

OCCUPANCY PERMIT INSPECTION RESALE OF EXISTING SINGLE FAMILY HOMES

INTRODUCTION

The Municipality of Penn Hills has a requirement for an occupancy permit for the change of ownership, change of occupancy, or change of tenancy for every home in the Municipality. The ordinance places the burden of obtaining this permit on the current owner prior to the change or transfer of occupancy or ownership. The intent or policies behind the ordinance are simple:

1. Penn Hills is a bedroom community. The heart and soul of our tax base is the single-family home. We must do what we can to keep our homes in good condition.
2. It should be, and is, unlawful to sell a home that has building code violations.
3. Building code standards are minimal standards. They should apply to all homes in all neighborhoods. The goal is to protect the health and safety of the new occupants.

We realize that an occupancy permit is yet another document and another set of regulations that adds to the already cumbersome process in buying and selling real estate. The Municipality is, however dedicated to rigorous enforcement of this ordinance. At the same time, we realize that individual properties occasionally have unique circumstances. The Penn Hills Department of Code Enforcement is willing to work with all parties in resolving these issues.

APPLICATION PROCESS

1. The fee is currently \$75.00 with checks or money orders made out to the Municipality of Penn Hills.
2. Forms are available at the Department of Code Enforcement, 102 Duff Road, Pittsburgh, PA 15235, (412) 342-1192.
3. Applications can be processed by mail, but complications can be more easily resolved in person. Anyone can apply with the verbal permission of the current owner. Be prepared with the names, addresses, and telephone numbers of all parties involved together with a choice of dates and times for inspection. Someone must be at the home to meet the inspector. **Scheduled inspections are performed Monday through Friday from 9:00 A. M. – 2:00 P. M. on the hour.**
4. An inspection usually takes less than half an hour. The inspector will usually write up any problems and hand over a copy of the occupancy permit at that time.
5. Apply for the permit as early as possible allowing the maximum number of days between the date of inspection and the date of closing. This allows time for any corrections and the reinspection.

TYPICAL PROBLEMS

Every house is unique and everything is possible, but over the course of ten plus years of occupancy permit inspections, we have compiled the following list of typical problems:

1. Missing smoke detectors.
2. Handrails, both interior and exterior.
3. A solid core wood 1 - 3/4" or 1 - 3/8" door or an approved equivalent between the integral garages and basements is required.
4. Integral garages often require drywall or other interior finishing if they have exposed joists.
5. Broken window glass.
6. Missing street numbers.
7. Missing red recycling containers.

STANDARD PUNCH LIST

An inspector can list a violation of any municipal code – zoning, building, property maintenance, plumbing, sanitation, and many others. The following punch list, however, may be of some help:

- I. **Exterior Structure**
 - a. **Sanitation** – All exterior property areas and premises shall be maintained in a clean, safe, and sanitary condition, free from any accumulation of rubbish or garbage.
 - b. **Accessory Structures** – All accessory structures, including detached garages, fences, and walls shall be maintained in a structurally sound condition.
 - c. **Street Numbers** – Each structure of which a street number has been assigned shall have the number so assigned displayed in a position easily observed and readable from the public right-of-way (3" x 1/2" Arabic in nature).
 - d. **Structural Members** – All supporting structural members of all structures shall be kept structurally sound.
 - e. **Roofs** – The roof shall be structurally sound, tight, and not have any defects that might admit rain.
 - f. **Chimneys** – All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe, sound and in good repair.
 - g. **Stairs and Porches** – Every stair, porch, fire escape, and balcony shall be maintained in sound condition and good repair.
 - h. **Windows and Door Frames** – These components shall be maintained so as to exclude rain, and substantially exclude wind from entering the dwelling or structure.

- i. **Openable Windows** – Every Window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware.
- j. **Door Hardware** – Every exterior door and its hardware shall be maintained in good condition. Door locks on all doors entering dwelling units shall be in good repair and capable of tightly securing the door.
- k. **Exterior Handrails** – Every flight of stairs that are four or more risers high shall have a handrail on at least one side of the stair.

II **INTERIOR STRUCTURE**

- a. **Structural Members** – These components shall be maintained structurally sound, not showing any signs of deterioration, which would render them incapable of carrying the imposed loads.
- b. **Interior Surfaces** – These components shall be maintained in good, clean and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood and other defective surface conditions shall be eliminated.
- c. **Sanitation** – The interior shall be maintained in a clean and sanitary condition, free from any accumulation of rubbish, refuse, or garbage.
- d. **Handrails and Guardrails** – Every flight of stairs that are four or more risers high shall have handrails. Every open portion of a stair, landing, or balcony that is more than thirty inches above the floor or grade below shall have guardrails. Guardrails shall be not less than thirty inches high above the floor of the landing or balcony. . Handrails shall be not less than thirty inches or more than thirty-four inches high, measured vertically above the nosing of the tread or above the floor of the landing or balcony and must be graspable— 2” diameter max. Every handrail and guardrail shall be firmly fastened and capable of bearing normally imposed loads and shall be maintained in good condition.
- e. **Light** – All spaces or rooms shall be provided sufficient light so as not to endanger health and safety.
- f. **Toilet Rooms** – Every bathroom and water closet compartment shall comply with the light and ventilation requirements for habitable spaces as required by Section ES-401.2, except that a window shall not be required in bathrooms or water closet compartments equipped with an approved mechanical ventilation system. Air exhausted by a mechanical ventilation system from bathroom or water closet compartments equipped with an approved mechanical ventilation system from bathroom or water closet compartment must be exhausted to the exterior and may not be recirculated to any space, including the space from which it is withdrawn.

- g. **Clothes Dryer Exhaust** – Clothes dryer venting systems shall be independent of all other systems and shall be vented in accordance with the manufacturer's recommendations.
- h. **Below Grade Rooms** – Rooms partially or completely below grade shall not be used as habitable spaces unless:
 1. Floors and walls are water tight so as to prevent entry of moisture;
 2. Total window area, total openable window area and ceiling height are in accordance with this code;
 3. Required minimum window area of every habitable space is entirely above the grade adjoining such window area, and;
 4. Means of egress and emergency escape are provided in accordance with this code.
- i. **Plumbing Fixtures** – All plumbing fixtures shall be maintained in a safe and usable condition.
- j. **Sewage System** – All fixtures shall be properly connected to a public sewer or a properly functioning septic system. Municipal inspectors will not routinely dye test sewers or septic systems. Every waste stack and sewer line shall be free of obstructions and leaks.
- k. **Heating Facilities** – Furnaces, fireplaces and other heating devices shall be properly installed and vented.
- l. **Smoke Detectors** – Smoke detector in each bedroom & on each level and carbon monoxide detector near bedrooms & near gas furnace & hot water tank.
- m. **GFI's (ground fault interceptors)** – Will be required near sinks (laundry, and bathroom), above all kitchen counters and all exterior outlets.

III. ACCESSORY STRUCTURES/GARAGES

- a. Integral garages shall have one-hour fire-rated walls and ceilings. Drywall finishing is often required.
- b. Doors between integral garages must be 1 3/4" or 1 3/8" solid core wooden doors or an approved equivalent.
- c. Doors shall have sweeps of sills.
- d. Garages separated by a breezeway may also require fire-rated construction.
- e. Detached garage door devices and other accessory structures must be maintained structurally sound and free of code deficiencies.
- f. Automatic garage door devices will be tested for safety features.
- g. Swimming pools – both in-ground and aboveground pools must meet fencing and safety requirements.

- h. Elevated decks and balconies must have properly designed guardrails.

IV. OTHER CONSIDERATIONS

- a. Conversions to two family units, granny flats, carriage house apartment, etc. can only be approved with applications for multi-family occupancy permits.
- b. An inspector will look for other common zoning violations such as junk cars, rubbish and debris, business activity, setbacks, etc.
- c. Inflow and infiltration – A dye test on single-family homes is automatically required. Any possibility or suspicion of the inflow of storm water from down spouts, driveway drains, waterproofing systems, natural springs, or wet basements into the sanitary system will trigger and in dependent dye test from a qualified inspector at the owner's expense.

This list is not all inclusive. It was prepared to generally assist homeowners, real estate agents and other parties in understanding the occupancy permit process. Codes and ordinances change on a daily basis. Please contact the Penn Hills Department of Code Enforcement with specific questions (412-342-1192).

03/02/2022

PUNCH LIST FOR INSPECTORS

1. PROPERTY MAINTENANCE OF GRASS MUST BE KEPT AT A UNIFORM HEIGHT OF 10" OR LESS.
2. INSTALL EXTERIOR/INTERIOR HANDRAILS ANYWHERE THERE ARE 4 OR MORE RISERS—MUST BE GRASPABLE.
3. REPAIR/REPLACE FRAYED ELECTRICAL CABLE.
4. INSTALL WORKING SMOKE DETECTORS IN EACH BEDROOM & ON EACH LEVEL & CARBON MONOXIDE DETECTOR NEAR BEDROOMS & NEAR GAS FURNACE & HOT WATER TANK.
5. NEEDS 1 ¾" OR 1 3/8" SOLID CORE WOOD DOOR BETWEEN GARAGE AND BASEMENT—NO INSET PANELS.
6. GARAGE CEILING MUST BE ONE-HOUR FIRE-RATED, TAPED & SEALED.
7. FIRE STOPPING NEEDED ON ONE-HOUR FIRE-RATED WALL FROM GARAGE TO BASEMENT.
8. ALL BROKEN WINDOWS MUST BE REPAIRED OR REPLACED.
9. INSTALL EXHAUST FAN IN BATHROOM.
10. REPAIR/REPLACE ALL MISSING RECEPTACLE COVERS.
11. GARAGE DOOR OPENER MUST RETRACT; IF NOT, REPAIR/REPLACE, REMOVE.
12. GUIDE RAILING NEEDED WITH PROPER SPACING BETWEEN DOWN RAILS 4" MAXIMUM ALLOWABLE ON ANY SURFACE 30" ABOVE GRADE.
13. FRONT STOOP LANDING MUST BE MINIMUM OF 3' X 3' WITH MAXIMUM STEP OF 8 ¾" TO TOP OF THRESHOLD.
14. REPAIR/REPLACE FRONT STEPS IN ACCORDANCE WITH 1996 BOCA CODE.
15. SCRAPE & PAINT EXCESSIVE PEELING PAINT.

16. REPAIR/REPLACE GUTTERS AND DOWNSPOUTS.
17. VENT ON WATER HEATER NEEDS REPAIRED/REPLACED.
18. ADDRESS NUMBERS MUST BE 4" X ½" ARABIC AND VISIBLE FROM THE STREET.
19. ELECTRICAL INSPECTION REQUIRED BY THIRD PARTY INSPECTION AGENCY.
20. BUILDING PERMIT REQUIRED FOR \$2,000 OR MORE OF FAIR MARKET VALUE WITH PROPER DRAWING.
21. DYE TEST REQUIRED IN ACCORDANCE WITH ORDINANCE #2080 WITH A \$25 PERMIT FEE.
22. G.F.I. (GROUND FAULT INTERCEPTOR) WILL BE REQUIRED NEAR SINKS (LAUNDRY AND BATHROOM), ABOVE ALL KITCHEN COUNTERS AND ALL EXTERIOR OUTLETS.
23. PROPERTY MAINTENANCE OF GRASS MUST BE KEPT AT A UNIFORM HEIGHT OF 10 "(INCHES) OR LESS.
24. BALLISTERS ARE REQUIRED (4" SPACINGS) WHERE FALL IS 30" OR GREATER.

ADDITIONAL REQUIREMENTS **FOR COMMERCIAL PROPERTIES**

1. FIRE EXTINGUISHERS NEEDED NEAR EXIT DOORS NFPA #10
2. EXIT LIGHTING REQUIRED IN ACCORDANCE WITH 1996 BOCA CODE.
3. SMOKE AND HEAT DETECTION SYSTEM REQUIRED IN ACCORDANCE WITH PENN HILLS' AMENDMENTS TO 1996 BOCA CODE.
4. KITCHEN SYSTEM REQUIRES ANSEL SYSTEM IN ACCORDANCE WITH FIRE MARSHAL'S APPROVAL.
5. SPRINKLER SYSTEM REQUIRED IN ACCORDANCE WITH PENN HILLS' AMENDMENTS TO 1996 BOCA CODE.

6. DYE TEST REQUIRED IN ACCORDANCE WITH ORDINANCE #2080 WITH A \$25 PERMIT FEE.
7. SECURED KEY ACCESS SYSTEM (KNOX BOX) REQUIRED UNDER ORDINANCE #2092.
8. BALLISTERS ARE REQUIRED (4" SPACINGS) WHERE FALL IS 30" OR GREATER.
9. REPAIR/REPLACE EMERGENCY LIGHTING.
10. ELECTRICAL INSPECTION REQUIRED BY THIRD PARTY INSPECTION AGENCY.
11. BUILDING PERMIT REQUIRED FOR \$2,000 OR MORE OF FAIR MARKET VALUE WITH PROPER DRAWING.
12. \$100 PERMIT FEE REQUIRED FOR EACH FIRE ALARM/SPRINKLER INSTALLED.
13. \$75 PERMIT FEE REQUIRED FOR ANY FIRE PERMIT (UNDERGROUND TANKS, BALSTINGS, ALARMS, ETC.)
14. ALLEGHENY COUNTY PLUMBING DIVISION OR A REGISTERED PLUMBER MUST PERFORM PLUMBING INSPECTION.
15. SUBJECT TO FIRE MARSHALL'S REPORT.
16. PANIC HARDWARE REQUIRED ON ALL EXIT DOORS; REPAIR/REPLACE/INSTALL.
17. FURNACE AREA TO BE INSPECTED IN ORDER TO MEET REQUIREMENTS OF BOCA MECHANICAL CODE.
18. DIRECTIONAL EXIT SIGNS TO BE INSTALLED IN ACCORDANCE WITH 1996 BOCA CODE.
19. EXTRA PLUMBING FIXTURES WILL REQUIRE PERMIT FEE OF \$100/FIXTURE.
20. PROPERTY MAINTENANCE OF GRASS MUST BE KEPT AT A UNIFORM HEIGHT OF 10" OR LESS.



Municipality of Penn Hills



102 Duff Road, Penn Hills, PA 15235
Code Enforcement Office
Office: 412-342-1192 / Fax: 412-342-0023
www.pennhills.org

DYE TEST FORM

THIS FORM IS FOR THE PURPOSES OF CERTIFYING THAT A PROPERTY IS FREE OF STORM WATER CONNECTIONS TO THE SANITARY SEWER. THIS CERTIFICATION MAY, UNDER THE PROVISIONS OF **ORDINANCE 2497**, BE REQUIRED PRIOR TO THE APPROVAL OF AN OCCUPANCY PERMIT. CURRENTLY, THE **APPLICATION FEE WITH RESULTS IS \$25.00**, PAYABLE TO THE MUNICIPALITY OF PENN HILLS. FOR MORE INFORMATION, CONTACT THE DEPARTMENT OF CODE ENFORCEMENT.

NOTE: PLEASE PRINT OR TYPE THIS APPLICATION

DATE: _____

A. PROPERTY LOCATION: _____

B. LOT & BLOCK NO.: _____ FEE: **\$25.00** RECEIPT NO. _____

C. CURRENT OWNER: _____

D. OWNER'S ADDRESS: _____

E. OWNER'S TELEPHONE: _____

F. TESTING FIRM NAME: _____

G. TESTING FIRM ADDRESS: _____

H. TESTING FIRM AGENT: _____

I. TEST RESULT(S):

NUMBER OF DOWNSPOUTS: POSITIVE _____ (FAIL) NEGATIVE _____ (PASS)

DRIVEWAY DRAIN: POSITIVE _____ (FAIL) NEGATIVE _____ (PASS)

OTHER (EXPLAIN): _____

J. DATE OF TEST(S): _____

K. DATE OF REMOVAL/CORRECTION: _____

L. TYPE OF REMEDIAL ACTION:

DRAINED TO SURFACE DRAINED TO MUNICIPAL STORM SEWER

DRAINED TO SUMP REPAIR/REPLACED LATERAL

OTHER (EXPLAIN): _____

M. CHECK IF SEPTIC TANK REPORT IS ATTACHED

N. **CERTIFICATION:**

I HEREBY CERTIFY THAT THIS PROPERTY HAS BEEN TESTED FOR STORM WATER INFILTRATION TO THE SANITARY SEWAGE SYSTEM UNDER THE TERMS OF **ORDINANCE 2497** AND THAT NO VIOLATION EXISTS.

NAME: _____

SIGNATURE: _____

**THE DOCUMENT OF CERTIFICATION
MUNICIPALITY OF PENN HILLS**

CODE ENFORCEMENT OFFICER SIGNATURE: _____

**CONTRACTORS
(I & I CORRECTIONS)**

Aces Plumbing Service-Gerald Yurkov ----- (412) 793-1212
Alex Bobick----- C: (412) 977-9908
American Drain Cleaners ----- (412) 969-0815

Bartolomeo Plumbing Contractor, Inc.----- (412) 793-8830
Beasley Plumbing ----- (412) 271-9293
Bowlin General Contractor ----- (412) 793-5922

Crystal Clear Drain Service & Plumbing ----- (412) 526-6432
Cuccaro Plumbing ----- (412) 441-4911

Dangood Plumbing ----- (412)664-4663
Doctor Drain ----- (412)881-1185

1st Call Plumbing ----- (412) 829-4594

GP Testing, LLC.----- (412) 956-6666 - (Dye Test & Septic Tank Test)
Gary Harcharik ----- (412) 241-5710
Geraci Mechanical ----- (412) 828-6492
Gregg Johns ----- H: (412) 795-0522 / C: (412) 583-7684

J. Zangrille Plumbing ----- (412) 820-2511
Jack Dempsey Plumbing ----- (724) 733-1417
Jim Liberto Plumbing ----- (412) 793-7776
Joe Mohnach ----- (412) 287-7454 / (412) 795-3808
Joseph P. Hoffman Plumbing/Remodeling ----- O: (412) 921-8662 / C: (412) 287-1121

Malloy Plumbing Co.----- (412) 287-2878
McVay Plumbing Co. Inc. ----- (412) 795-5133

Nave Plumbing/Heating ----- (412) 798-3675

Pro Plumbing/Heating ----- (412) 897-9070

R. G. Cook Plumbing & Heating ----- (412) 828-2460
Reliable Sewer/Drain Cleaning ----- (412) 793-2400-Chuck

Sembower-Mike Sell, Inc. ----- (412) 241-0195 – (Dye Test & Septic Tank Test)
Service Rooter, Inc. ----- (412) 795-2216
Sullivan Plumbing Inc. ----- (412) 271-0900
Superior Plumbing/Lining, Inc. ----- (724) 205-3586
Stamerra Plumbing Co. ----- (724) 797-1558

Thurmond & Sons Plumbing ----- (412) 766-0336 / (412) 427-8009 / (412) 969-8561
Tim Dawson ----- (412) 855-5539



Municipality of Penn Hills

102 Duff Road, Penn Hills, PA 15235

412-342-1086

www.pennhills.org



LIEN LETTER POLICY FOR OCCUPANCY PERMITS

Prior to a final Occupancy Inspection by the Code Enforcement Department, the following documentation must be obtained, and proof of any payments made for any delinquencies or claims must be provided to Code Enforcement:

1. Make written request and pay the No Lien Letter Fee of \$25.00 (effective 1/31/2020) to:
Municipality of Penn Hills
Attention: Finance Dept. - Lien Letter
102 Duff Road
Pittsburgh, PA 15235
412-342-0365

You are no longer required to contact Portnoff Law Associates, LTD to request prior Delinquent/Liened Sewage Charges. If payment is due, it will be included in the Municipal No Lien Letter.