



BOROUGH OF PALMYRA

RENTAL UNIT and CERTIFICATE OF OCCUPANCY (existing home re-sales)

INSPECTION CHECKLIST

THE FOLLOWING IS PROVIDED AS A GUIDE AND DOES NOT REPRESENT AN EXHAUSTIVE LIST OF ALL APPLICABLE CODES AND ORDINANCES THAT MAY BE CONSIDERED DURING YOUR INSPECTION.

EXTERIOR PROPERTY AREAS

- Sanitation
- Grading and drainage
- Weeds (6")
- Rat/rodent harborage
- Exhaust vents
- Accessory structures
- Motor vehicles
- Storage of wood

EXTERIOR STRUCTURE

- General (Sidewalks not to be inspected/cited)
- Exterior painting
- Street numbers
- Structural members
- Foundation walls
- Exterior walls
- Roofs and drainage
- Decorative features
- Overhang extensions
- Stair and walking surfaces
- Stairways, decks, porches and balconies
- Chimneys and towers
- Handrails and guards
- Window and door frames
- Glazing
- Openable windows
- Insect screens (Required January 1st to December 31st)
- Doors
- Basement hatchways
- Guards for basement windows

INTERIOR STRUCTURE

- General
- Structural members
- Interior surfaces
- Lead-based paint
- Stairs and railings
- Stairs and walking surfaces
- Handrails and guards

RUBBISH AND GARBAGE

- Accumulation of rubbish or garbage
- Disposal of rubbish
- Rubbish storage facilities
- Disposal of garbage
- Garbage facilities
- Containers (Borough green trash carts required)

EXTERMINATION

- Infestation
- Owner (Owner responsible for extermination prior to renting or leasing)
- Single occupant (Occupant of one-family unit responsible for extermination on premises)
- Multiple occupancy (Owner responsible for extermination in multi-family unit in shared/public areas)
- Occupant (Occupant responsible for continued rat-free conditions)

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

- Responsibility (Owner)
- Alternative devices
- Habitable spaces – Light (as of 2004 window requirements shall not apply to existing structures.)
- Common halls and stairway
- Other spaces
- Habitable spaces – Ventilation (as of 2004 window requirements shall not apply to existing structures.)
- Bathrooms and toilet rooms
- Cooking facilities
- Process ventilation
- Clothes dryer exhaust
- Privacy
- Access from sleeping rooms
- Area for sleeping purposes
- Water closet accessibility
- Overcrowding (See Minimum Area Requirements, Table PM-405.5)
- Combined spaces (See Minimum Area Requirements, Table PM-405.5)
- Prohibited occupancy
- Minimum ceiling heights (as of 2004 shall not apply to existing structures.)

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS (cont.)

- Minimum room widths (as of 2004 shall not apply to existing structures.)
- Food preparation

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

- Responsibility (Owner)
- Dwelling units (Facilities required)
- Privacy (Toilet rooms)
- Location
- General (Plumbing fixtures)
- Fixture clearances
- General (Water system)
- Contamination
- Supply
- Water heating facilities
- General (Sanitary drainage)
- Maintenance
- General (Storm drainage)

MECHANICAL AND ELECTRICAL REQUIREMENTS

- Responsibility (Owner)
- Facilities required (Heating)
- Residential buildings
- Heat Supply (Required January 1st to December 31st)
- Room temperature exception
- Mechanical equipment
- Equipment access
- Cooking and heating equipment
- Flue
- Clearances
- Safety controls
- Combustion air
- Energy conservation devices
- Facilities required (Electrical)
- Service
- Electrical system hazards
- Installation (Electrical equipment)
- Receptacles (as of 2004 shall not apply to existing structures.)
- Lighting fixtures

FIRE SAFETY REQUIREMENT

- Responsibility (Owner)
- General (Means of egress)

FIRE SAFETY REQUIREMENT (cont.)

___ Stairways, handrails and guards

___ Locked doors

___ Emergency escape

___ Security

___ Accumulations and storage

___ Hazardous material

___ Fire extinguishers

One 2A:10BC fire extinguisher required in Kitchen, not mounted. Purchased within one year with receipt, or tagged)

___ Carbon Monoxide (CO) detectors

Carbon Monoxide (CO) Detectors shall be installed and maintained in the immediate vicinity of the sleeping area(s) and must be located within 10 feet of those areas.

___ Smoke Detectors

Smoke Detectors must be installed and maintained on each level of the premises including the basement and the attic (even if unfinished) if there are walk-up steps. Smoke Detectors are required outside of each separate sleeping area and must be located within 10 feet of those areas. Smoke Detectors shall not be located in the kitchen.

MINIMUM AREA REQUIREMENTS

**Table 405.5
Minimum Area Requirements**

Space	Minimum area in square feet		
	1-2 occupants	3-5 occupants	6 or more
Living room(a)	No requirements	100	135
Dining room(a)	No requirements	70	90
Kitchen	45	45	50
Bedrooms	Shall comply with Section PM-405.3 (see below)		

Note a:

Combined living room and dining room spaces shall comply with the requirements above if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

___ Area for sleeping purposes (Section PM-405.3)

Every room occupied for sleeping purposes by one *occupant* shall contain at least 70 square feet of floor area, and every room occupied for sleeping purposes by more than one *person* shall contain at least 50 square feet of floor area for each *occupant* thereof.