Certificate of Occupancy Inspection (Updated 1/20/23)

Contents:

1. Inspection Procedures (pg. 2&3)
2. KeyCodes Fees (pg. 4)
3. Certificate of Occupancy Application (pg. 5)

Third-Party Inspection Company Info:

Keycodes Inspection Agency

Borough Zoning Office 600 Monroe St.

Freemansburg, PA 18017

610-866-2220 (x205)

[zoning@boroughoffreemansburg.org](mailto:zoning@boroughoffreemansburg.org)

Office Hours: Tuesday 8am-10am

Thursday 2pm-4pm

# Certificate of Occupancy Inspection (Updated 1/20/23)

Inspection Procedures

Below are the Inspection Procedures of the property to determine compliance with minimum standards and requirements:

Each dwelling unit shall have a working smoke detector on each floor level & 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, kitchen countertop areas, laundry rooms, outdoor receptacles and unfinished basements.

All electric wiring shall be secured & not hanging & shall terminate & connect to a junction box. All electrical boxes shall have proper covers (switch, outlet, and junction).

Appliance cords over 6 ft. are not permitted.

Garage door openers are not permitted on extension cords.

Sleeping rooms should have a minimum of (2) electrical outlets.

Water heaters shall be operational & 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 & 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 4” high and ½” stroke address numbers shall be clearly visible from the street of the dwelling & 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 singe family dwellings.

Pools, hot tubs & spas shall be brought up to the minimum standards of the “PA Uniform Construction Code” (PA UCC) relating to enclosures or shall be removed.

Decks & porches more than 30 inches from grade: guardrail minimum of 36 inches high & spaced as not to allow a 4 inch sphere from passing through shall be required.

Securely fastened handrails & guardrails are required on all stairways (interior & 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 water tight.

Every window (other than fixed units) that can be used as an emergency escape must be easily opened & 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 & chimneys if determined by the inspector to be a potential life safety threat shall be corrected.

# Certificate of Occupancy Inspection (Updated 1/20/23)

Fire separation measures relating to attached garages or accessory 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 if three or more family units accessed by common doorway entrances.

An additional inspection by the Borough Fire Marshall will be required for all non-residential properties, commercial properties where hazardous or combustible materials may be stored on-site & multi-family units consisting of three or more family units accessed by common doorway entrances.

An additional inspection by the Borough Fire Marshall may be required for residential one & 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.

Certificate of Occupancy Inspection (Updated 1/20/23)

Keycodes Inspection Agency

PO Box 391

Bethlehem, Pennsylvania 18016-0391 Phone 610.866.9663 [www.keycodes.net](http://www.keycodes.net/)

Fax 610.866.2664 [info@keycodes.net](mailto:info@keycodes.net)

Certificate of Occupancy Fees for Existing Structures: (Inspections based on Municipal Ordinances)

1. – Residential Dwellings: Single Family, Single Family Townhouse, Single Family Twins, Semi-attached, Condominium Units and Mobile Homes.

$175.00 - each dwelling unit to be inspected up to two site visits and the Certificate of Occupancy

$25.00- B.O.F. Admin Fee

$200.00 Total Residential Application Fee

1. – Commercial and Industrial Buildings

$180.00 for first 1000 sq. ft. or less (single site visit only)

$30.00 for each additional 1 - 500 sq. ft.

$450.00 Maximum fee for initial inspection

$75.00 re-inspection (per visit)

$30.00 – Certificate of Occupancy

$50.00- B.O.F. Admin Fee

\*Total Cost to be determined by KeyCodes-depending Upon size of commercial property.

Certificate of Occupancy Inspection (Updated 1/20/23)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Application # | Property Address: | | Application Fee: | | Date of Application: |
| Anticipated Date of Change: | Name of Applicant:  Circle: Self / Realtor / Other | Phone Number: | | Email Address: | |

|  |  |  |
| --- | --- | --- |
| **Residential** O ($200.00 Per Unit) | | **Non-Residential** O |
| Name of Resident(s) Moving Out: | | Name & Type of Old Business: |
| Name of Resident(s) Moving In: | | Name & 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 & Phone # of owner if different than property address: | | |
| Applicant’s Signature & Date: | | |
| **Staff to Complete Information Below** | | |
| Work Completed On: | Inspection(s) Date: | |
| Inspection Comments: | | |
| Approved by Codes Official (Signature & Date) | | |

Certificate of Occupancy Inspection (Updated 1/20/23)