

Trappe Borough

525 West Main Street Trappe, PA 19426



Application for a

RESIDENTIAL RENTAL UNIT INSPECTION & LICENSE

Questions? Please contact
Borough Manager Tommy Ryan
at 610-489-7181.



DIRECTIONS, QUESTIONS & ANSWERS

Residential Rental Unit Inspection & License Application

1. Complete the Residential Rental Unit Inspection & License Application Form.
2. Pay the required permit fee.
3. Submit items #1 to #2 to the Borough.

Q: I submitted an application. What happens next?

A: If no additional information is needed, the Borough will contact you or the Property Manager to schedule an inspection.

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Q: What happens if my rental unit fails inspection?

A: The building inspector will provide you with a list of all items that must be corrected. Owners then have thirty days to make the required repairs to have the rental unit re-inspected. There is no cost for this re-inspection. But if additional inspections are needed after this time, there is a \$50.00 fee for each inspection.

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Q: I just received my Rental License. How long is this valid?

A: Rental Licenses are valid for three years from the date of issue, or until there is a change of occupants at the rental unit, whichever occurs first.

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Q: Where do I go to learn more about the Residential Rental Unit Registration & Inspection Program?

A: The program details can be found in Ordinance #408; contact Borough Hall at 610-489-7181 to request a copy.

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RESIDENTIAL RENTAL UNIT INSPECTION & LICENSE APPLICATION FORM

**** Please complete one application form for each rental unit ****

Property Owner Information

NAME OF OWNER: _____

MAILING ADDRESS: _____
(not a Post Office Box)

PHONE: _____

E-MAIL: _____

SIGNATURE: _____ DATE: _____

Property Information

PROPERTY ADDRESS: _____

APARTMENT/UNIT NUMBER: _____

TENANT NAME: _____

TENANT DAY TELEPHONE: _____

TENANT EVENING TELEPHONE: _____

Property Manager * Information

** If the property Owner is not a resident of Trappe Borough, or does not reside within a 20-mile radius of the Borough, the Owner must designate a person to serve as a Property Manager. The Property Manager must reside in the Borough, or work on a daily basis within a 20-mile radius of the Borough.*

MANAGER NAME: _____

MAILING ADDRESS: _____
(not a Post Office Box)

DAY TELEPHONE: _____ FAX: _____

EVENING TELEPHONE: _____ E-MAIL: _____

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Some Basic Information

water service: public on-lot
sewer service: public on-lot

Is the dwelling presently vacant? yes no

Is there a finished basement? yes no

If the basement is finished, does this
possess code-compliant egress? yes no

Is a bedroom located in the basement? yes no

If a bedroom is located in the basement,
is egress provided from this bedroom to
the exterior of the home? yes no

Some Notes

- The fee includes an initial inspection and one (1) follow-up inspection. A \$50.00 fee will be charged for each additional inspection.
- The license is valid for a three-year period, or until the time of a change in occupants, whichever occurs first.
- Owners are required to provide tenants with a copy of the license, when issued.
- Owners are required to provide prospective and current tenants with a copy of Ordinance 408, an Ordinance to establish a Residential Rental Inspection and Licensing Program in the Borough of Trappe.

Applicable Building & Property Maintenance Codes

- The attached Check List for Residential Rental Unit Inspection is for your reference and use. This list includes examples of items to be inspected; this list does not include all items to be inspected.
- The inspection will be conducted in accordance to regulations pursuant to the Codes duly incorporated as the Pennsylvania Uniform Construction Code, and the *International Property Maintenance Code, 2006 version*.

Inspection & License Fee Calculation

RENTAL UNITS LESS THAN 1,500 SF LIVING AREA \$ 50.00 per rental unit

RENTAL UNITS 1,500 SF OR MORE LIVING AREA \$ 75.00 per rental unit

PERMIT FEE: \$ _____

- *Please make checks payable to Trappe Borough.*

FOR BOROUGH USE ONLY

TPN:

ZD:

cash or check no:

Trappe Borough

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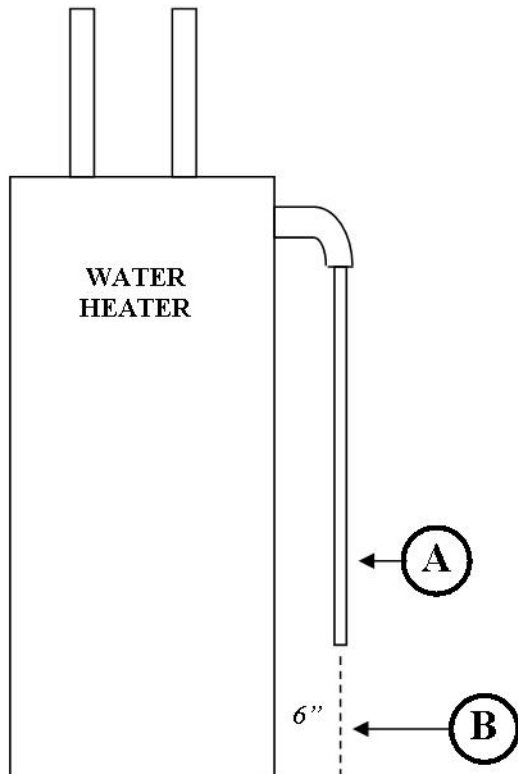


CHECK LIST FOR RESIDENTIAL RENTAL UNIT INSPECTION

The attached Check List for Residential Rental Unit Inspection is for your reference and use. Please ensure that all items on this list are addressed prior to the Borough's inspection.

- sidewalks and driveway aprons - in good repair
- grading and drainage - ground slopes away from building & no standing water
- roof and chimney - in good condition, weather tight & structurally sound
- building exterior (i.e., walls, wood trim, flashing)- weather tight and no untreated wood surfaces
- gutters and downspouts- secure and terminate away from building foundation
- decks and porches - structurally sound and guardrails if more than 30" drop to grade, with rails over 36" in height and no openings between rails larger than 4"; guardrails required on both sides of stairs more than 30" above grade
- plumbing vents - secure, above roofline and at least 5' horizontal distance from windows and 2' above any operable openings (i.e., windows, skylights)
- sewer and soil lines - sewer vent capped minimum 6" above grade and all soil lines cleanouts (plumbing drain line cleanouts) accessible
- mechanical vents (i.e., gas and oil burning appliances) - capped, weather tight and oriented away from windows and doors
- electric service - service grounded, drip loops & service cable in good condition and protected where entering building
- exterior property - no weeds, rubbish or garbage
- stairs and stairwells – lit; handrails on at least one side (handrails are required on stair runs possessing four (4) or more risers)
- interior walls, fire/party walls and floors - structurally sound with no holes; two-hour fire rated walls required between attached residences
- windows and glazing - no cracks or broken windows and safety glass for showers, doors and low glass surfaces (i.e. windows, sidelights, etc.)
- habitable spaces- ceiling at least 6'8" in height; no rooms except kitchens and bathrooms measuring less than 7' in any dimension
- electric – at least one duplex receptacle (2 plug) required in each room including bathrooms; no missing switch or receptacle cover plates; wiring in good condition, and GFCI's installed for all receptacles on kitchen counters and bathroom/powder rooms (note: the new electrical code also requires they be installed in garages, at a clothes washer and outside where less than 6' above grade)
- electric service panel – accessible, with no openings in breaker or fuse slots; in good general condition (note: a rental unit inspection is not an electrical certification)
- smoke detectors – at least one (1) smoke detector on each floor, plus one (1) smoke detector in each bedroom; hard-wired with battery backup; battery-operated permitted in existing construction only; hard-wired system required in common halls for apartment buildings
- water supply system – no leaks, fixtures operable and shutoff valves installed
- hot water heat relief valve discharge and hot water boiler (heater); refer to the attached diagram
- drainage, waste and vent system – no clogs and no leaks in fixtures, pipes or traps
- ventilation – operable windows or central heat and air conditioning; fans or operable windows in all bathrooms and powder rooms
- heating, air conditioning and ventilation systems – operable, ducts and vents in good condition, evidence of recent servicing
- fire extinguisher – 2 ½ lb ABC minimum required in each kitchen apartment
- rodents/vermin – no evidence of rat, mouse, cockroach or other pest infestation
- common hallways in apartment buildings – emergency lighting and no locks or chains on egress (exit) doors
- all egress doors (from single-family residences or apartments into hallways) – no double cylinder deadbolts (ones that must be opened with a key from the inside)
- street number address – visible from the street with minimum 3" high letters of contrasting color

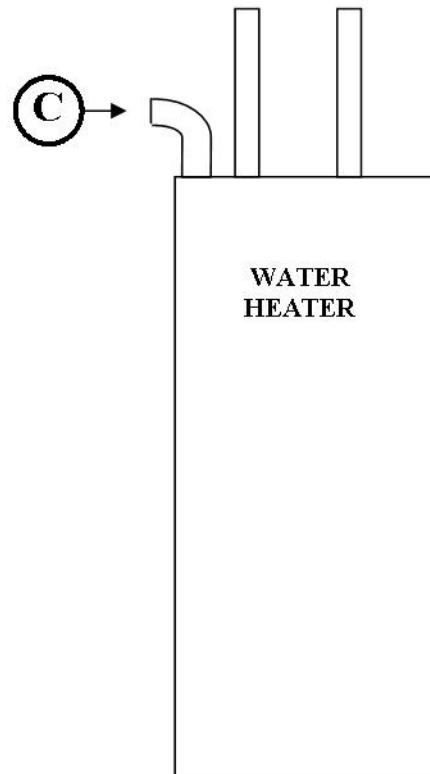
RIGHT



A Relief valve must be piped to the drainage system or to another safe location, such as the floor (shown above).

B Any discharge pipe directed to the floor must be no more than six inches (6") above the floor.

WRONG



C Open relief valves are prohibited, as this presents a danger to people in the immediate area

**This also applies to
furnace relief valves.**