



BOROUGH OF MT. OLIVER

MUNICIPAL OFFICE OF CODE ENFORCEMENT

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Occupancy (Point of Sale) and Yearly Rental License Pre-Inspection Checklist

Mt. Oliver Borough no longer uses the older HUD inspection format as used in previous years. The inspection is now based upon the minimum code standards of the following code references:

- International Property Maintenance Code (IPMC)
- Uniform Construction Code (UCC)
- National Electrical Code (NEC)
- International Fire Code (IFC)
- Mt. Oliver Borough Ordinances

Inspections are performed pursuant to Mt. Oliver Ordinances § 183-4 Inspections. § 183-3 Application for Rental license. § 178-4 Application for use and occupancy permit.

Interior and Exterior Cleanliness

- The interior and exterior of property must be clean, sanitary and free from trash, rubbish, any presence or infestation of rodents, vermin, insects, mold or any related filth and/or contamination.

Kitchen:

- Existing Building Code, a minimum of two 20 amp rated, separate and remote branch circuits shall be provided to serve kitchen countertop, breakfast and dining areas.
- Receptacles within 6 feet of the edge of kitchen sink shall be GFCI receptacles, or GFCI protected (i.e., fed by *load-side* of first GFCI receptacle on circuit), functioning properly and grounded.
- Receptacles that serve kitchen countertops shall be GFCI receptacles, or GFCI protected (i.e., fed by *load-side* of first GFCI receptacle on circuit), functioning properly and grounded.
- If kitchen has been or will be rewired, receptacles installed to serve countertops/worksurfaces 12" or wider shall be GFCI receptacles, or GFCI protected (*fed by load-side of GFCI receptacle*), functioning properly and grounded. Kitchen islands must also have a grounded receptacle. **An electrical inspection will be required for new work.**
- A working stove/range must be installed.
- If natural gas stove, a gas valve must be installed above the floor.
- If there is a range vent hood, it must be in working condition.
- The kitchen sink must function properly with hot & cold water.
- The left side of the faucet must represent hot water.
- The sink drain pipes must be free from leaks.
- If there is a dishwasher, the drain tube must be properly routed up to the underside of the countertop prior to the connection to waste disposer or wye fitting.
- Floors, walls and ceilings must be free of damage or voids.
- Windows must be easily openable, capable of being held in position by window hardware and have intact insect screens.

First Floor: Entry and Hallway

- There must be a means of illumination.
- All switches must work.
- The area must be free of exposed wires.
- Smoke detectors must be installed in required areas, per manufacturer's instructions.
- Dwelling units with any Natural Gas-burning appliances must have Carbon Monoxide detectors present in required locations in accordance with Fire Code and manufacturer's instructions.
- Windows must be free from cracks or broken panes.
- Floor, walls and ceilings must be free from damage.
- Hallways & stairways must be free of obstructions.
- Windows must be easily openable and capable of being held in position by factory window hardware.

Bathrooms/Toilet rooms – All

- There must be a means of illumination.
- There must be a properly functioning mechanical vent system vented to the outdoors, or an openable, properly functioning window with an intact insect screen.
- There must be a minimum of one wall-mounted GFCI receptacle, or GFCI protected outlet installed, functioning properly and grounded.
- There must be a permanently installed sink.
- The sink faucet must work properly with hot and cold water.
- The left side of faucet must represent hot water.
- The sink drain pipes must be free from leaks.
- The area must be free of obstructions.
- Windows must be free from cracks or broken panes.
- Floors, walls and ceilings must be free from damage.
- If a window is present, it must be easily openable, capable of being held in position by window hardware and have an intact insect screen in place.

Sleeping Quarters and all Habitable rooms

- Windows must be easily openable, capable of being held in position by factory window hardware and have intact insect screens in place.
- There must be a minimum of one properly functioning wall-switch and means of illumination.
- Smoke detectors must be present in locations as required by the code and manufacturer's instructions.
- **Interconnected-combination** detectors are recommended, so when one detector activates, they all activate.

Hallways on each floor

- If dwelling unit utilities are fueled by natural gas, carbon monoxide detectors must be in required locations in accordance with IFC and manufacturer's instructions.
- Smoke detectors must be present in locations as required by the IRC, IPMC and manufacturer's instructions.
- Wall switches (3-way switches) that control lighting for stairways between floors must function properly.
- Interconnected-combination detectors are recommended, so when one detector activates, they all activate.

Electrical

- Power must be on.
- Exterior electric service entrance cable must be in good condition.
- Water meter must be bonded.
- Entire dwelling unit must be free of electrical hazards/violations.
- **Code Enforcement recommends that only a Journeyman or Master Electrician evaluate dwelling for any electrical code violations prior to inspection to assure IPMC/IRC Code compliance.**

Water Heater

- Hot water must be present.
- Water heater must have a temperature pressure (TP) relief valve.
- Water heater discharge pipe must be installed with the correct pipe and air-gap.
- There must be a floor drain within 6' of tank, or the pipe must discharge to the outdoors.
- If natural gas clothes dryer, supply pipe must be properly sized, installed with NG rated valve and sediment trap prior to flex pipe.
- Water heater must be vented properly.
- **Be advised that the Allegheny County Plumbing Division requires that only a DOT/Natural Gas Certified plumber handle repairs or changes to Natural Gas systems to pass inspection.**

Furnace

- Natural gas black pipe, CSST or electric supply line must be properly installed and secured. If CSST, a bond must be installed.
- If forced-air heating system, all duct work seams sealed must be properly sealed with either foil tape or brush-applied mastic.
- Furnace must be clean and free of debris.
- **Be advised that the Allegheny County Plumbing Division requires that only a DOT/Natural Gas Certified plumber handle repairs or changes to Natural Gas systems to pass inspection.**

Laundry Area, Clothes washer and Dryer

- There must be a GFCI or GFCI protected receptacle installed, functioning properly and ground to serve laundry area.
- If natural gas clothes dryer, supply pipe must be properly sized, installed with NG rated valve and sediment trap prior to flex pipe.
 - **Be advised that the Allegheny County Plumbing Division requires that only a DOT/Natural Gas Certified plumber handle repairs or changes to Natural Gas systems to pass inspection.**
- The washing machine discharge hose must be properly connected an air gap [break], i.e., an operable laundry tub or properly sized standpipe for gray water discharge.
- Vent pipe must be 4" smooth interior metal vent correctly installed and vented to the outdoors.
- Vent must be clean and in operable condition.

Basement

- If basement egress door and/or outer hatchway are present, both doors shall be readily openable without the need for keys, special knowledge or effort.
- Smoke detector must be present, and If dwelling unit has any fuel-burning appliances, a Carbon Monoxide detector shall be present, both in accordance with the International Fire Code (IFC) and manufacturer's instructions.
- Basement must be free of Electrical Code violations.
- ***Borough Code Enforcement recommends that only an experienced/master Electrician evaluate dwelling for any electrical code violations prior to inspection to assure IRC and NEC Code compliance and pass inspection.***

Exterior of Structure

- Roof must be in good condition.
 - The electric service entrance cable and meter box must be in good condition.
 - Siding in good condition.
 - Sidewalks and walkways in Public Right-of Way, leading to dwelling and near dwelling must be in good condition and free from trip-fall hazards.
 - Stairways and handrails must be in good condition and capable of supporting imposed loads.
 - Stairway handrails must be graspable.
 - ***Borough Code Enforcement recommends that only an experienced/master carpenter handle stair system construction to assure UCC Code compliance to pass inspection.***
 - If there is a driveway, it must be in good condition.
 - All exterior doors must be in good condition.
 - Exterior doors must have operable locking devices.
 - All windows must be in good condition and lockable.
 - All gutters and downspouts must be intact, in good condition and working properly.
 - The exterior must free from overgrowth of grass, weeds.
 - All tree branches must be trimmed at least 15 feet back and away from the exterior walls and roof areas.
- Code Enforcement is available for any questions you may have prior to your inspection.
 - Mt. Oliver Borough Occupancy and Rental License inspections supersedes HUD inspections.
 - **Criteria To Obtain a Building, Electrical or Plumbing Permit:** Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the *building official* and obtain the required *permit* such work to be performed, shall first make application to the *building official*, obtain the required *permit*, and all work must be done in accordance with the 2018 International Residential Code and the International Property Maintenance Code.
 - **NOTE:** The goal and purpose of Code Enforcement, Occupancy and Rental Inspections in Mt, Oliver Borough is to bring one property at a time into compliance with the Minimum Code Safety Standards of the International Property Maintenance Code, ultimately increasing property values Borough-Wide. Code Enforcement recommends that only Experienced-Master Tradespeople be selected to bring properties into compliance with the Minimum Code Standard as outlined herein.