

Certificate of Use and Occupancy Checklist

Two Family and Multi-Family Dwelling Units



An Occupancy Inspection is required for all Two-Family and Multi-Family Dwellings in any zoning district when, a change in occupancy occurs or a change from one owner or tenant to another or any change from one use to another of any building, structure, or lot.

Upon inspection it shall be determined that all existing residential and nonresidential buildings meet the minimum codes and standards as required by the International Building Codes.

Smoke Alarms (Sec. 704.6)

All Smoke Alarms shall be permitted to be battery operated and in operating order (batteries should be replaced annually). Smoke alarms shall comply with NFPA 72 and shall be listed in accordance with UL 217.

Placement of smoke alarms

- Smoke alarms should be placed in the middle of the ceiling, if not possible place 6 to 12 inches below the ceiling and away from corners.
- Install one on each level of the dwelling unit including basements and habitable attics
- Install one in every sleeping room
- Install one outside each sleeping area in the vicinity of the bedroom
- Combination smoke alarms and carbon monoxide alarms are permitted to be used in lieu of smoke alarms.

Carbon Monoxide Alarms (Sec.705)

Carbon monoxide alarm shall be installed in buildings that contain fuel-burning appliance or fireplaces, are permitted to be battery operated and shall comply with NFPA 720.

Placement of carbon monoxide alarms

- In dwelling units outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- In basement near a fuel-burning heater or appliance, fireplace
- In basement near an attached garage.
- Combination carbon monoxide alarms and are permitted to be used in lieu of carbon monoxide alarms

Exterior Property Area (Sec 302)

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 sidewalk, walkways, driveways, and similar areas shall be kept in proper state of repair and kept clean and clear from any obstruction including dirt, debris or weeds growing between cracks. Sidewalks shall be maintained and not show signs of damage and uneven slabs or breaks, cracks or holes.
- Premises and exterior property (yards) shall be maintained free from noxious weeds and grass throughout the entire property grass must be maintained and cut when growth exceeds 8 inches.

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- Exterior property shall be free from accumulation of rubbish or garbage, every occupant shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in plastic storage containers with close-fitting covers for the storage until disposal day.
- Garbage Containers:** All solid waste must be stored in reusable and durable, watertight, containers such as plastic, metal or fiberglass and shall covered at all times. Garbage containers shall have a capacity of not less than *10 gallon* and must be visible at time of inspection. It is the building owner's responsibility to provide tenants with a sufficient amount of garbage containers for waste collection.
- Recyclable Containers:** Separate recyclable containers must also be provided for the collection of recyclable materials. If you do not have a recyclable container the Borough will provide a Recyclable sticker to be placed on a plastic reusable garbage container. Recyclable containers must be visible at time of inspection. Recyclable stickers are available at the Borough of Dormont Municipal Building.

Exterior Structures (Sec. 304)

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health and safety.

- The exterior surface of all structures including doors, windows and frames, porches, trim, balconies, decks and fences shall be maintained in good condition and weather resistant, wood surface shall not show decay, chipped and peeling paint and metal surfaces shall be coated, painted or treated to inhibit rust and corrosion.
- Decks, porches, balconies (fences, retaining walls, garages) and all appurtenances attached thereto shall be maintained in good condition, structurally sound, weatherproof, and free from deterioration.
- All windows must be kept in good repair and weather tight and free from cracks & holes, every window other than fixed shall be easily openable and capable of being held in position by window hardware. Windows located 6 feet above walking surface below shall be equipped with a window sash locking device.
- Exterior doors and door hardware shall be maintained in good condition and shall be equipped with devices designed to provide security for the occupant and property within.
- Dwelling units shall be equipped with a deadbolt lock on egress doors, locks shall be readily openable from the inside without the need for keys or special effort. (No sliding bolts accepted)
- Chimneys and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal/wood shall be protected from the elements against decay/rust and eroding mortar and loose bricks shall be repaired.
- Roofs and drains, gutter and downspouts shall be maintained in good repair and free from obstruction and shall be protected from the elements against decay or rust by periodic applications of paint or similar treatment. Roof water shall not discharge in a manner that creates a public nuisance.
- All premises shall display a building address and should be clearly visible from street with a minimum number height of 4 inches

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Stairways, Handrails and Guardrails (Sec 304, 307)

Every stair, ramp, landing, balcony, porch, deck, or other walking surface shall be maintained in sound condition and good repair.

- Every stairway having more than four (4) risers shall have a handrail on one side and shall be continuous for the full length of the flight of stairs.
- Handrails shall be firmly fastened and in good condition, handrails shall not be less than 30 inches in height or more than 42 inches in height measured vertically above the nosing of the tread or above the landing or walking surface.
- Guards shall be located along open-sided walking surfaces (*stairs, landings, ramps, open-sided walkways, etc.*), located more than 30 inches vertically to the floor or grade below.
- Guard height at open sided walking surfaces, stairs, porches, balconies, landings shall not be less than 36 inches high and shall not have openings less than 4 inches in diameter.
- Stairs Riser height shall not be more than 7 ¾ inches maximum measured vertically between the leading edge of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by 3/8 inch.
- Tread depth shall not be less than 10" inches minimum within the clear width of the stair. The greatest tread depth within any flight of stairs shall not exceed the smallest by 3/8 inch.

Interior Structure-Unit (Sec 305)

The Interior of a structure and equipment 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 addition to the shared or public area in a clean and sanitary condition.

- Interior surfaces, including windows and doors, floors, walls, and ceilings shall be maintained in good, clean, and sanitary condition. Peeling, chipped and flaking, paint shall be repaired and cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
- Interior and exterior dwelling units including the shared and public area shall be free from any accumulation of rubbish or garbage.
- All interior stairs, landings and similar walking surfaces including guards and handrails shall be maintained in sound condition and good repair.
- Interior doors shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly secured and attached to jambs.
- All structural members shall be maintained structurally sound and capable of supporting the imposed loads.
- Doors opening between a private garage (basement or integral garage) and a dwelling unit shall be equipped with either a solid wood door or solid honeycomb core door not less than 1-3/8 inch thick, with a fire protection rating of not less than 20 minutes. Doors shall be *self-closing* and self-latching.

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Means of Egress (IFC) Emergency Lighting, Exit Signs (3 or more units)

Emergency Lighting and Exit Signs (Illuminated) must be provided in multi-dwelling units to address the means of egress system, exit access, and exit discharge, for protection of the people in the building by allowing timely evacuation of the building occupants.

- Means of Egress stairways and common hallways shall be illuminated at all times with an illumination level of not less than 1 footcandle (11 lux) at the walking surface.³
- Emergency Lighting should be operable and properly located to illuminate all portion/s of the means of egress (push test button to check).
- 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.
- Exit Signs should be illuminated at all times and shall have an intensity of not less than 5 foot-candles.
- Exit Sign Battery Backup shall provide illumination for a minimum of 90 minutes in the event of a power outage.
- Exit access Fire Doors must be self-closing and latch in the closed position.
- Exit access doors shall not be blocked or obstructed in any way and must have a clear width of not less than 36 inches. All exit doors should readily open from inside without the use of a key or special effort.

Fire Protection and Fire Alarm Systems (IFC)

Fire protection systems shall be installed, operated, and maintained in accordance with the International Fire Code. No Person shall remove or modify any *fire protection system* installed or maintained under the provisions of the *International Fire Code* without approval from the *building official*.

- All *fire protection systems* and *equipment* must be continuously maintained in functioning condition and connected to an approved monitored fire alarm station in accordance with Chapter 14 of NFPA 72
- All buildings that are equipped with a Fire Protection System shall be inspected and tested by an approved certified technician in accordance with the requirements of the IBC and the IFC - NFPA 72.
- All service providers who inspect or test fire protection systems within the Borough of Dormont are required to register and submit all test, inspections, and maintenance reports to: The Compliance Engine as required by code. (www.thecomplianceengine.com)
- 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.

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Electrical Requirements (Sec 604-605)

Where it is found that an electrical system in a structure constitutes a hazard to the occupant by reason of inadequate service, improper fusing, wiring or installation or deterioration and damage for similar reason the *code official* shall require the defects to be corrected to eliminate the hazard.

- All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner. Any electrical equipment that has been exposed to water or fire damage shall be replaced in accordance with the provisions of the IBC.
- Cover plates should be installed on all electrical receptacles.
- All circuits should be properly labeled on all electrical panels.
- Flexible cords (extension cords) shall not be used for permanent wiring or for running through doors, windows or cabinets or concealed within walls, floors or ceilings.
- 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.
- Every bathroom shall contain at least one receptacle outlet and it shall have ground fault circuit interrupter protection.
- Every public hall, interior stairway, toilet room, kitchen, laundry, and furnace room shall contain at least one electrical light fixture.

Mechanical and Heating Facilities (Sec 602-603)

Mechanical equipment, appliances, fireplaces, 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.

- Every building owner who rents or leases one or more dwelling unit shall supply heat during the winter months. The minimum temperature shall be maintained at 65° F in all habitable rooms and bathrooms based on the winter outdoor temperatures.
- Only UL-Listed portable electric heaters should be used, and only on a temporary basis.
- Fuel-burning equipment and appliances shall be connected to an approved chimney or vent.
- Required clearance to combustible materials shall be maintained.
- Water heater and furnaces must have proper pressure relief valve tube.