

BOROUGH OF TURTLE CREEK

125 MONROEVILLE AVENUE

TURTLE CREEK, PA 15145

Phone: 412-824-2500 Fax: 412-824-1642

RESIDENTIAL OCCUPANCY PERMIT APPLICATION

(FOR SALE OF PROPERTY ONLY)

Submittal Requirements:

1. **CURRENT OWNER(S)**, (or the agent for the current owner(s)), are responsible for completing the application for Residential Occupancy Permit.
2. Application **MUST** be filed (not necessarily issued) with the Borough before the closing can take place.
3. An Occupancy inspection **MUST** be completed **BEFORE** closing and before the structure can be occupied. If the buyer will be responsible for correction of deficiencies, the buyer must sign the attached check list and when the issues are corrected must submit the application for re-inspection to schedule the re-inspection prior to occupying the property.
4. The Fee for the Residential Occupancy Permit Application is **\$75.00**, in accordance with the Borough Fee Schedule. All additional inspections cost will be **\$75.00**.
5. Residential Occupancy Permit will be issued in the name of the **new owner(s)** to be occupying the house.

ADDRESS OF PROPERTY TO BE INSPECTED:

NAME, ADDRESS & TELEPHONE NUMBER OF **CURRENT OWNER(s)**:

NAME, ADDRESS & TELEPHONE NUMBER OF **BUYER(s)**:

PRINT NAME & TELEPHONE NUMBER OF **AGENT/CONTACT** TO MEET INSPECTOR:

Current Owner/Agent Signature

Date

Telephone Number

Occupancy Permit to be: _____ Picked up at the Borough of Turtle Creek Building

_____ Mailed to: _____

Faxed to: _____

If a temporary certificate is needed to close it will take three (3) days to prepare. If a certificate is issued and needs to be re-issued because of a change in owner, closing date, or etc. there will be a \$25.00 fee for each re-issued certificate.

Before the house can be occupied a Borough Tenant list application must be filled out and approved.

The Tenant List application cost is \$25.00. (Which is required for any change in occupancy)

To receive the Tenant List application please notify the Borough of Turtle Creek. The tenant listing is a carbon copy which cannot be emailed or faxed. Copies **will not** be accepted.

(ATTACHED IS THE REQUIRED INSPECTION OUTLINE WHICH MUST BE SIGNED AND TURNED IN WITH THE APPLICATION.)

FOR OFFICE USE ONLY: APPLICATION # _____

RECEIPT# _____

ORDINANCE # 1145 & #1069

RESOLUTION #696-20

Turtle Creek Borough Occupancy Checklist

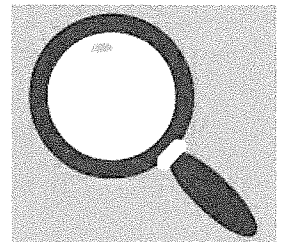
The numbers in red are referenced code sections from the 2012 International Property Maintenance Code. To read the entire code section, go to <https://codes.iccsafe.org/content/IPMC2012>.

Exterior

- _____ No accumulation of garbage or rubbish on property. 308.1
- _____ No hazards or other hazardous conditions on sidewalks (e.g. snow, ice, debris, vegetation, or differential settlement.) 302.3
- _____ No rodent habitats (e.g., piles of debris, high grass). 302.5
- _____ No deteriorated structural members (e.g., rotten wood or spalling metal.) 302.7
- _____ Building shall be weather-tight (e.g., roof and building envelope, including windows and doors.) 304.6
- _____ Structural members shall be secured and supported properly. 304.4
- _____ Guards shall be provided at all walking surfaces more than 30" above adjacent grade, (e.g. porches, drives, stairs, and balconies) and shall be structurally sound to withstand 200 lbs. of force. 304.12
- _____ Doors, windows, and openings shall be secured and weather tight. 304.13
- _____ House numbers shall be visible and a minimum of 4" high (reflective.) 304.3

Interior

- _____ No cracked, broken or deteriorated structural members (e.g., rotten wood or spalling metal.) 305.2
- _____ Handrails shall be provided where 4 or more risers occur and stair treads at stairs shall be structurally sound. 305.5, 307.1
- _____ No pest infestation (e.g., rodents or insects.) 309.1
- _____ Kitchen and baths shall be properly ventilated via openable windows or mechanical fans. 403.2
- _____ Adequate plumbing facilities shall be provided and shall be in working order. 502.1, 505.1
- _____ Smoke and carbon monoxide detectors shall be provided. A smoke detector shall be located in each bedroom, one outside each sleeping area, one per floor, and (1) carbon monoxide detector outside of each sleeping area. 704.2
- _____ Exit doors shall be readily openable from egress side without the use of a key, special knowledge, or effort. 702.3
- _____ Interior surfaces shall be free of cracking or chipping paint, plaster, or loose mortar. 305.3
- _____ Common hallways and stairs shall be properly illuminated. 402.2



Electrical

- _____ GFIs where required (e.g., within 6'-0" of sinks, below grade floors and exterior.) 605.2
- _____ No exposed wiring which is not rated for the use or where exposed to physical damage. 604.3
- _____ No abandoned wiring. 604.3
- _____ No open junction boxes or exposed splices. 604.3
- _____ Proper grounding (e.g., water line and driven rods.) 604.3
- _____ Required disconnect means. 604.3
- _____ No improper use of extension cords (e.g., run under carpet, through walls or ceiling space or used as permanent wiring.) 605.4
- _____ Inspection sticker on panel or other documentation (e.g., inspection report). 604.3
- _____ Panel inspections, if needed, shall be performed by a 3rd party electrical inspector.

Mechanical

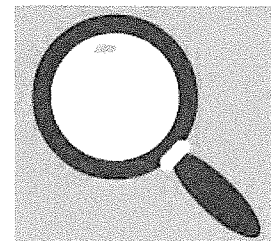
- _____ Permanent heating appliances shall be installed and be properly vented. 602.2
- _____ Hot water heaters and boilers shall properly vented. 505.4
- _____ All gas piping shall be secured in place with shut off valves at each appliance and shall be of an approved material for the application. 603.4

In addition to the listed items above, any condition encountered by the inspector that is considered a hazard to the structure, community, or occupants, whether listed above or not, can be cited by the inspector. (e.g., storage of flammable or combustible liquids or any other regulated commodity exceeding allowable quantities).

Other recommended tests not covered by Plans Examiners' inspection:

1. Lead based paint testing.
2. Radon testing.
3. Home inspection for detailed review of building, electrical and mechanical systems.
4. Chimney and flue inspections.
5. Termites and insect test/inspections.

**** Property shall not be occupied until all necessary corrections are complete and a reinspection is performed to verify such corrections have been made. Failure to do so will result in fines and citations being issued by the municipality. ****



Borough of Turtle Creek

RESIDENTIAL OCCUPANCY RE-INSPECTION APPLICATION

Fee \$75.00 per inspection.

OWNERS NAME: _____

ADDRESS TO BE RE- INSPECTED: _____

NAME & PHONE #: _____

(Person to meet the inspector)

Make Check or Money Order payable to:

**Borough of Turtle Creek
125 Monroeville Avenue
Turtle Creek, PA 15145**