

Permit Office Honesdale Borough

Phone: 570-253-0731, ext. 17 • Phone/Fax: 570-647-0091 • zoninghb@ptd.net

Residential Rental Inspection Request

I hereby request an inspection of the structure(s) at: _____

Zoning District: _____ Municipality: _____ Tax Parcel # _____

Owner(s)

Name: _____ Phone # _____

Mailing or Forwarding Address _____

Present Structure Use: _____ Intended Structure Use: _____

Water Service: (Check) Public Private

Number of Bedrooms Per Unit: _____

Sewer Service: (Check) Public Private _____
(Septic Permit Number)

Number of Bathrooms Per Unit _____

Tenant

Name: _____ Phone # _____

Address _____

City: _____ State: _____ Zip: _____

Former Tenant(s)

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 per unit.....\$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): _____ my move-in date is: _____

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

Contact

Name _____ Phone _____

Email _____

APPROVALS

CODE ENFORCEMENT OFFICER

Permit Number

Payment Received

Signature

Date:

Date Issued:

Method:

Received By:

Notes

Rental 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 rental inspection, additional items may be identified during the inspection. The apartment/dwelling must conform with the International Property Maintenance Code (IPMC) as follows.

General

- **911 Address Sign:** (304.3) House number posted properly with green 911 address sign with white reflective numbers at driveway entrance. Numbers must be visible from both directions except in a cul-de-sac.
- **Dryer Vent:** (403.5) Must be vented to the outside and must be metal/aluminum
- **Guardrails:** (307) Every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30" above the floor or grade below shall have guardrails.
Minimum height: 36". Maximum spacing of balusters (spindles or cross bars): 4".
- **Graspable Handrails:** Stairs/steps of 4 risers or more.
- **Insulation:** Paper faced insulation must be protected in attics and basements

Air Conditioner

- **Wall Unit:** Disconnect, branch or dedicated circuit, wiring methods and materials.
- **Central Unit:** (604.3) Disconnect, wiring methods and materials, condensate/overflow (604.3).

Bathroom(s) (Section 403.2)

- **Electrical:** Operable fan if a window isn't present, grounding of electric wall heaters, GFCI, etc....

Bedroom(s) (Sections 404.4, 702.4, 704.2.1.2)

- **Emergency Egress:** Must open, and be able to remain open, for emergency exit. Must have an approved door/window to the exterior (no opening/door allowed between a garage and a room used for sleeping purposes) (702.4).
- **Smoke Detectors:** Functioning smoke detectors required at each level, including basements and attics. Existing hard-wired detectors must be maintained and cannot be replaced with battery powered detectors (702.2.1.2).

Electrical (general) (Section 604)

- **Devices:** Secured, approved materials/methods, correct wiring, cover plates, 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:** No visible exposed and uncapped electric wires or uncovered receptacles/switches. Approved materials/methods, protection, connectors, no extension/zip cords.
- **GFCI:** On all receptacles within 6 feet of a water source, outside or in a garage, cannot be connected to lights or fans. Outside outlets must have waterproof covering.
- **Main Panel or Subpanel:** Cover/dead front 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.

Furnace/Heating Unit (Sections 602, 603)

- **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.
 - **Electrical:** Automatic Garage Door sensors must be in working order. Wiring/disconnect for any garage door opener, GFCI where/if required, no zip/extension cords, free floating wiring.
 - **Firewall:** Must have one layer of ½ inch drywall and a "C" rated door. Integrity, penetrations, proper protection of any attic access door.
 - **Miscellaneous:** Overhead storage integrity, firewall requirements, no exposed vapor barriers @ any insulation.
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Kitchen (Sections 305, 403.3, 404.7)

- **Electrical:** Wiring methods/materials and electrical ground for all built-in appliances.
- **Stove:** Anti-tip device installed.
- **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 (Chapter 3)

- **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:** All exterior and interior flights of stairs having more than 4 risers shall have a continuous graspable handrail on one side of the stair for the entire length. Minimum height: 34" – 38" measured from nose (edge) of tread to top of handrail. *Deck rails are not graspable handrails.*
- **Carbon Monoxide (CO2) Detectors:** Recommended when gas utilities are on premises and attached garages.

Plumbing (General) (Chapter 5)

- Water must be turned on. No defective pipes or leaks in plumbing.
- **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.
- **Sump Pump:** Away from house and not hooked up to the sewer system.

Pool/Spa/etc. (Section 303)

- **Electrical:** GFCI protection as applicable.
- **Enclosure:** Must be fenced or enclosed meeting the barrier requirements of the current building code.

Smoke Detectors (Section 704.2)

- **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.
- **Type:** 120V/permanently wired units required for construction.

Water Heater (Section 505.4)

- **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.
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