



# BOROUGH OF MT. OLIVER

MUNICIPAL OFFICE OF CODE ENFORCEMENT

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

**Mt. Oliver Borough does not use Section 8 or HUD inspection formats.**

The inspection is based upon the minimum code standards of the following Code references:

- International Property Maintenance Code (IPMC)
- International Existing Building Code (IECB)
- International Fire Code (IFC)
- Mt. Oliver Borough Ordinances

**The purpose of the Code-based inspection model is to bring all residential borough properties up to a minimum standard of safety for occupants as well as to increase property values borough-wide.**

**Note: PLEASE READ all information.**

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.

### **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.
- If there is a driveway, it must be in good condition.
- All exterior doors must be in good condition and have operable locking devices.
- All windows must be in good condition, capable of being held in place with factory hardware 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.

## Kitchen

- Appliances to store, prepare and serve food in a sanitary manner must be present and in working order.
- If natural gas stove is in place, a gas valve must be installed above the floor.
- If there is a range vent hood, it must be in working condition.
- In an existing kitchen [no updated] 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 functioning properly and grounded.
- Receptacles that serve kitchen countertops shall be GFCI receptacles, or GFCI protected functioning properly and grounded.
- Receptacles installed to serve countertops/worksurfaces 12" or wider shall be served by a receptacle. If 12" countertop is within 6' of edge of sink, a GFCI receptacle is required.
- Kitchen islands must have a grounded receptacle.
- **If kitchen has been or will be rewired, all work must be installed in accordance with the 2020 NEC, National Electrical Code and inspected.**
- 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 *to the underside of the countertop*. [High-Loop]. 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 intact insect screens are recommended.

## 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 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 and manufacturer's instructions.
- Interconnected-combination and/or wifi detectors are recommended.

## **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 property and dwelling unit [all floors, basement and exterior] must be free of electrical hazards and/or violations.

## **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.
- Water heater must be vented properly and sealed with foil HVAC tape.

## **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.

## **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.
- 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 from all Electrical Code violations.