

MUNICIPALITY OF MONROEVILLE

2700 MONROEVILLE BLVD
MONROEVILLE, PA 15146
Phone: 412-856 3340 Fax: 412-856-3862

RENTAL UNIT OCCUPANCY PERMIT APPLICATION

Submittal Requirements:

1. **CURRENT OWNER(S)**, (or the agent for the current owner(s)), are responsible for completing the application for Rental Unit Occupancy permit.
2. An Occupancy Inspection **MUST** be completed **BEFORE** the structure can be occupied.
3. The Fee for the Rental Unit Occupancy Permit Application will be set by the Municipality Fee schedule currently adopted by Monroeville Council. If a 2nd re-inspection is necessary, a re-inspection fee may be imposed in accordance with the Municipality Fee Schedule.
4. Rental Unit Occupancy Permit will be issued in the name of the **new tenant(s)** to be occupying the unit.

CURRENT OWNER(S), or the agent for the current owner(s), are **REQUIRED** to complete the following:

ADDRESS OF PROPERTY: _____ Monroeville, PA 15146

NAME, ADDRESS, & TELEPHONE NUMBER OF CURRENT OWNER/LANDLORD:

NAME, ADDRESS, & TELEPHONE NUMBER OF TENANT:

PRINT NAME & TELEPHONE NUMBER OF AGENT/CONTACT TO MEET INSPECTOR:

Telephone Number _____

Current Owner's (Agent for Owner) Signature _____ DATE _____

Occupancy Permit to be: _____ Picked up at Monroeville Municipal Building

_____ Mailed to: _____

_____ Emailed or faxed to: _____

Monroeville Ordinance #2550

FOR OFFICE USE ONLY APP# _____

RCPT# _____

TYPICAL INSPECTION ITEMS

The Inspection Staff will be checking for the following items prior to issuance of a Certificate of Occupancy:

- Address numbers shall be posted on the house, 4" minimum in height, ½ " in width, visible from the street-side of the house and shall contrast with the back ground color.
- Smoke detectors shall be installed inside every bedroom, and in the hallway/vicinity of the bedroom areas, and on each level of the house including basement level. All existing smoke detectors shall be in proper working order or replaced. Smoke detectors shall be installed on highest ceiling surface or wall nearest ceiling surface but not within 4" of the adjacent wall or ceiling surface to provide proper clearance for sensor.
- Carbon monoxide detectors shall be installed in the hallway/vicinity of the bedroom areas and in the vicinity of the furnace of dwelling units which have fuel-fired appliances installed and in dwelling units that have attached garages.
- Electrical receptacles located in all bathrooms (including light fixtures/cabinets), laundry areas within 6' of wash basin/sink, **ALL** kitchen countertop areas, **ALL** receptacles in garages except ceiling mounted receptacles for garage door openers, and **ALL** on the exterior of the house including detached garages/sheds shall be GFCI protected receptacles. GFCI protection can be at the receptacle or service panel.
- All electrical wiring shall be properly connected and secured, with all connections enclosed within junction or receptacle boxes. Electrical wiring shall have no visible splices or open wiring including visible wire cut connections.
- Interior and exterior handrails shall be on at least one side of stairways having four or more steps.
- Interior and exterior guards (railings) shall be on both sides , with no large open area, on elevated walking surfaces greater than 30" above floor/ground surface below. This includes basement stairways with open sides, and exterior walking surfaces elevated from ground surface below such as entry ways, patios and sidewalks.
- Porches, decks, balconies and stairs in good repair and properly secured with minimum ½" galvanized hex head bolts with washer/nut at all deck-to-post connections and ledger board connections. Two bolts, one on top of each other at each deck-to-post connection, and at least one 1/2" galvanized fastener for each joist cavity at the ledger board against the house. **Carriage bolts are NOT APPROVED fastners for this application.**
- Egress doors (main entry door) must be readily operable from inside without the need for keys, special knowledge or effort and must be side-hinged.
- Sash locking devices on windows within 6 feet above walking surface or ground level in rental dwellings. All bedroom windows shall have screens.
- Walls between attached garage & living area shall be not less than 1/2" gypsum board or equivalent and all penetrations sealed.
- Ceilings in attached garages with living space located above shall be fire rated 5/8" Type X drywall or equivalent and all penetrations sealed. Garage door openers shall be plugged directly into a receptacle vs. use of extension cord.
- Doors between attached garages and living areas/utility areas that can allow fire/smoke travel shall be minimum 1-3/8" solid wood, steel honeycomb or other 20-minute fire rated door. Doors shall close properly without force.
- No openings/registers in heating ducts from habitable space into the garage.
- Relief valve installed on hot water tank with discharge pipe the same size as discharge outlet within 6" of the floor.
- Clothes dryer exhaust duct vented directly to the outdoors with metallic material only in accordance with manufacturer's installation instructions. All connections shall be made either with clamps or listed metallic tape. General purpose duct tape is not allowed.
- No visible damage to exterior siding/doors/windows/roof that may allow weather infiltration or rodent infestation. All doors and windows shall be intact and secure.

The inspector will also check for visible safety hazards and violations not listed above.