

Occupancy Permit Application

East Bethlehem Township
36 Water Street
PO Box 687
Fredericktown PA 15333

OCCUPANCY PERMIT APPLICATION FORM

In accordance with East Bethlehem Township Ordinance #2023-3

TYPE OF REGISTRATION: CHANGE OF TENANT CHANGE OF OWNERSHIP

Use: Commercial Residential: Single Family Duplex Other _____

(Note: Each unit in a multi-dwelling building needs their own individual permit)

Property Address _____ Lot & Block _____

Parcel Number _____ Total Number of Units per Parcel _____

Property Owner Name _____

Owner's Address _____ City _____ State _____ Zip _____

Phone _____ Mobile _____ Fax _____

E-mail Address _____

Emergency/Realtor/Property Manager Contact (over 6 units required) _____

Emergency/Property Manager Address _____ City _____ State _____ Zip _____

Phone-Work _____ Mobile _____ Fax _____

E-mail Address _____

Prospective Tenant Name _____ **Phone Number** _____

Current Address _____ City _____ State _____ Zip _____

E-mail Address _____ Number of Occupants _____

Fee:

Residential (per unit) **\$200.00**

Commercial **\$300.00**

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation's registered agent is required.

Applicant Signature

Print Name: _____

Signature: _____ Date: _____

For Office Use Only

Permit Number _____

Fee Paid \$ _____

Approved By: _____ Date: _____

Title: _____

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Violations discovered during a requested Occupancy Permit inspection may not disqualify the unit from occupancy consideration but will result in a Notice of Violation being issued to the owner and further follow-up to ensure that the deficiencies have been corrected. Reinspection fee is \$150.00 for each visit after the initial visit.

Prior to application submission all utilities shall be on and in working order, all required smoke detection shall be installed and in working order. The inspection will be held to the standards of the International Property Maintenance Code as adopted by East Bethlehem Township.

TYPICAL APARTMENT INSPECTION ITEMS

The Inspection Staff will be checking for the following items (not limited to) prior to issuance of a Certificate of Occupancy for Rental:

- Apartment unit/ numbers shall be posted on the door or entry area of the unit for proper identification.
- Smoke detectors shall be installed inside every bedroom, in the hallway/vicinity of the bedroom areas, and on each level of the unit including basement level. All existing smoke detectors shall be in proper working order or replaced. Smoke detectors shall be installed on highest ceiling surface or wall nearest ceiling surface but not within 4" of the adjacent wall or ceiling surface to provide proper clearance for sensor. LACK OF WORKING SMOKE DETECTORS WILL NOT PERMIT OCCUPANCY ALL SMOKE DETECTORS MUST BE IN COMPLIANCE
- Carbon monoxide detectors shall be installed in the hallway/vicinity of the bedroom areas of dwelling units which have *fuel-fired* appliances installed and in dwelling units that have attached garages.
- Electrical receptacles located (REQUIRED) in all bathrooms (including light fixtures/cabinets), laundry areas within 6' of wash basin/sink, ALL kitchen countertop areas, garages nearest water source or garage door, and ALL on the exterior of the house including detached garages/sheds shall be GFCI protected receptacles. GFCI protection can be at the receptacle or service panel.
- All electrical wiring shall be properly connected and secured, with all connections enclosed within junction or receptacle boxes. Electrical wiring shall have no visible splices or open wiring including visible wire cut connections.
- Interior and exterior handrails shall be on at least one side of stairways having four or more steps.
- Interior and exterior guards (railings) shall be on both sides, with no large open area, on elevated walking surfaces greater than 30" above floor/ground surface below. This includes basement stairways with open sides, and exterior walking surfaces elevated from ground surface below such as entry ways, patios and sidewalks.
- Porches, decks, balconies and stairs in good repair and properly secured with minimum W' galvanized bolts/lag screws at all deck-to-post connections, railing supports, and ledger board connections. Two bolts, one on top of each other at each deck-to-post connection, and at least one 1/2" galvanized fastener for each joist cavity at the ledger board against the house.

Occupancy Permit Application

East Bethlehem Township
36 Water Street PO Box 687
Fredericktown PA 15333
412-244-2923

- Egress doors (main entry door and second egress) must be readily operable from inside without the need for keys, special knowledge or effort and must be side-hinged.
- Sash locking devices on windows within 6 feet above walking surface or ground level in rental dwellings. All bedroom windows shall have screens.
- Walls between attached garage & living area shall be not less than 1/2" gypsum board or equivalent and all penetrations sealed.
- Ceilings in attached garages with living space located above shall be fire rated 5/8" Type X drywall or equivalent and all penetrations sealed. Garage door openers shall be plugged directly into a receptacle vs. use of extension cord.
- Doors between attached garages and living areas/utility areas that can allow fire/smoke travel shall be minimum 1-3/8" solid wood, steel honeycomb or other 20-minute fire rated door. Doors shall close properly without force.
- Relief valve installed on hot water tank with 1" discharge pipe that exits within 6" of the floor.
- Clothes dryer exhaust duct vented directly to the outdoors with metallic material only in accordance with manufacturer's installation instructions. All connections shall be made either with clamps or listed metallic tape. General purpose duct tape is not allowed.
- No visible damage to exterior siding/doors/windows/roof that may allow weather infiltration or rodent infestation. All doors and windows shall be intact and secure.

The inspector will also check for visible safety hazards and violations not listed above.

TYPICAL ONE TO THREE UNIT INSPECTION ITEMS

The Inspection Staff will be checking for the following items (not limited to) prior to issuance of a Certificate of Occupancy:

- Address numbers shall be posted and, *visible* from the street-side of the house and shall contrast with the back-ground color.
- Smoke detectors shall be installed *inside every bedroom, in the hallway/vicinity of the bedroom areas, and on each level of the house including basement level.* All existing smoke detectors shall be in proper working order or replaced. Smoke detectors shall be installed on highest ceiling surface or wall nearest ceiling surface but not within 4" of the adjacent wall or ceiling surface to provide proper clearance for sensor. LACK OF WORKING SMOKE DETECTORS WILL NOT PERMIT OCCUPANCY ALL SMOKE DETECTORS MUST BE IN COMPLIANCE

Occupancy Permit Application

412-244-2923

- Carbon monoxide detectors shall be installed in the hallway/vicinity of the bedroom areas of dwelling units which have *fuel-fired* appliances installed and in dwelling units that have attached garages.
- Electrical receptacles located in all bathrooms (required, including light fixtures/cabinets), laundry areas within 6' of wash basin/sink, ALL kitchen countertop areas, garages nearest water source or garage door, and ALL on the exterior of the house including detached garages/sheds shall be GFCI protected receptacles. GFCI protection can be at the receptacle or service panel.
- All electrical wiring shall be properly connected and secured, with all connections enclosed within junction or receptacle boxes. Electrical wiring shall have no visible splices or open wiring including visible wire cut connections.
- Interior and exterior handrails shall be on at least one side of stairways having four or more steps.
- Interior and exterior guards (railings) shall be on both sides, with no large open area, on elevated walking surfaces greater than 30' (thirty inches) above the floor/ground surface below. This includes basement stairways with open sides, and exterior walking surfaces elevated from ground surface below such as entry ways, patios and sidewalks.
- Porches, decks, balconies and stairs in good repair and properly secured with minimum 3" galvanized bolts/lag screws at all deck-to-post connections, railing supports, and ledger board connections. Two bolts, one top of each other at each deck-to-post connection, and at least one 12" galvanized fastener for each joist cavity at the ledger board against the house.
- Egress doors (main entry and second egress door) must be readily operable from inside without the need for keys, special knowledge or effort and must be side-hinged.
- Sash locking devices on windows within 6 feet above walking surface or ground level in rental dwellings. All bedroom windows shall have screens.
- Walls between attached garage & living area shall be not less than 1/2" gypsum board or equivalent and all penetrations sealed.
- Ceilings in attached garages with living space located above shall be fire rated 5/8" Type X drywall or equivalent and all penetrations sealed. Garage door openers shall be plugged directly into a receptacle vs. use of extension cord.
- Doors between attached garages and living areas/utility areas that can allow fire/smoke travel shall be minimum 1-3/8" solid wood, steel honeycomb or other 20-minute fire rated door. Doors shall close properly without force.
- No openings/registers in heating ducts from habitable space into the garage.
- Relief valve installed on hot water tank with 1" discharge pipe that exits within 6" of the floor.
- Clothes dryer exhaust duct vented directly to the outdoors within accordance with manufacturer's installation instructions. All connections shall be made either with clamps or listed metallic tape.

Occupancy Permit Application

General purpose duct tape is not allowed.

- No visible damage to exterior siding/doors/windows/roof that may allow weather infiltration or rodent infestation. All doors and windows shall be intact and secure.

The inspector will also check for visible safety hazards and violations not listed above.

EAST BETHLEHEM TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA

ORDINANCE # 2023-3

AN ORDINANCE REQUIRING OCCUPANCY PERMITS FOR ALL DWELLINGS, DWELLING UNITS, ROOMING UNITS AND PREMISES LOCATED WITHIN EAST BETHLEHEM TOWNSHIP

Section 1. Inspection Authorized/Access. The Code Enforcement Officer or Designated Official is authorized and directed to make inspections to determine whether dwellings, dwelling units, rooming units and premises located within the Township conform to the requirements of this ordinance. For the purpose of making such inspections the Code Enforcement Officer or Designated Official is authorized to enter, examine and survey at all reasonable times all dwellings, dwelling units, rooming units and premises. The owner or occupant of every dwelling, dwelling unit, rooming unit and its premises shall give the Code Enforcement Officer or Designated Official free access thereto at all reasonable times for the purpose of such inspection, examination and survey.

Section 2. Occupancy Permit Required.

- A. New Buildings – No building hereafter erected shall be used or occupied in whole or in part until a Certificate of Use and Occupancy has been issued.
- B. Existing Buildings – No building hereafter changing ownership shall be occupied or used without the current owner first securing a Certificate of Use and Occupancy. For buildings not changing occupancy subsequent to change in ownership, the new owner shall obtain a Certificate of Use and Occupancy within thirty (30) days of the date of settlement.
- C. Buildings Hereafter Altered – No buildings hereafter enlarged, extended or altered to change from one use group to another, in whole or in part, and no building hereafter altered for which a Certificate of Use and Occupancy has not been heretofore issued, shall be occupied or used until a Certificate of Use and Occupancy shall have been issued certifying that the work has been completed in accordance with the provisions of the approved permit.
- D. Changes in Use and Occupancy – After a change of use has been made in a building, the reestablishment of a prior use that would have been legal in a new building of the same type of construction is prohibited unless the applicable provisions of the Uniform Construction Code have been followed.

E. Temporary Occupancy – Upon the request of a holder of a permit, a Temporary Certificate of Use and Occupancy can be issued for a building or structure or part thereof, before the entire work covered by the permit has been completed, provided such portion or portions may be occupied safely prior to full completion of the building without endangering life or public welfare.

F. It shall be unlawful for any person to knowingly make any false statement in his application for an occupancy permit as to the names, ages, relationship or number of occupants who will occupy the premises.

Section 3. Inspections and Certificates of Compliance. If the inspected premises meets all current Township codes and the following:

1. Smoke Detectors
2. Stairway Guardrails
3. Open Electric
4. Hot water/heat/sewer
5. Broken glass and/or windows
6. Broken Balances on bedroom windows
7. Improper guardrails or handrails for decks or stairs
8. Second means of egress on buildings two stories per BOCA Property Maintenance Code "Means of Egress" current edition.
9. Rain Gutters
10. General Health and Safety

A Certificate of Compliance shall be issued. The certificate shall be valid until the dwelling, dwelling units, rooming units and premises are transferred or sold, or subsequent inspection reveals lack of compliance with the above.

Section 4. Inspection Fees. Fees for the inspection shall be set by resolution and/or any third party contractor appointed by the Township . Fees may be amended from time to time. Applicable fees must accompany each request. One certificate along with any correspondence will be granted to original applicant. Copies will be an additional fee as set by resolution. Any reinspection due to the fact that the inspector could not obtain entrance for inspection at designated time agreed to by all parties will be assessed a rescheduling fee as set by resolution.

Section 5. Notice of Violation. Whenever the Code Enforcement Officer or Designated Official determines that there are reasonable grounds to believe that there has been a violation of any provision of this chapter, he shall give notice of such alleged violation to the person responsible therefore which shall:

1. Be in writing.
2. Contain a statement of the reason why it is being issued.
3. Allow a reasonable time for the performance of any act it requires (30 days' maximum).
4. Contain an outline of remedial action which if taken will effect compliance with the provisions of this chapter.
5. Be served upon the owner or his agent, or on any such occupant, if a copy thereof is:
 - a. Served upon him personally;
 - b. Sent by certified mail to his last known address; or
 - c. Posted in a conspicuous place in or about the dwelling affected by the notice.

Section 6. Designation of Dwellings Unfit for Habitation. The following may be designated as dwellings or dwelling units unfit for human habitation:

1. One which is so damaged, decayed, dilapidated, unsanitary, unsafe or vermin infested that it creates a serious hazard to the health or safety of the occupants of the public;
2. One which lacks illumination, ventilation or sanitation facilities adequate to protect the health or safety of the occupants or of the public;
3. One which because of its general condition or location is unsanitary or otherwise dangerous to the health or safety of the occupants or of the public; or
4. One which does not substantially conform to any provisions of 1996 Building Officials and Code Administrators Property Maintenance Code or any sections of this Ordinance.

Section 7. Placarding. Any dwelling or dwelling unit which shall be found to have any of the defects set out in this Ordinance shall be declared unfit for human habitation and shall be so designated and placarded by the Code Enforcement Officer or Designated Official when the person responsible has failed to correct the condition set forth in a notice issued in accordance with Section 5.

Section 8. Removal of Placards. No person shall deface or remove the placard from any dwelling or dwelling unit which has been condemned as unfit for human habitation and placarded as such, except may be provided.

Section 9. Right of Appeal. Any person affected by any notice or order relating to the condemning and placarding of a dwelling or dwelling unit as unfit for human habitation may request and shall be granted a hearing on the matter before the East Bethlehem Township Board of Commissioners acting as the Board of Appeals under the procedure set forth in this Ordinance.

Section 10. Transfer of Ownership. It shall be unlawful for the owner of any dwelling or dwelling unit upon whom a notice of violation or compliance order has been served to sell, transfer, mortgage, lease or otherwise dispose of the dwelling to another until the provisions of the notice of violation or compliance order have been complied with, or until such owner shall first furnish to the grantee, lessee or mortgagee a true copy of any notice of violation or compliance order issued by the Code Enforcement Officer or Designated Official. A transferee, lessee or mortgagee who has received actual or

constructive notice of the existence of a notice of violation or compliance order shall be bound by such notice as of the date of transfer without further service or notice upon him. The owner to whom a dwelling or dwelling unit has been transferred may consent to make repairs which have been required by a notice of violation from the Code Enforcement Officer or Designated Official by signing an agreement with the Township agreeing to make the repairs required by the violation notice on or before a date as determined by the Code Enforcement Officer or Designated Official. Upon receipt of such agreement, the Code Enforcement Officer may issue an occupancy permit to be held by the Township until such time as the repairs are completed by the new owner of the dwelling or dwelling unit. The form of this agreement shall contain the following:

1. Identity of the Owner
2. Description and Location of the Dwelling or Dwelling Unit
3. List of all required repairs
4. The date upon which repairs will be completed
5. Executed and notarized signatures by both the new owner and the Code Enforcement Officer Or Designated Official.

Section 11. Penalty. Any person, firm or corporation who violates the provisions of this Article shall be subject to the following penalties:

First Violation – a fine of \$50 per unit

Second Violation – A fine of \$100 per unit

Third and each subsequent violation – A fine of \$300 per unit, or ninety days imprisonment or Both.

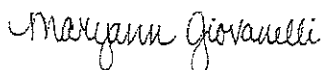
Section 12. Effective Date. This Ordinance shall be effective five (5) days from the date of enactment.

All other Ordinances inconsistent herewith are hereby repealed.

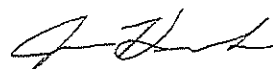
Adopted this 10th day of May, 2023.

East Bethlehem Township Board of Commissioners

ATTEST:



Maryann Giovanelli, Secretary



Jasen Henck, President



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Herald Standard** on the dates indicated below. If changes are needed, please contact us prior to deadline at (724) 439-7500.

Notice ID: lqAAr9T4phPD1pSLCIV | Proof Updated: Apr. 19, 2023 at 11:16am EDT
Notice Name: Occupancy Permit Ordinance

See Proof on Next Page

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Maryann Giovanelli	Herald Standard
ebt.office@yahoo.com	
(724) 377-1777	

Columns Wide: 2	Ad Class: Legals
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04/23/2023: Other	55.20
Affidavit Fee	7.50
Internet Fee	5.00

Subtotal	\$67.70
Tax	\$0.00
Processing Fee	\$6.77
Total	\$74.47

The East Bethlehem Township Board of Commissioners, at a meeting on May 10, 2023, is scheduled to adopt an Ordinance requiring Occupancy Permits for all dwelling, dwelling units, rooming units and premises located within East Bethlehem Township. This Ordinance will become effective five days from enactment. Full text of the Ordinance can be reviewed at the East Bethlehem Township Municipal Office, 36 Water Street, Fredericktown PA 15333 during normal business hours. The meeting will be held at the East Bethlehem Township Municipal Authority building, 522 Front Street, Fredericktown PA 15222 at 6:00PM. Maryann Giovaneli, Township Secretary