

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:

All Smoke Detectors and Carbon Monoxide Detectors must always be in operating order and installed in the following areas within your dwelling units:

Smoke Detectors (mount SD in the middle of the ceiling, if not possible place 6 inches below ceiling from corner)

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

Carbon Monoxide (place carbon monoxide detectors on wall 5' feet from ground)

- 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.

Exterior Property and Premises

Occupants shall keep that part of the exterior property that such *occupant* occupies or controls in a clean and sanitary condition. All *Building Owners* must maintain and keep the public or shared area of the structure 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.
- Stair Tread depth shall be a minimum of 10 inches within the clear width of the stair.

Maintenance and Storage of Rubbish/Garbage

- Grass and weeds must be maintained at less than 8 inches throughout the entire property.
- *Building Owners must provide* each dwelling unit with reusable, durable, weathertight plastic **Garbage and Recycling 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.

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- 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.

Stairways

- Every interior flight of stairs having more than four (4) risers shall have a handrail that runs the entire length of the stair (bottom nose to top). The top of the rail should be between 34 inches and 38 inches, measured directly up from the stair nosing. Handrail **graspability** (width) shall be 1¼ inches (32 mm) to a maximum of 2¾ inches (70 mm).
- 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.

The Interior of a Building: 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. All *Building Owners* must maintain and keep the public or shared area of the structure 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.
- Fire Door/Garage-door between the garage and adjacent interior space shall be equipped with either solid wood doors or honeycomb core steel doors not less than 1¾ inches thick.
- 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 **6 feet** of a water source must be GFCI protected.

Mechanical

- Fire-places, stoves fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and capable of performing the intended function.
- Facilities must be present to supply heat at 68° F in all habitable rooms and/or areas.

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Two Family and Multi Dwelling Units

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- 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.

Heating

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- Water heater and furnaces must have proper pressure relief valve tube.

Fire Protection and Fire Alarm Systems

- Exit access doors shall not be blocked or obstructed in any way and must have a clear width of not less than 36 inches.
- In an existing building equipped with a *Monitored Fire Alarm System* the system must always be in operable condition and connected to a monitored fire alarm station. Under the (*PA Uniform Construction Code*) all Monitored Fire Alarm Systems must be maintained and inspected by an approved fire alarm servicing company once a year and a record of the report submitted onto the said Municipalities Building/Fire Official. **The Borough of Dormont is requiring all property owners to register and submit all fire alarm systems, test, and inspection reports to The Compliance Engine (www.thecomplianceengine.com) on a yearly basis.**

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.
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.