



**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:

Certificate of Use and Sale of Property Checklist

Two Family and Multi Dwelling Units

Requirements for Life/Safety and Property Maintenance Inspection



Any change in occupancy from one owner or tenant to another or any change from one use to another of any structure or lot shall require a Certificate of Use and Occupancy.

A Life/Safety and Property Maintenance Inspection is required to establish the minimum building code requirements to provide reasonable levels of safety, public health and general welfare through structural strength, means of egress facilities, stability, sanitation, lighting, ventilation and energy for the safety to life and property from fire and other hazards.

The Following Conditions Should Apply:

Smoke Detectors

All Smoke Detectors must be in operating order (batteries should be replaced annually) and must be installed in the following areas within your dwelling unit:

- One on every level of your home including basements.
- One inside every bedroom or room used for sleeping purposes.
- One on ceilings in hallways outside of each separate sleeping area.

Carbon Monoxide

- An operational approved 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 or an attached garage.

The **Exterior Property and Premises** shall be maintained in a clean, safe and sanitary condition. The *occupants* shall keep that part of the *exterior property* that such *occupant* occupies or controls in a clean and sanitary condition.

Exterior Area

- Building Address should be clearly visible from street with a minimum number height of 4 inches.
- All buildings must be in sound condition and in good repair, including gutters and downspouts.
- All accessory structures (e.g., fences, retaining walls, garages) shall be maintained in good repair.
- Exterior sidewalk, walkways, driveways and similar areas shall be kept in proper state of repair.
- Exterior property area shall be free from accumulation of rubbish and garbage.
- Exterior surfaces must be maintained and weather resistant, wood surface shall not show decay, chipped and peeling paint shall be eliminated and protected from the elements.

Stairways

- Every interior flight of stairs having more than four (4) risers shall have a handrail on one side of the stair
- Guards shall be located along open-sided walking surfaces (*stairs, landings, ramps, open-sided walkways, etc.*) that are located more than 30 inches vertically to the floor or grade below. Guards shall not be less than 42 inches high and shall not have openings less than 4 inches.
- **Stair Riser** height shall be 7 inches maximum and 4 inches minimum.
- **Stair Tread** depth shall be a minimum of 10 inches within the clear width of the stair.

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Inspection



Storage and Maintenance of Building Areas

- Grass and weeds must be maintained at less than 8 inches throughout the entire property.
- All **building owners** must provide each dwelling unit with reusable, durable, weathertight plastic garbage containers with tight-fitting covers and suitable lifting handles. Containers must have a capacity of not less than 10 gallons nor more than 32 gallons. Garbage shall be placed in properly tied plastic bags before stored in garbage containers with lids tightly sealed at all time, as to prevent the attraction and/or harboring of insects or rodents which may create public health issues.
- All residences of Dormont are required to recycle by placing recyclable material in separate containers and shall be placed out for pick up on scheduled garbage pick-up day.
- All gasoline, other flammable liquids, and hazardous chemicals are stored in approved storage containers.
- If your building provides a Knox Box, keys for Knox Box is required, the position of the Knox box must be in an approved location authorized by the Fire Chief.

The Interior of a Structure and Equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of the structure that they occupy or control in a clean and sanitary condition.

Interior Premise (Units)

- Interior shall be maintained in a clean and sanitary condition free from any accumulation of rubbish or garbage.
- All floors, walls, and ceilings must be in good repair.
- All windows must be in good repair and weather tight and free from cracks & holes, must be easily openable and capable of being held in position.
- All hand and safety rails must be in place.

Electrical

- All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.
- Cover plates should be installed on all electrical receptacles.
- All circuits should be properly labeled on all electrical panels.
- All extension cords should be heavy duty, in good condition, and used for only small appliance.
- All outlets within 8 feet of a water source must be GFCI protected.

Fire Protection and Fire Alarm Systems

- Existing buildings equipped with a Monitored Fire Alarm and Detection System must be continuously maintained in functioning condition and connected to an approved monitored fire alarm station.
- An annual fire-alarm system functional performance test is required to be completed *once a year* and a record of completion must be furnished to the Building Official.
- Exit access doors shall not be blocked or obstructed in any way and must have a clear width of not less than 36 inches.

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Required for Three or More Dwelling Units:

- All exit doors should readily open from inside without the use of a key or special effort.
- All required fire doors must be self-closing and latch in the closed position.
- All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress (push test button to check).
- All exit signs should be properly illuminated, and battery back-up should operate.
- Portable fire extinguishers shall be located where they will be readily accessible and immediately available for use and should have been inspected and tagged by an approved agency within the past 12 months.
- A Knox Box is required for multi-unit buildings, the position of the Knox Box must be in an approved location authorized by the Borough Fire Chief.
- Existing Fire Protection Systems: Fire Alarm and Detection Systems; Sprinkler Systems; Standpipe Systems, etc. must be in working condition and shall be monitored by an approved supervising station. Fire Alarm Systems must be inspected and tested **annually** by a certified technician in accordance with IFC and NFPA 72 and every year a copy of inspection report must be furnished to the Building Official.
- It shall be unlawful to occupy a structure or portion of a structure until the required Fire Protection System has been tested, approved and report submitted to Building Official.

Heating

- Facilities must be present to supply heat at 68° F in all habitable rooms and/or areas.
- Only UL-Listed portable electric heaters should be used, and only on a temporary basis.
- ¼ turn hand gas shutoff valve is required within 6 feet of furnace, hot water tank or any gas appliance.
- Water heater and furnaces must have proper pressure relief valve tube.

It shall be unlawful to use or change the use of any structure or alter, enlarge, move, remove, renovate or construct any building or structure without Building/Zoning approval.