

**Permit Office
Honesdale Borough**

Telephone Number: 570-647-0091

Fax Number: 570-647-0041

Resale/Rental Unit Inspection Request

I hereby request an inspection of the structure(s) listed below:

Zoning District : _____ Site Address: _____

No. of Units: _____ Municipality: _____ Tax Parcel # _____

Owner (s):

Name: _____ Phone # _____

Mailing Address _____

Present Structure Use: _____ Intended Structure Use: _____

Water Service: (Check) Public Private **Sewer Service:** (Check) Public Private (Septic Permit _____)

Number of Bedrooms per unit: _____ **Number of Bathrooms Per Unit** _____

Buyer **Tenant Unit #** _____

Name: _____ Phone # _____

Address _____ Attach Listing of All Tenants

I understand that any items found to be in violation of Municipal Ordinances must be remedied prior to any change of occupancy. In addition, regardless of any change of occupancy, the health and life safety items must be corrected prior to resale, whichever occurs first. **There is a required \$140.00 PER UNIT FEE that is due at time of application.**

INSPECTION FEE	\$90.00	Make check payable to: Honesdale Borough 958 Main Street, Honesdale, PA 18431
CERTIFICATE FEE	\$50.00	
TOTAL DUE PER UNIT	\$140.00	

I am requesting an inspection on (Date): _____

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Is the above signature that of the owner? Yes No

Resale Inspection Items

This is a comprehensive list of the types of health and life safety code items and local regulations normally checked during a typical resale inspection. **Each item is checked to the codes that were in effect at the time the house was originally constructed (or any subsequent work was done).** Codes can be revised every three years, so the specific details of the requirements will vary from house to house depending on the date of construction or subsequent permits.

Air Conditioner

- Wall Unit:** Disconnect, branch or dedicated circuit, wiring methods and materials.
- Central Unit:** Disconnect, wiring methods and materials, condensate/overflow.

Bathroom(s)

- Water Closet:** Ballcock, critical level, water connector.
- Shower Enclosure:** Height, glazing, piping, caulking.
- Sink:** See plumbing section
- Electrical:** Operable fan if a window isn't present, grounding of electric wall heaters, GFCI, etc...

Bedroom(s)

- Emergency Egress:** Must have an approved door/window to the exterior (no opening/door allowed between a garage and a room used for sleeping purposes).
- Smoke Detectors:** See smoke detector section

Electrical (general)

- Devices:** Secured, approved materials/methods, correct wiring, coverplates, knock-out seals, no extension or zip cords, accessibility, no ungrounded light fixtures within immediate vicinity of sink/laundry/water source, proper installation and support of paddle fans.
- Wiring:** Approved materials/methods, protection, connectors, no extension/zip cords.
- GFCI:** Where required, properly functioning.
- Main Panel or Subpanel:** Cover/deadfront panels, circuits properly sized and labeled, separate circuits where required, tie bars/clips @ twin 240V breakers, blanks at missing knock outs, accessibility, "S" type for 15/20 amp fuses.

Fireplace/Insert/Wood Stove

- General:** Grouting within firebox and at hearth, adequate hearth depth/width, clearance to combustibles, exterior masonry chimney not pulled away from the house.
- Gas Log Lighter:** Gas line and shut off installation.
- Artificial Gas Logs:** Positive/permanent ventilation @ damper.

Furnace/Heating Unit

- Combustion Air:** Adequate vents or volume, positive separation.
- Gas Line:** Shut off handle, connector.
- Miscellaneous:** Condensate line, overflow line.
- Venting:** Material, clearance to combustibles, continuous, pitch.

Garage

- House/Garage Door:** Adequate firewall integrity, no animal access, self closing (if built since 1976)
- Electrical:** wiring/disconnect for any garage door opener, GFCI where/if required, no zip/extension cords, free floating wiring.
- Firewall:** Integrity, penetrations, proper protection of any attic access door.
- Miscellaneous:** Overhead storage integrity, garage conversions (habitable vs. non-habitable) and effect on off-street parking and firewall requirements, no exposed vapor barriers @ any insulation.

Kitchen

- Electrical:** Wiring methods/materials and electrical ground for all built-in appliances.
- Dishwasher:** Air gap for discharge line, separate (with disposer only OK) 20-amp circuit.
- Hood Fan:** Venting, seal around wall/ceiling penetration to negate potential fire path.
- Disposer:** Drain, cord clamp/secure @ base, disconnect.
- Sink:** See general plumbing section.

Local Codes/Ordinances

- Visual Blight:** Inoperable vehicles, discarded appliances, accumulation of personal property where visible from the street.
- Zoning:** Setbacks of building and accessory structures, off street parking, fencing and landscape height limitations within setbacks, limit on number of chickens and/or dogs (no roosters).
- Exterior:** Address house numbering, vent terminations and storm cap covers, broken windows, no bars on bedroom windows, weather-tight electrical devices and wiring, rodent proofing of attic and/or raised sub-floor areas.
- Permits:** Obtain permits as required/applicable (see resale report and/or handout), any outstanding permits on file must be finalized.
- Stairways:** Handrail provided/secured, guardrail with appropriate intermediate railings as applicable, rise/run, tread, returns, etc.

Plumbing (General)

- Drain Lines:** Approved materials/size/methods, “P” traps required, “S” or double traps not permitted, trap seal, drain slope, no leaks.
- Supply Lines:** Approved materials/methods.
- Venting:** Approved materials/methods, termination.

Pool/Spa/etc..

- Electrical:** GFCI protection as applicable.
- Enclosure:** Fencing and gates as required by municipality.

Smoke Detectors

- Audible:** Operable units with any light indicator or accessible button test properly functioning.
- Location:** At hallway, top and bottom of stairways, bedrooms, basement, etc....in relation to changes in ceiling heights, doors that close off hallways, any whole house fan or return air grille in the ceiling, and any unusual hallway/floor plans. See Diagram.
- Type:** 120V/permanantly wired units required for construction.

Water Heater

- Combustion Air:** Adequate vents or volume, positive separation.
- Gas Line:** Shut off handle, connector.
- Miscellaneous:** Seismic bracing, pipe insulation.
- Pressure Relief:** Discharge line of approved material with proper termination.
- Venting:** Material, Clearances to combustibles, continuous, pitch, screws @ single wall joints.

APPROVALS

<p>CODE ENFORCEMENT OFFICER</p> <p>Signature: _____</p> <p>Date Issued _____</p> <p>PERMIT # _____</p>	<p style="text-align: center;"><u>Payment Received</u></p> <p>Fee Paid: \$ _____</p> <p>Date: _____</p> <p>Method: _____</p> <p>Received By: _____</p>
---------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------