



# 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 does not use the HUD inspection format of 1965.**

The inspection is 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:

- 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 newly rewired, all work must be compliance with the current National Electrical Code. **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. A sediment trap is suggested for the longevity of the appliance.
- 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 alarm [Ionization and/or Photoelectric Type] must present in locations as required by the IPMC and manufacturer's instructions, depending on type.
- Carbon Monoxide detectors installed in accordance with the International Fire Code and manufacturer's instructions.
- Windows must 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 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 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, is it easily openable, capable of being held in position by window hardware and have intact insect screen in place.

### **Sleeping Quarters/Areas 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 in habitable rooms.
- Smoke alarm [Ionization and/or Photoelectric Type] must present in locations as required by the IPMC and manufacturer's instructions, depending on type.
- Carbon Monoxide detectors installed in accordance with the International Fire Code and manufacturer's
- **NOTE:** Attics and/or Basements being used as sleeping quarters or other habitable space without records that show a Building Permit was issued and/or Required Inspections done for a Code-Compliant conversion to ***Habitable Space/Sleeping Quarter*** in accordance with the Uniform Construction Code [UCC] and International Property Maintenance Code [IPMC], ***will not*** pass inspection and will show on report as 'storage space only.' If the new owner wishes to convert either space in proper manner, please reach out to the office of Code Enforcement.

### **Hallways**

- Smoke alarm [Ionization and/or Photoelectric Type] must present in locations as required by the IPMC and manufacturer's instructions, depending on type.
- Carbon Monoxide detectors installed in accordance with the IFC and manufacturer's instructions.
- Wall switches (3-way switches) that control lighting for stairways between floors must function properly.

### Electrical

- Power must be on.
- Exterior electric service entrance cable must be in good condition.
- 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.
- Water heater must be vented properly and vent pipe sealed with foil HVAC tape.
- A sediment trap must be installed.
- ***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 HVAC tape or brush-applied mastic.
- A sediment trap must be installed
- 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 may handle repairs or changes to Natural Gas systems to pass inspection.***

### Laundry Area, Clothes washer and Dryer:

- A GFCI receptacle must be installed, functioning properly and ground to serve laundry area.
- 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.
- All clothes dryer vent pipes [electric or natural gas] must be 4" sheet metal correctly installed, sealed with foil HVAC tape and vented to the outdoors. *No plastic, foil or other flexible vent pipe permitted.*
- Vent must be clean and in operable condition.
- ***Allegheny County Plumbing Division requires that only a DOT/Natural Gas Certified Plumber may handle repairs or changes to Natural Gas systems to pass inspection.***

### **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. Barrel bolts are not considered an acceptable means of locking.
- Smoke alarm [Ionization and/or Photoelectric Type] must present in locations as required by the IPMC and manufacturer's instructions, depending on type.
- Carbon Monoxide detectors installed in accordance with the International Fire Code and manufacturer's instructions.
- House wiring installed in the basement must be through bored holes in floor joists, not under floor joists,
- **NOTE:** Attics and/or Basements being used as sleeping quarters or other habitable space without records that show a Building Permit was issued and/or Required Inspections done for a Code-Compliant conversion to *Habitable Space/Sleeping Quarter* in accordance with the Uniform Construction Code [UCC] and International Property Maintenance Code [IPMC], **will not** pass inspection and will show on report as 'storage space only.' If the new owner wishes to convert either space in proper manner, please reach out to the office of Code Enforcement.
- ***Borough Code Enforcement recommends that an experienced/master Electrician evaluate dwelling for any electrical code violations prior to inspection to assure IRC and NEC Code compliance.***

### **Attic:**

- **NOTE:** Attics and/or Basements being used as sleeping quarters or other habitable space without records that show a Building Permit was issued and/or Required Inspections done for a Code-Compliant conversion to *Habitable Space/Sleeping Quarter* in accordance with the Uniform Construction Code [UCC] and International Property Maintenance Code [IPMC], **will not** pass inspection and will show on report as 'storage space only.' If the new owner wishes to convert either space in proper manner, please reach out to the office of Code Enforcement.

### **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 and continuous from top to bottom.
  - ***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.
- **The Purpose:** The goal and purpose of Code Enforcement, Occupancy and Rental Inspections in Mt, Oliver Borough is the implementation of a model 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 or Journeyman-level Tradespeople be selected to bring properties into compliance with the Minimum Code Standard as outlined herein.