



## Borough of West Hazleton

100 SOUTH FOURTH STREET  
WEST HAZLETON, PA 18202

Office Use Only

Number of Units \_\_\_\_\_ \$50.00 per Unit      Amount Paid \_\_\_\_\_ Check# or Cash \_\_\_\_\_

(570) 455-7851

FAX (570) 455-4223

### REQUEST FOR OCCUPANCY, INSPECTION/RE-INSPECTION

*If property is a rental, it must be registered as such*

I hereby request inspection of the building known as:

Property Address: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_ Phone \_\_\_\_\_

Owner(s) Home Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_

Buyers Name: \_\_\_\_\_

Real Estate Agency (if any) \_\_\_\_\_

*By signing the application, I am certifying that I am the property owner or the authorized agent to sign on behalf of the owner. I understand that falsifying information can result in having the rental license application denied or revoked and the property will not be licensed to rent. I am aware of and intend to comply with The Borough's Uniform Construction Code and all Ordinances of the Borough pertaining to property maintenance. I affirm under penalty of Unsworn Falsification to Authorities (18 PS section 4904) that the information in this application is true and correct to the best of my knowledge and that I must notify the Borough of West Hazleton within ten (10) days of any change. I also understand a penalty can be assessed in a non-traffic citation if the property is not licensed.*

Owner / Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Borough of West Hazleton does not make Guarantee of Warrant as to the conditions of the building and premises inspected, nor does the Borough assume any liability in the inspection and certificate of compliance. The report is not intended to replace a private inspection service or to be used for property purchase / rental / lease guidance. The Borough suggests that all purchasers employ a private inspection service.*

**INSPECTIONS REQUIRE A MINIMUM OF 15 WORKING DAYS NOTICE TO THE BOROUGH OF WEST HAZLETON.**

**OTHER FEES: per Ordinance #1- 2015  
Re-Inspection OR Failure  
To Appear at the Inspection/Re-Inspection  
\$50.00 per offense**

\*\*\*\* If re-inspection is required due to violation(s), the violation(s) must be corrected prior to the re-inspection.

No Re-inspection Needed \_\_\_\_\_ Re-inspection Needed \_\_\_\_\_  
Re-inspection Completed on \_\_\_\_\_  
Date \_\_\_\_\_

Inspectors Signature \_\_\_\_\_ Date \_\_\_\_\_

# WEST HAZLETON BOROUGH

## Rental Registration and Inspection Program

### Pre-Inspection Checklist for Residential Property Owners

- ( 1 ) Home/Apartment free of excessive clutter which would constitute a fire hazard or prevent movement through halls, stairs, doors, etc
- ( 2 ) Any stairway with more than 4 stairs must have a hand rail
- ( 3 ) Any walking surface more than 30" above the floor below must have an approved guardrail
- ( 4 ) Smoke detectors must be installed and working:
  - Living area (not kitchen)
  - One for every floor/level of the residence (including attics and basements)
  - Inside all bedrooms
  - In the hall outside of bedrooms
  - Apartment buildings with more than 4 units must be hard wired or approved wireless detectors
  - Apartments above a business must be hard wired or approved wireless detectors
  - Dorms or college housing must be hard wired or approved wireless detectors
  - Carbon monoxide detectors are required (1 for each floor) when using coal, oil, gas etc heating
- ( 5 ) Paths of entry into stairways must have 3-way switching so lighting can be turned on and off from both the top and bottom of the stairs. All stairways must be lit by a permanent light fixture
- ( 6 ) Heating system must be in working order and must maintain 65°F from Oct 15 to May 16
- ( 7 ) Hot water must be working with temperature not to exceed 120°F. Must provide reliable and consistent supply of hot water adequate for normal use
- ( 8 ) Water heaters must have a discharge pipe installed on the pressure relief valve extending to 6" off the floor
- ( 9 ) All electrical connections must be in breaker boxes with blank covers. Breakers must be labeled. Tenants must have free access to their own electrical panel
- ( 10 ) Openable windows must open freely and must be able to stay in the open position without needing to be "propped." All glazing must be intact and weather-tight
- ( 11 ) GFCI receptacles are required within 6' of sinks, at the laundry washer hook-up, and in all full bathrooms
- ( 12 ) Bathrooms need an openable window, or a mechanical ventilation fan
- ( 13 ) Every habitable space in a dwelling shall contain at least 2 separate and remote receptacle outlets
- ( 14 ) Outlets must function normally when tested and be installed/maintained properly. Must have cover plate
- ( 12 ) Attic bedrooms must have a 7' ceiling height for at least 1/3<sup>rd</sup> of required floor area
- ( 13 ) Bedrooms located in attics or 3<sup>rd</sup> floors must be supplied with emergency ladders

- \_\_\_ (14) All bedrooms, including attic bedrooms, must have an egress window and have either a permanent heat source installed in the room, or must be maintained at the required temperature by heating sources in other rooms
  - \_\_\_ (15) 3lb ABC fire extinguisher must be mounted in kitchen and must be charged
  - \_\_\_ (16) Overcrowding: The number of persons occupying a dwelling shall not create conditions that, in the opinion of the code official, shall endanger the health, life, safety or welfare of the occupants
  - \_\_\_ (17) All plumbing facilities / appliances must be properly installed, adequately maintained, and properly functioning. Plumbing must be free from leaks
  - \_\_\_ (18) All electrical systems / appliances must be properly installed, adequately maintained, and properly functioning. All receptacles must have proper covers. No exposed, frayed, or damaged wiring
  - \_\_\_ (19) All supplied and required cooking appliances (refrigerators, cooking appliances) must function properly
  - \_\_\_ (20) All interior surfaces (walls, ceilings, floors, etc) must be sanitary and free from damage. All walking surfaces must be capable of supporting normal loads
  - \_\_\_ (21) All exterior surfaces (roof, chimney, exterior walls, etc) must be intact and properly protected from the elements
  - \_\_\_ (22) All exterior doors on rental dwellings must be equipped with a deadbolt. Sliding bolts are not approved. All deadbolts must be openable from the inside without requiring the use of keys or other tools
  - \_\_\_ (23) All surfaces, interior and exterior, must be free from chipping, peeling, flaking paint
- ✓ **NOTE:** Please have your rental registration form correctly filled out and submitted prior to the inspection. Additionally, all inspection and registration fees must be paid before the inspection can be conducted.
  - ✓ If your inspection fails, you will be charged \$25.00 per unit for a re-inspection.

Thank you for your cooperation,  
 Jacob Dohmen  
 Code Enforcement Officer  
 (570-501-0517)

