

# MUNICIPALITY OF MONROEVILLE

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

## RESIDENTIAL OCCUPANCY PERMIT APPLICATION

### Submittal Requirements:

1. **CURRENT OWNER(S)**, (or the agent for the current owner(s)), are responsible for completing the application for Residential Occupancy permit.
2. Application **MUST** be filed (not necessarily issued) with the Municipality **BEFORE** the closing can take place.
3. An Occupancy Inspection **MUST** be completed **BEFORE** the structure can be occupied.
4. The Fee for the Residential Occupancy Permit Application for a SALE of property will be set by the Municipality Fee schedule currently adopted by Monroeville Council. If a 2<sup>nd</sup> re-inspection is necessary, a re-inspection fee may be imposed in accordance with the Municipality Fee Schedule.
5. Residential Occupancy Permit will be issued in the name of the new owner(s) to be occupying the house.

**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**:

\_\_\_\_\_

NAME, ADDRESS, & TELEPHONE NUMBER OF **BUYER**:

\_\_\_\_\_

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

\_\_\_\_\_ Telephone Number \_\_\_\_\_

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**Current Owner's (Agent for Owner) Signature**

**DATE**

Occupancy Permit to be: \_\_\_\_\_ Picked up at Monroeville Municipal Building

\_\_\_\_\_ Mailed to address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Emailed or faxed : \_\_\_\_\_

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** near the furnace area 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, garages nearest water source or garage door, 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. Garage door openers shall be plugged directly into a receptacle vs. use of extension cord.
- 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 bolts/lag screws at all deck-to-post connections, railing supports, 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 fasteners 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.
- 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 1" discharge pipe that exits 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. Ducts that travel through the garage area shall be solid wall galvanized metal only.
- 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.***