfaces greater than 30” above floor/ground surface below. This includes basement stairways with open sides, and exterior walking surfaces elevated from ground surface below such as entry ways, patios and sidewalks.
- Smoke detectors shall be installed inside every bedroom, and in the hallway/vicinity of the bedroom areas, and on each level of the house including basement level. All existing smoke detectors shall be in property working order. Smoke detectors shall be installed on highest ceiling surface or wall nearest ceiling surface but not within 4” of the adjacent wall or ceiling surface to provide proper clearances for sensor.

- Carbon Monoxide detectors shall be installed in the hallway/vicinity of the bedroom areas and in the vicinity of the furnace of dwelling units which have fuel-fired appliances installed and in dwelling units that have attached garages. Functioning centrally located in the vicinity of all bedrooms and fossil fueled appliance areas.
- Enclosed storage space under staircases must be completely covered with ½” gypsum board on the walls and ceilings.
- Bedrooms must have functioning windows.
- There shall be no visible rodent or insect damage.

ELECTRICAL

- ***Electric must be on.***
- Electrical receptacles located in all bathrooms (including light fixtures/cabinets), laundry areas within in 6’ of wash basin/sink, All kitchen countertop areas, All receptacles in garages except ceiling mounted receptacles for garage door openers, and on All the exteriors of the house including detached garages/sheds shall be GFCI protected receptacles. GFCI protection can be at the receptacles or service panel.
- Electrical service must be 120/240 volt, not less than 60 amps and in good repair.
- All electrical wiring shall be properly connected and secured, with all connections enclosed within junction or receptacle boxes. Electrical wiring shall have no visible splices or open wiring including visible wire cut connections.
- All Kitchen Counter Tops, Bathrooms, Garage Wall, Washer/Dryer (110 volt),
- All Exterior plugs must be GFCI.
- There must be access to all plugs (we will not move appliances/furniture).
- Identify all Switches & Receptacles

GAS

- ***Gas must be on.***
- Furnace flue vent must be fastened together with screws.
- The gas shut-off valve to the furnace must be accessible without moving the furnace or another appliance.
- Gas dryer vents shall exhaust to the exterior, be clear of lint, and shall not be screwed together.

PLUMBING

- ***Water must be on.***
- Kitchen Faucets, Bath Tub, Bath Shower, Laundry Tub, Toilet there should be no leaking around plumbing and all outlets must be GFCI.
- Hot Water Tank: General, Vent/Exhaust, T&P Safety, 3/14” Blow Off, Controller

GARAGES

- Garages with living space above must have gypsum board on the ceiling (Type x 5/8”).
- The wall between the garage and the residence must be ½” gypsum, block or the equivalent
- There must be no holes/vents in ductwork, walls, and ceiling in the garage.
- The door between the garage and basement must be 1-3/8” solid wood or steel honeycomb.
- The hot water tank must have a relief valve, and a pipe that extends to a maximum of 6” above the floor or into a drain.

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