

600 Monroe Street
Freemansburg, PA 18017-7280
(610) 866-2220 Fax (610) 868-2402
www.boroughoffreemansburg.org



*A Canal Town
Incorporated 1856*

Gerald C. Yob, Mayor
Homer (Bud) Lorah Council President
Debra Ross, Borough Manager

January 2010

CERTIFICATE OF OCCUPANCY PACKET

Contents:

General Information

Application Form

Inspection Procedures

*By ordinance enacted December 21st, 2009 (# 2009-032) all properties sold, transferred or rented must be inspected for issuance of a Certificate of Occupancy before they can be occupied. The ordinance also provides for penalties for non compliance.
A copy of the ordinance is available upon request.*

GENERAL INFORMATION

FEE: Residential \$60.00

All failed inspections require \$30.00 for the re-inspection

Commercial \$200.00, includes 1 re-inspection

These inspections will be performed by the borough's third party inspection agency.

- Once we receive the completed application along with payment of the set fees we will contact the person named on the application as the contact person to schedule a date and approximate time for the inspection. You may return applications in person or US. Postal service to Borough of Freemansburg 600 Monroe St. Freemansburg PA. 18017 ATT: Zoning officer /BCO (Building Code Official)
- Since we need to gain entry to the dwelling someone will to be on site.
- The inspection should take from 30 minutes to 1 hour.
- Please refer to the inspection procedure form as a guide to the items we will be inspecting. Though most items on this form are minimum code requirements the borough council has not yet adopted the form in its entirety.
- A copy of the inspection form will be provided to the applicant or there agent, if failed the observations or violations will be noted on the form
- Canceled or missed inspections may require an additional fee.
- If you have any questions regarding the inspection procedure or code requirements please feel free to call. 610-866-2220

INSPECTION PROCEDURES
Borough of Freemansburg, Northampton County, PA
Adopted: 2/1/2010

Upon receipt of a completed application, the zoning officer, building code official or other person designated by the Borough shall, within 10 business days of receiving a complete application, conduct or cause to conduct an inspection of the property to determine compliance with minimum standards and requirements as follows:

- Each dwelling unit shall have a working smoke detector on each floor level and outside all sleeping room areas.
- Each room used for sleeping purposes shall have a working smoke detector
- An existing acceptable 60 ampere service or a minimum 100 ampere three (3) wire electric service must be installed for the dwelling
- GFI ground fault interrupters are required in all bathrooms, powder rooms, kitchen countertop areas, laundry rooms, outdoor receptacles, and unfinished basements.
- All electric wiring shall be secured and not hanging and shall terminate and connect to a junction box. All electrical boxes shall have proper covers. (switch, outlet, junction)
- Appliance cords over 6 ft. are not permitted.
- Garage door openers are not permitted on extension cords
- Sleeping rooms shall have a minimum of 2 electric outlets
- Water heaters shall be operational and have a functioning pressure relief valve with the proper drainage within 6 inches from the floor
- All heating units shall be in good working order, free from accumulation of combustible debris and or rubbish
- Light fixtures in closets shall be of approved type no open bulb.
- Proper bathroom ventilation shall be required (window or exhaust fan)
- Minimum of 3 inch high address numbers shall be clearly visible from the front street of the dwelling and from alleys that provide access from the rear of a property by a vehicle in an area of four or more row homes or attached single family dwellings.
- Pools hot tubs and spas shall be brought up to the minimum standards of the PA. Uniform Construction code relating to enclosures or shall be removed.
- Decks and porches more than 30 inches from grade: guardrail minimum of 36 inches high and spaced as not to allow a 4 inch sphere from passing thru shall be required.
- Securely fastened handrails and guardrails are required on all stairways interior and exterior with more than 4 risers or more than 30 inches high.
- Sump pumps, floor drains, downspouts shall not be connected to the public sewer system
- Roofs shall be structurally sound and watertight
- Every window (other than fixed units) that can be used as an emergency escape must be easily opened and able to stay opened with the window hardware
- All glazing, there shall be no broken or missing glass in any window or door units.
- Visible structural or other defects in the interior, exterior, including fireplaces and chimneys if determined by the inspector to be a potential life safety threat shall be corrected
- Fire separation measures relating to attached garages or accessories structures shall be in place
- Sanitation: no garbage, rubbish or other debris shall be in or accumulated on the property
- Where required by Planning Commission and / or Council, installation of a KNOX BOX for non-residential properties, commercial properties and multi-family units consisting of three or more family units accessed by common doorway entrances.
- An additional inspection by the Borough Fire Marshal will be required for all non-residential properties, commercial properties where hazardous or combustible materials may be stored on-site and multi-family units consisting of three or more family units accessed by common doorway entrances.
- An additional inspection by the Borough Fire Marshal may be required for residential one and two family dwellings where the Building Inspector, at his discretion, feels there is a fire-related health, safety, welfare or accessibility issue.
- Non conforming or illegally installed uses or structures shall be noted , if there is a life safety or accessibility issue may need to be removed
- Other code violations, life safety issues, or ordinance violations may have to be corrected before issuance of a Certificate of Continuing Use



Borough of Freemansburg, Northampton County, PA Certificate of Occupancy Application and Permit

As required by Borough Ordinance for habitation of
any new or existing residential structure, and
new or change in use of a non-residential structure

Application No.:	Address of property:	Application Fee:	Date of Application:
Name and Phone Number of Person to Contact to Schedule Inspection:			Anticipated Date of Change:

Residential <input type="checkbox"/> (check here)	Non-Residential <input type="checkbox"/> (check here)
Name of resident(s) moving out:	Name and Type of Old Business:
Name of resident(s) moving in:	Name and Type of New Business:
# of Residential Units	# of Non-Residential Units
Is this a rental?	Is this an owner occupied home-based business?
Mailing address and phone number of owner if different than property address:	
Date:	Applicant's Signature:
To Applicants: Do Not Write Below This Line	
Work completed on:	
Inspection date (s):	
Inspection comments / use of property:	
Approved by Codes Official (date and signature):	