



Application Rec'd: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Via: In Person Fax Email Mail  
 Amount Paid: \$\_\_\_\_\_ Cash Check Money Order Current Deed Printed: Y Tenant Sheet(s): Y  
 Insurance Attached: Y 14 Days: Y City Designated Payee: Y Expires \_\_\_/\_\_\_/\_\_\_  
 Owner or Property Manager in Mercer County: Owner: Y / N PM: Y / N  
 Open Property Code Issues: Y / N Other Open Property Code Issues: Y / N  
 Currently Expired: Y / N Other Expired Property(s): Y / N  
 Sewer:\$\_\_\_\_\_ Emailed: Y Taxes:\$\_\_\_\_\_ Called: Y Garbage:\$\_\_\_\_\_ Emailed: Y  
 Date Scheduled \_\_\_/\_\_\_/\_\_\_ @ \_\_\_:\_\_\_ PASS FAIL  
 Re-Inspection Fee Paid: Y Date Scheduled \_\_\_/\_\_\_/\_\_\_ @ \_\_\_:\_\_\_ PASS FAIL License Sent: Y  
 (To Be Filled Out by Code Enforcement Office Only)

Date of Application \_\_\_/\_\_\_/\_\_\_ New 2 Year \_\_\_\_\_ 2 Year Renewal \_\_\_\_\_

**Property Address** **One Property Address per Application**

Property Address \_\_\_\_\_ Number of Units \_\_\_\_\_  
 Required (829.09(4)) Required (829.09(4))

**Owner Information** **If Not a Mercer County PA Resident Complete Property Manager Info Below (829.14)**

First/Last Name \_\_\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_  
 Required (829.09(4)) If applicant is a company name, the owner(s) name(s) is required above

Driver's License \_\_\_\_\_ State \_\_\_ Social Security Number (Last Four Only) XXX / XX / \_\_\_\_\_  
 Birthdate, Driver's License, & SSN is voluntary, requested by the authority of the Code Office for identification purposes

Company Name \_\_\_\_\_  
 If applicant is a company name, the owner(s) name(s) is required above

Owner Address \_\_\_\_\_  
 Required (829.09(4)) No Post Office Box – Must have a physical address. We will mail to Post Office Box (see below)

Post Office Box \_\_\_\_\_  
 Optional We will mail to Post Office Box if you have provided a physical address above

Owner Phone (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Owner Email \_\_\_\_\_  
 Owner Fax (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

**Agent or Property Manager Information** **Mercer County PA Office or Residency is REQUIRED (829.14)**

First/Last Name \_\_\_\_\_  
 Required (829.09 (4))

Company Name \_\_\_\_\_  
 If an agency is being used, the agency owner's name is required (829.09 (4))

Owner Address \_\_\_\_\_  
 Required (829.09 (4)) No Post Office Box – Must have a physical address. We will mail to Post Office Box (see below)

Post Office Box \_\_\_\_\_  
 Optional We will mail to Post Office Box if you have provided a physical address above

Agent Phone (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Agent Email \_\_\_\_\_  
 Required (829.09 (4))  
 Agent Fax (\_\_\_\_) - \_\_\_\_ - \_\_\_\_



**Fee Schedule (829.09)**

**Every landlord shall pay a license fee and inspection fee.**

**License Fee Schedule (for two-year license)**

**1-3 units:** \$50. **4-20 units:** \$50 + \$5.00 each additional unit. **21-80 units:** \$250. **81 or more units:** \$350

**Inspection Fee Schedule (per property)**

**Initial inspection:** \$50.

**Re-inspections:** 1<sup>st</sup> re-inspection \$55; 2<sup>nd</sup> re-inspection; \$65; 3<sup>rd</sup> re-inspection \$75; 4<sup>th</sup>+ re-inspection \$100 each

**829.09(b)(7):** All schedule inspection or reinspection appointments not attended by the landlord or designated property manager or tenant shall be treated as an inspection or reinspection as the case may be and the appropriate fee pursuant to the inspection fee schedule shall be charged.

**829.09(b)(8):** In the event that a dwelling or dwelling unit fails to pass any inspection required by this Chapter, the Code Enforcement Officer shall reinspect the dwelling or dwelling unit as soon as conveniently possible, but shall occur **no later than twenty (20) days** after the dwelling or dwelling unit is deemed to be in violation of this Chapter. Until such time as the Code Enforcement Officer certifies that the dwelling or dwelling unit is in compliance with this Chapter, the dwelling or dwelling unit shall not be leased for non-owner occupancy or made available for the same. The landlord shall, at the landlord's sole and absolute expense, re-locate any tenants occupying a dwelling unit for which a license, as required by this Chapter, has not been obtained or maintained.

**Sharon Codified Ordinances-Chapter 829-Non-Owner Occupied/Rental Licensing**

**Copies of the Sharon Codified Ordinances that pertain to rental/non-owner occupied can be found at the Code Enforcement Office and at the city's website under Government-Ordinances-click link-search Chapter 829.**

**Post-Inspection Process and Re-Application (829.09(a)(6)**

Upon receipt of the fully completed licensing application form, payment of applicable fees, and completed passing inspection, the Code Enforcement Office or his designee shall within ten (10) days, issue a license to the owner or responsible local agent; except in the event that the dwelling(s) or unit(s) have been determined by the Code Enforcement Office to be in violation of this Chapter. The license shall be valid until reapplication is required unless it is revoked or suspended pursuant to this Chapter. Upon expiration, the dwelling(s) or dwelling unit(s) shall not be occupied by a tenant as defined herein unless the landlord reapplies and is granted a new license as required by this Chapter. At least thirty (30) days prior to the expiration of this license, the landlord shall notify the Code Enforcement Office of the pending expiration and that the landlord wishes to schedule a time and date for a new "initial inspection" as defined herein.

**Alternative Inspectors (829.09(c))**

Every landlord as defined herein shall have the option of securing a license by having a qualified inspector (829.09(c)(2)), other than the City Code Enforcement Officer, certify that their dwelling(s) or dwelling unit(s) as in compliance with this Chapter, including but not limited to Section 829.12 .

**Violation of this Chapter/Failure to Secure Rental License (829.99)**

1<sup>st</sup> offense: \$ 300. 2<sup>nd</sup> offense (of same property): \$500. 3<sup>rd</sup> offense (of same property): \$800.

4<sup>th</sup> or subsequent offense (of same property): 1,200 each.

Further, a person who shall violate any provision of this Chapter may have their license(s) revoked and may not be eligible for the renewal of their license(s). Any person who is required to pay any fine as prescribed by this Chapter and has not paid the same, shall not be eligible for a renewal of any license. Each day, or portion thereof, that a violation exists or continues, shall be deemed a separate offense, and punishable as such. In addition, the City shall have the right to file a municipal lien against any property of a landlord whose actions or inactions in violation of this Chapter requires the expenditure of any funds, or the incurring of any costs, by the City, said lien to be perfected in the manner as required by General Law.

**Initials: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** By providing your initials and date you state that you understand and will abide by the above.



**Tenant Initiated Complaint 829.09(b)(5)**

If in the event that the City Code Enforcement Office receives a complaint from a tenant(s), the Code Enforcement Officer shall notify the landlord or its responsible agent in writing that a complaint has been filed and that an inspection of the dwelling or dwelling unit is required. The notice shall contain the time and date of the scheduled inspection. The landlord shall make the premises available for inspection. If, after the inspection the Code Enforcement Officer finds that the problem complained of exists and that it is a violation of this Chapter, specifically Section 829.12, the landlord shall be ordered to correct the violation pursuant to the requirements of this Chapter and shall pay an inspection fee to the City in the amount of fifty dollars (\$50.00). If the landlord fails to bring the dwelling or dwelling unit into compliance within twenty (20) days, the landlord shall be subject to Section 829.09(b)(8) and all other provisions of this Chapter. If after inspection, the Code Enforcement Officer finds that the problem complained of does not exist, or if existent, does not violate the provisions of this Chapter, then in either said event, the complaining tenant(s) shall be billed fifty dollars (\$50.00) by the City, one-half of which shall be remitted to the landlord upon collection thereof.

**Consent to Enter Dwelling for Inspection 829.09 (a)(4)(f)**

**The landlord, by making applications to the City for a license, consents to the City Code Officer entering the landlord's rental unit(s) to complete the inspection as required by this Chapter.**

**Property Owner or Agent MUST be present for ALL inspections. 829.09(b)(2)**

The Code Enforcement Officer or his designee is hereby authorized and directed to make inspections to each dwelling or dwelling unit and each unit contained therein which the City receives an application for a license to determine the condition of the dwelling or dwelling unit, its rooms and premises in order that the code enforcement officer may perform such duties necessary for safeguarding the health and safety of the occupants of the dwelling or dwelling units and to the general public. For the purpose of making such inspections, the Code Enforcement Officer is hereby authorized to enter, examine and survey during normal business hours, all dwelling or dwelling units contained therein, establishments and premises. The owner or occupant of every dwelling or dwelling unit, contained therein, shall give the Code Enforcement Officer access to such dwelling or dwelling unit and its premises at all reasonable times for the purposes of such inspection, examination and survey. Every occupant of a dwelling or dwelling unit shall give the owner thereof, or his agent or employee, access to any part of the dwelling or dwelling unit or its premises at all reasonable times for the purposes of making such repairs or alterations that are necessary to effect compliance with the provisions of this Chapter. It shall be the responsibility of every landlord to provide access to each dwelling and/or dwelling unit for every inspection scheduled by the Code Enforcement Officer whether the dwelling and/or dwelling and/or dwelling unit is vacant or occupied.

**Property Manager 829.14**

No license shall be issued to any person or landlord as defined herein for purposes of renting or making available or permitting a non-owner to occupy dwelling or dwelling unit if the person or landlord resides outside the County of Mercer, unless such person or landlord provides to the City, the name, address and telephone number of the authorized designated responsible agent who shall be a person as defined herein and who shall reside or maintain a place of business within the County of Mercer. Any owner or landlord to whom a license has been issued who subsequently changes his place of residence and resides outside the County of Mercer or changes the designation of a responsible agent shall notify the City in writing within thirty (30) days after such change.

**Every license shall at all times be maintained in a conspicuous place in the dwelling or dwelling unit and available for inspection by City Officials, or, in alternative, the City may, for properties with a single rental unit thereon, issue a sticker for placement on an outside door or window that is then conspicuously displayed at all times to City Officials and to the public.**

**Initials: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ By providing your initials and date you state that you understand and will abide by the above.**



**Violation(s) that Create Immediate Threat or Harm (829.16)**

Upon inspection, if the Code Enforcement Officer determines that a violation creates an immediate threat to life, health or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn the occupants in the event of fire or because the structure is so damaged, decayed, dilapidated, structurally unsafe or such faulty construction or unstable foundation, that partial or complete collapse is likely or there is an immediate threat of bodily injury to the occupants, the dwelling or dwelling unit will be deemed uninhabitable and the Code Enforcement Officer is authorized and empowered to order and require the occupants to vacate the dwelling or dwelling unit and the occupants shall be required to vacate the dwelling or dwelling unit immediately. The landlord's license will be immediately revoked until such time as the violation is corrected and the Code Enforcement Officer has reinspected the premises and certified the dwelling or dwelling unit as being in compliance with this Chapter.

**Changes in Use or Occupancy 829.07**

Every landlord as defined herein, of a dwelling or dwelling unit within the City of Sharon shall report to the Code Enforcement Officer on a report form to be supplied by the Code Enforcement Officer, any changes in the use or occupancy of a dwelling or dwelling unit. The reported change shall include the name or names of the new tenants and/or occupants of such dwelling and the date when such change was affected. If the dwelling was used or utilized by a person as a dwelling and then becomes vacant, this change shall also be reported within ten (10) days after the dwelling has become vacant or has a change in occupancy.

**Transfer of Ownership 829.11**

A license required by this Chapter shall not be transferable. In the event of a transfer of ownership, whether it be legal or equitable, of a dwelling or dwelling unit regulated by this Chapter, the license shall expire on the 30<sup>th</sup> day following said transfer. It shall be the responsibility of the new owner to notify the Code Enforcement Officer of said transfer within five (5) days from the date of said transfer and apply for and qualify for a new license.

**City of Sharon PA Insurance Requirements for Rental Properties Section 829.09 (a)(7)**

No license shall be issued with respect to any application unless proof of comprehensive property insurance in the amount of \$10,000.00 or such higher amounts that may be reasonably necessary to cover the costs of demolition of any structure for which the application pertains is in force **NAMING THE CITY OF SHARON AS CERTIFICATE HOLDER** and further providing for not less than thirty (30) days' notice to the City of the cancellation or modification or termination of the policy. Failure to obtain this required insurance within fourteen (14) days after a tenant takes possession of a dwelling or dwelling unit and then maintains same during the complete term of the license issued shall be grounds for immediate revocation or suspension of the applicable license.

**SIMPLY HAVING INSURANCE ON THE PROPERTY WITHOUT DESIGNATING THE CITY AS A CERTIFICATE HOLDER FOR NO LESS THAN \$10,000 IS NOT ACCEPTABLE AND MAY RESULT IN YOUR LICENSE NOT BEING ISSUED OR REVOKED**

**Insurance is REQUIRED to be in force with NO lapse in coverage for the entire period of the license**

**Right to Appeal (829.17)**

Any landlord whose license has been revoked or whose application for a license to operate has been denied or has received notice from the Code Enforcement Officer of the City of Sharon that his dwelling or dwelling unit is not in compliance with this Chapter may within twenty (20) days from the postmarked date of the written notice of noncompliance, appeal to the City of Sharon Code of Appeals Board by filing a petition for appeal on the form provided by the City of Sharon. The cost of filing an appeal to the Code of Appeals Board shall be fifty dollars (\$50.00). This amount shall be paid upon filing the appeal. The appeal shall be filed in writing on a form to be provided by the Code Enforcement Officer.

Any landlord that had either has a Non-Owner Occupied / Rental License revoked or was not granted for a variety of reasons by Code Enforcement has the right to appeal the decision within twenty (20) days upon paying a filing fee of fifty (\$50.00) dollars to the Sharon Code of Appeals Board on a form provided by our office.

**Initials: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **By providing your initials and date you state that you understand and will abide by the above.****



**International Property Maintenance Code**

The International Property Maintenance Code as published by the Building Officials and Code Administrators International, Inc. has been adopted as the Code of the City of Sharon for the control and regulation of the dwelling or dwelling unit as herein defined and provided, and each and all of the regulations, provisions, conditions and terms of the International Property Maintenance Code are hereby referred to, adopted and made a part of this Chapter as if fully set forth in this Chapter, save and except such portions as may be deleted, modified or amended from time to time by the City of Sharon. However, to the extent that any requirements or regulations of the International Property Maintenance Code are inconsistent with any requirements or regulations of this Chapter, it is the express intent of the Council of the City of Sharon that the requirements and/or regulations of this Chapter shall be controlling and shall supersede the International Property Maintenance Code and this Chapter shall apply. It shall be the duty of the Code Enforcement Officer, upon inspecting each dwelling or dwelling unit to ensure that every dwelling or dwelling unit complies with the requirements of the International Property Maintenance Code. **Copies of the current 2018 International Property Maintenance Code (IPMC) can be found at the Code Enforcement Office and at the city's website (www.cityofsharon.net) under City Services-Code Enforcement-International Property Maintenance Code).**

**Painting of Rental Structures (2018 IPMC 304.2)**

In the interest of the elimination of blight within the City of Sharon the Code Enforcement Office will be requiring all rental properties be painted or otherwise be brought into compliance of the IPMC. Between November 1<sup>st</sup> and March 31<sup>st</sup>, the Code Office allows landlords until June 1<sup>st</sup> to reach compliance with this violation if there are no other violations.

**Premises Identification (2018 IPMC 304.3)**

- Buildings shall have approved address numbers that are visible from street, in contrast with their background, and placed in a position to be plainly legible.
- Numbers shall be not less than 4 inches in height with a minimum width of 0.5 inch.

**Ground Fault Circuit Interrupter, (GFCI), outlet in the following areas:**

- All bathroom electrical outlets
- All kitchen counter-top electrical outlets **AND** all outlets within six (6) feet of a kitchen sink
- All laundry room outlets **AND** all basement outlets
- Any other area(s) subject to moisture

**Smoke Detectors (2018 IPMC Sect. 704)**

- Inside every bedroom & outside sleeping area(s) **AND** on each floor of the structure

**Carbon Monoxide Detector – (PA 2013 Act 121 and 2018 IPMC Section 705)**

- Carbon Monoxide Detector is required to be installed within 15 feet from any fossil fuel-burning device, appliance or attached garage ("Fossil fuel." Coal, kerosene, oil, wood, fuel gases and other petroleum or hydrocarbon products which emit carbon monoxide as a by-product of combustion).
- Must have a centrally located Carbon Monoxide Detector.
- Must have a Carbon Monoxide Detector installed in the vicinity of bedroom(s).
- Combination Smoke Detector / Carbon Monoxide Detector are permitted.

**Please only return pages 1-5 completed in full AND completed tenant sheets (pages 6-7), and required insurance documentation in person, fax, email or by mail to: City of Sharon Code Office. Payment by cash, check, or money order are made payable to the City of Sharon, PA.**

**Inspections will not be scheduled until payment of required fees are made.**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**City of Sharon PA Tenant Information for Rental Properties**

**One Tenant Sheet per Unit. Please ask for or make additional copies if needed.**

Current Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Notice of tenants occupying \_\_\_\_\_ Sharon, PA 16146

Unit/Apt Number \_\_\_\_ Position of Unit \_\_\_\_\_ (upstairs, downstairs, side by side, etc.)

**Tenant Information**

First / Last (over 18) \_\_\_\_\_

Phone(s) \_\_\_\_\_

First / Last (over 18) \_\_\_\_\_

Phone(s) \_\_\_\_\_

First / Last (over 18) \_\_\_\_\_

Phone(s) \_\_\_\_\_

First / Last (over 18) \_\_\_\_\_

Phone(s) \_\_\_\_\_

First / Last (over 18) \_\_\_\_\_

Phone(s) \_\_\_\_\_

First / Last (over 18) \_\_\_\_\_

Phone(s) \_\_\_\_\_

Date Occupancy Began \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of People in Household      Adults (18+) \_\_\_\_      Children (under 18) \_\_\_\_

Number of Bedrooms \_\_\_\_\_

Pets in Household Yes/No      Number of Pets in Household \_\_\_\_\_

**Notice:**

**It is the responsibility of the landlord and /or the property manager to keep the City of Sharon, PA Code Enforcement Office informed of any and all changes to tenants within ten (10) days of the change; and to notify the tenant(s) of any and all scheduled inspections of the property.**

**Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_



**City of Sharon PA Tenant Information for Rental Properties**

**One Tenant Sheet per Unit. Please ask for or make additional copies if needed.**

Current Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

City of Sharon, PA Code Enforcement Office  
Non-Owner Occupied & Rental License Application  
155 West Connelly Blvd. Sharon, PA 16146  
724.983.3201 Fax: 724.983.3209 M-F 8:30 am – 4:30 pm  
skepple@cityofsharon.net



**INTENTIONALLY LEFT BLANK**





**Please Retain This Section for Your Records. Do Not Return with Your Application.**

**The list below does not include all code/building violations from the City of Sharon Codified Ordinances and the 2018 IMPC. It is to provide the landlord/property manager a general list for common violations.**

**Copies of the current 2018 International Property Maintenance Code (IPMC) can be found at the Code Enforcement Office and at the city's website ([www.cityofsharon.net](http://www.cityofsharon.net)) under City Services-Code Enforcement-International Property Maintenance Code). Copies of the Sharon Codified Ordinances that pertain to rental/non-owner occupied houses can be found at the Code Enforcement Office and at the city's website under Government-Ordinances-click link-search Chapter 829.**

#### Painting of Rental Structures

In the interest of the elimination of blight within the City of Sharon the Code Enforcement Office will be requiring all rental properties be painted or otherwise be brought into compliance of the IPMC. Between November 1<sup>st</sup> and March 31<sup>st</sup>, the Code Office allows landlords until June 1<sup>st</sup> to reach compliance with this violation if there are no other violations.

#### Premises Identification

- Buildings shall have approved address numbers that are visible from street, in contrast with their background, and placed in a position to be plainly legible.
- Numbers shall be not less than 4 inches in height with a minimum width of 0.5 inch.

#### Exterior Rental Inspection Report Explanation

- **Chimney:** Shall be maintained structurally safe and sound, and in good repair. Check for loose bricks.
- **Electrical Service:** Check to see that service cable is secured to the structure and is in safe condition.
- **Exterior Walls:** All exterior walls shall be free from holes, breaks, and loose rotting materials; and be maintained weatherproof and properly surface coated where required to prevent deterioration.
- **Roofs and Drainage:** The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a matter that creates a public nuisance.
- **Windows:** Every window, other than fixed window, shall be easily operable and capable of staying open by window hardware. Operable windows located in whole or in part within 6 feet above ground level or a walking surface below shall be equipped with a locking device.
- **Doors:** Exterior doors and hardware shall be in good condition. Locks at all entrances to dwelling and sleeping units shall tightly secure the door. Doors providing access to dwelling shall be equipped with a deadlock designed to be readily openable from the side from which egress is made without the use of key, special knowledge or effort.
- **Stairs/Balcony/Porch/Deck:** Including all attached pieces shall be structurally safe, in good repair, with proper anchorage and capable of supporting imposed loads. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads. A graspable handrail is required with four (4) steps or more.
- **Electric:** Ground Fault Circuit Interrupters (GFCI) must be installed in all areas subject to moisture.



### Interior Rental Inspection Report Explanation

- **Interior surfaces**, including windows and doors, shall be maintained in good, clean, and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed, or covered.
- **Stairs/Ramp/Landing/Balcony/Porch/Deck/Walking Surface**: Shall be maintained in sound condition and good repair. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads. A graspable handrail is required with four (4) steps or more.
- **Windows**: See Windows in Exterior section.
- **Electric**: Electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner (e.g. furnace, hot water tank, etc.)
  - Look for hazards, such as broken and/or frayed wires, loose fixtures hanging from electric wires, missing cover plates.
  - Every habitable space (space in structure for living, sleeping, eating, or cooking) in a dwelling shall contain not less than two (2) separate and remote receptable outlets.
  - Every public hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room shall contain not less than one electric lighting device.
  - **Furnace**: Must be fully functional and not vent into any living space.
  - **Hot Water Tank**: Must have a pressure relief valve and a discharge tube directed to the floor. Unit fueled by natural gas must be properly vented to an outdoor vent.
- **Plumbing**: Plumbing fixtures shall be properly installed and maintained in working order (e.g. leaks).
  - Every dwelling unit shall contain its own bathroom or shower, lavatory, water closet, and kitchen sink that shall be maintained in a sanitary, safe working condition.
  - Water heating facilities shall be properly installed, maintained and capable of providing adequate amount of water.

### Means of Egress

- A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the exterior of the building.
- **Emergency escape openings**: Required emergency escape openings shall be operational from the inside of the room without the use of keys or tools (fire escape stairways, ladders, etc.)

### Smoke Detectors

- Inside every bedroom & outside sleeping area(s) AND on each floor of the structure, including basement.
- Smoke alarms shall be tested and maintained in accordance with the manufacturer's instructions. Smoke alarms that do not function shall be replaced.

### Carbon Monoxide Detector

- Carbon Monoxide Detector is required to be installed within 15 feet from any fossil fuel-burning device, appliance or attached garage ("Fossil fuel." Coal, kerosene, oil, wood, fuel gases and other petroleum or hydrocarbon products which emit carbon monoxide as a by-product of combustion).
- Must have a centrally located Carbon Monoxide Detector.
- Must have a Carbon Monoxide Detector installed in the vicinity of bedroom(s).
- Combination Smoke Detector / Carbon Monoxide Detector are permitted.



#### Kitchen

- Includes codes applicable with Exterior and Interior sections.
- **Electric:** GFCIs are required for ALL countertop outlets and any other area subject to moisture
  - GFCIs are required to protect outlets within 6 feet of kitchen sink.

#### Bedrooms/Sleeping Dwelling

- Includes codes applicable with Exterior and Interior sections.
- Every bedroom shall have not less than one openable window of approved size facing directly to the outdoors.

#### Bathroom

- Includes codes applicable with Exterior and Interior sections.
- **Window or Vent:** Need to have either a window or a functioning vent to remove possible gasses from the bathroom.
- **Electric:** Every bathroom shall contain not less than one receptacle.
  - Any new bathroom receptacle outlet shall have GFCI protection.
- **Doors:** A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.

#### Basement

- Includes codes applicable with Exterior and Interior sections.
- **Electric:** All electrical junction boxes are required to be covered. No wiring shall be exposed. There shall be no electrical hazards.
  - All electrical outlets are required to be GFCI.
  - Every laundry area shall contain not less than one grounding-type receptacle or receptable with a GFCI.

Every license shall at all times be maintained in a conspicuous place in the dwelling or dwelling unit and available for inspection by City Officials, or, in alternative, the City may, for properties with a single rental unit thereon, issue a sticker for placement on an outside door or window that is then conspicuously displayed at all times to City Officials and to the public.