



**BOROUGH OF DORMONT
OCCUPANCY APPLICATION FOR SALE OF PROPERTY ONLY**

_____ RESIDENTIAL (two units)	\$100.00
_____ RESIDENTIAL (3 or more units)	\$200.00
_____ COMMERCIAL & MIXED USE	\$300.00

PROPERTY ADDRESS _____

USE OF PROPERTY _____

RESIDENTIAL UNITS _____

#COMMERCIAL UNITS _____

CURRENT OWNER _____

(NAME)

(PHONE)

(ADDRESS)

(EMAIL)

NEW OWNER _____

(NAME)

(PHONE)

(ADDRESS)

(EMAIL)

APPLICANT SIGNATURE _____ DATE _____

*ALL 4 OR MORE UNIT, COMMERCIAL & MIXED USE BLDGS MUST HAVE THEIR OWN RUBBISH & RECYCLING CONTRACT.

PLEASE CONTACT MONICA DAHLKEMPER TO SCHEDULE AN INSPECTION 412-561-8900 EXT 233

OFFICE USE ONLY

FEE PAID:

INSPECTION DATE:

SUBMITTED TO CODE DEPT:



Life Safety and Property Maintenance Regulations

No Commercial Structure is permitted to be Occupied prior to issuance of a Certificate of Use and Occupancy Permit from the Borough of Dormont. Property owners shall not rent, lease or permit another person to occupy a building that is not in compliance with the Life/Safety and Property Maintenance Standards.

When there is a change in occupancy from one owner or tenant to another or any change from one use to another of any building, structure or lot, regardless if a Building Permit is needed, a Life/Safety and Property Maintenance Inspection is required before a certificate of Use and Occupancy can be issued. Prior to occupying the building and before the property can be sold or rented the building must comply with the minimum building standards regarding Life/Safety and Property Maintenance for the protection of life, health and safety of the occupant and the general public.

A certificate of Use and Occupancy Inspection is required for all Commercial Uses and all Multi-Family Dwelling Units in all Zoning District.

Life Safety Codes

Every Building or structure must provide the minimum standards in regard to the buildings function, design, operation and maintenance for the protection of life and for the safety and welfare of the general public and occupants of the building. Building codes help ensure that the structure in which we live, work and play meet the minimum standards against collapse, fire and any other potential dangers.

Existing buildings must provide minimum requirements to the design, operation, location and maintenance regarding the buildings function and comply with the minimum standards required for life/safety and property maintenance within the building. To ensure that the Life/Safety codes have been addressed and are operating according to the required ordinance, an interior inspection shall be performed, Life/Safety inspection passed and required maintenance and testing documentation must be provided to the Borough for all Fire Protection Systems including: Fire Alarm and Detection Systems; Automatic Sprinkler Systems; Commercial Cooking Hoods and Standpipe Systems before a business can open to the public.

The following are the minimum requirements necessary to safeguard the safety and general welfare of the public and occupants of new and existing buildings and structures. All new and existing buildings and structures must complete and submit *required documents* to the Building/Fire Department.



Life Safety and Property Maintenance Regulations

Fire Protection Systems

In an existing Building equipped with a Monitored Fire Alarm and Detection System, the equipment must be continuously maintained in functioning condition and connected to an approved monitored fire alarm station. Fire Alarm Systems are required to be thoroughly inspected, tested and maintained each year by an approved servicing company in accordance with Chapter 14 of NFPA 72. The property owner is required to keep detailed records of these inspections and testing reports. **All property owners are required to register and submit all fire alarm systems, test, and inspection reports to The Compliance Engine (www.thecomplianceengine.com) before the building can be occupied.**

Monitored Fire Alarm System

- In an existing Building equipped with a Monitored Fire Alarm and Detection System, the equipment must be continuously maintained in functioning condition and connected to an approved monitored fire alarm station.
- Fire Alarm Systems are required to be thoroughly inspected, tested and maintained each year by an approved servicing company in accordance with (*Chapter 14 of NFPA 72*) The property owner is required to keep detailed records of these inspections and testing reports.

*Annual *testing reports* on the Fire Alarm System must be furnished to the Building Code Official before a new business can occupy the space.

Fire Alarm and Detection Systems

- Does the Building have a Monitored Fire Alarm System? Yes No
- Did the property owner submit a Annual Fire Alarm Inspection Report to the Municipality? Yes No
- Is the Building equipped with a Sprinkler System? Yes No
- Does the Building have a Standpipe System? Yes No
- Is there a Commercial Cooking Hood System installed? Yes No

Cooking Hood Systems must be maintained and inspected according to (*International Fire Code and International Mechanical Code*) a record of completion tag with date shall be attached to Hood System.

Smoke Detectors

Buildings that are not equipped with a Monitored Fire Alarm Systems must have fully functional battery operated or hard-wired Smoke Detectors.

- Is the Building equipped with: Hardwired Smoke Detectors? Yes No
- Manual Smoke Detectors? Yes No



Life Safety and Property Maintenance Regulations

- Working Smoke Detectors must be installed each room and in every hallway throughout the building.
- Multi-unit apartment buildings must install smoke detectors:
 - on every level in the building including basement
 - in the common area inside each dwelling unit
 - in every bedroom or room used for sleeping

Carbon Monoxide Alarms (are required in multi-family dwellings):

- Carbon monoxide alarm must be installed inside each dwelling unit in the vicinity of the bedrooms.
- In basement near a fuel-burning heater or appliance, fireplace and in the vicinity of an attached garage.

Fire Extinguisher

- At least One fire extinguisher is required to be installed in accordance with NFPA section 10.
- Fire extinguishers must be securely mounted on the wall or in an approved cabinet and within 75 feet.
- Fire Extinguisher must be of correct type to combat the fire hazards which are present at your business and must be at least a 2A-10BC size rating.
- Fire Extinguisher shall be serviced within the past 12 months, and the service tag in place and update.

Means of Egress

Every Building or structure shall be provided with means of egress and other life safety and safeguards of the kinds, numbers, locations and capacities appropriate to the individual building or structure. Buildings or portions thereof shall be provided with the minimum means of egress required by code. Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.

Exit Doors and Aisles

- Exit Access Door shall be easily open and marked by an approved Exit Sign readily visible from any direction.
- Exit Doors shall provide a minimum clear width of 32" inches and must be unlocked and easily opened from the inside during business hours.
- Exit Access Aisles shall not be blocked or obstructed in any way and must have a clear width of not less than 36 inches.
- A Knox box is required, the position of the Knox box **must** be in an approved location authorized by the Borough Fire Chief.

Life Safety and Property Maintenance Regulations

Exit Signs

- Exit Signs must be illuminated at all times, and shall have an intensity of not less than 5 foot-candles (54 lux)
- Exit Sign Battery Backup shall provide illumination for a minimum of 90 minutes in the event of a Power outage.
- All exit signs and emergency lighting equipment shall be attached to walls and ceiling and shall be held firmly in place.
- Exit Signs shall be flush mounted to the door or wall of an exit access door and intervening means of egress doors within exits.

Emergency Lighting

- Power for Emergency Lighting Illumination shall be provided by the premises electric supply.
- Emergency lighting shall provide an illuminated path to an exit discharge and exit door.
- Emergency power shall provide illumination of not less than 1 foot-candle and emergency lighting from a battery backup source of not less than 90 minutes in the event of an outage.

Property Maintenance

The Borough of Dormont adopted the **International Property Maintenance Code** to ensure that structures within the Borough are maintained according to the minimum standards regarding to basic equipment, light, ventilation, heating, sanitation and fire safety. Enforcing the IPMC ensure that structures are safe, in a sanitary condition and fit for occupation and use. **General Property Maintenance requirements are listed below:**

Exterior Property Area

- Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant and/or lessee shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition at all times.
- Exterior property and premises shall be free from any accumulation of rubbish or garbage and dispose of all rubbish in a clean and sanitary manner by placing such rubbish/garbage in an approved garbage disposal facility or approved garbage containers.
- The owner of every establishment or premises shall supply all tenants and/or lessee with approved covered containers for rubbish/garbage and owner of property is responsible for the removal of rubbish.
- Means of egress exterior stairways and hallways shall be illuminated at all times.



Life Safety and Property Maintenance Regulations

Interior Property and Surfaces Area

- Occupants shall keep that part of the structure or portion they occupy or control in a clean and sanitary condition. Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition.
- Peeling, chipping or eroding paint shall be repaired, removed or covered.
- Cracked or loose plaster, decayed wood and other defective surface conditions shall be repaired and corrected.
- The owner of the Building shall maintain light, ventilation and space conditions in compliance with the International Property Maintenance Code.
- Means of egress interior stairways and hallways shall be illuminated at all times.

Walking Surface – Stairways

- Every exterior and interior flight of stairs having more than four (4) risers shall have a handrail on one side
- Every open portion of stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30" inches above the floor or grade below shall have a Guard.
- Guards shall not be less than 30" inches in height above the floor of the landing, balcony or other walking surface and shall be of adequate strength and designed to resist a concentrated load of 200 pounds.
- Guard opening limitation shall not be more than 4" inches in diameter between each Baluster on guards required on walking surfaces that are more than 30" inches above ground level.

Electrical Equipment

- All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.
- All outlets within 8 feet of a water source must be GFI protected.
- Extension cords shall not be attached to structures, extend through walls, ceilings or floors or under doors. Extension cords shall be used only with portable appliances and shall be plugged direct into a *approved* receptacle outlet.

Pest Elimination

- Buildings and premises shall be kept free from insect and rodent infestation and if found must be promptly exterminated by approved process that will not be injurious to human health.



Life Safety and Property Maintenance Regulations

- The owner of any building or structure shall be responsible for pest elimination within the structure or premises prior to renting or leasing the building.
- If infestation is caused by failure of an occupant to prevent such infestation in their area occupied, the occupant and owner shall be responsible for pest elimination. The occupant shall be responsible for the continued rodent and pest-free condition of the premises.

Sanitary Drainage

- Grease Interceptors and automatic grease removal devices shall be regularly serviced and cleaned to prevent the discharge of oil, grease and other substances harmful or hazardous to the building drainage system or the public sewer. Records of maintenance cleaning and repairs shall be available for inspection by the Building Code Official.

Food Preparation

- All spaces occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse.
- Businesses that sell, serve and /or prepare food items are classified as "food establishments" food facilities in Allegheny County are regulated by the Allegheny County Health Department's Food Safety Program and must be licensed and approved by the Allegheny County Health Department prior to opening. To identify what you will need to comply with the health codes and obtain your license, please contact the Allegheny County Health Department <http://www.alleghenycounty.us/Health-Department/Programs/Food-Safety/Opening-A-Food-Facility.aspx>
- A **valid** *Food Handling/Preparing License* issued from Allegheny County Health Dept will be required before business can open to the public.

Ventilation

- Every occupied space shall be ventilated by natural means, through windows, doors, louvers, etc. or by mechanical means provided by a method of supply air or return or exhaust air. The ventilation system shall be designed to supply the required rate of ventilation air continuously during the period the building is occupied.
- Process ventilation, where harmful, toxic or noxious fumes, gases, dust or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent and a Mechanical Permit will be required by the Borough of Dormont.



Life Safety and Property Maintenance Regulations

Manicure and Pedicure Stations

- Manicure and Pedicure stations shall be provided with an exhaust system: A Mechanical permit is required, and construction documents must be prepared and designed by a *registered design professional* for the ventilation system in accordance with (*IMC Section 502.20 Table 403.3.1.1 - 2015*)

Toilet Rooms

- At least one water closet, one lavatory and one drinking facility shall be available to employees. Employee toilet facilities shall be accessible within the employee working area.
- Toilet rooms shall provide privacy and interior locking device shall be provided for all common toilet rooms. Employee facilities shall either be separate facilities or combined employee and public facilities.
- Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the International Plumbing Code.

All life safety construction items must be completed. A Certificate of Use and Occupancy cannot be issued until any new and existing violations are abated and all electrical, mechanical, and fire alarm permits have been finalized, inspected and approved.

Please be advised It is unlawful to use or change the use of any structure or lot or alter, enlarge, move, remove or construct any structure without the approval of the Building/Zoning Department. Changing or altering the use/occupancy or structure of a building requires additional permits depending on scope of work.