

Request Date: \_\_\_\_\_

**SECTION 1. PROPERTY AND OWNERSHIP INFORMATION**

Property Address: \_\_\_\_\_ Folio #: \_\_\_\_\_  
(Available On Property Tax Bill)

Present Property Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Available during normal business hours)

Property Buyer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Available during normal business hours)

**SECTION 2. CLOSING INFORMATION**

Contract Person for Inspections: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Available during normal business hours)

Date of Settlement: \_\_\_\_\_

Approximate Occupancy Date: \_\_\_\_\_

<b>SECTION 3. TYPE OF APPLICATION</b>	<b>SECTION 4. FEE SCHEDULE</b>
---------------------------------------	--------------------------------

<p><i>Property Sale/Transfer of Ownership:</i>    <input type="checkbox"/></p> <p><i>Commercial Property Change of Tenant:</i>    <input type="checkbox"/></p> <p><i>Change of Use/Occupancy:</i>    <input type="checkbox"/></p> <p><i>Multi-Family:</i>    <input type="checkbox"/>    <i>Number of Units:</i> _____</p>	<p>Residential Inspection: \$100</p> <p>Commercial Inspection: \$175</p> <p>Apartment (per unit): \$100</p> <p>Re-inspection: \$100</p>
--	---

NOTE: When your property is inspected, you will be notified by the Code Enforcement Officer of any necessary corrections. If a re-inspection is necessary, please call or email the Borough Office when the property is ready for re-inspection. After a second inspection, additional inspections will be made at a charge of \$40.00 per hour or fraction thereof. It is expected that the property owner or other responsible party present at the Use and Occupancy inspection will provide the Code Enforcement Officer with needed access and information to complete the inspection, including providing the location of the sanitary sewer lateral. Issuance of the Use and Occupancy Certificate presents no liability or guarantee on the part of Rutledge Borough related to conditions of the property for which the certificate is issued. The Borough visual inspection of the ground above the lateral line is not a substitute for an actual inspection or test of the lateral. A televised inspection of the sanitary sewer lateral by a party to the sale is highly recommended prior to sale in order to definitely determine the condition of the line.

**FOR OFFICE USE ONLY**

Inspection Date: _____	Fee: _____	Check #: _____
Re-inspection Date: _____	Fee: _____	Check #: _____
Additional Inspections: _____	Fee: _____	Check #: _____
Inspector's Signature: _____	Date: _____	
Borough Confirmation of up to date on Fees: _____	Date: _____	

## EXTERIOR

Property maintained in a clean, safe & sanitary condition:

- Property graded & maintained to prevent erosion of soil and accumulation of stagnant water
- Sidewalks, walkways, stairs, driveways, parking spaces are kept in good repair with no uneven surface or tripping hazards
- Sidewalks, walkways and curbs must be in safe condition. Any sidewalk block and/or curbing which is fragmented and/or deteriorated must be replaced in accordance with Borough specifications. Misaligned sidewalk slabs (1/2" or less) may be repaired by ramping.
- Trees, hedges and shrubs must be sufficiently trimmed so that no part encroaches onto the public sidewalk or street or into the triangle of unobstructed vision.
- Property free of weeds and overgrowth
- Water from sump pumps and downspouts may not be discharged in a way that causes dangerous or flooding conditions on any sidewalk, public street, alley, or adjacent private property.
- Accessory structures including fences, walls, sheds and garages in good repair
- Gates in working condition, self-closing where required
- No inoperable or unregistered vehicles on property
- Property free of accumulation or rubbish, debris and garbage

Exterior of structure in good repair:

- Exterior surfaces weather resistant/painted. Walls free of holes, breaks, loose material
- House Number must be visible from the street and 3" minimum height
- Structural members free of deterioration
- Foundation walls in good condition
- Roof is weather tight; gutters and downspouts maintained; roof runoff not nuisance
- Decorative features (cornices, etc) in good repair and anchored
- Canopies, awnings, signs, fire escapes in good repair
- Handrails and guardrails in good repair. Handrails are required for 3 or more risers. Handrails may not be less than thirty inches (30") high or more than thirty-eight inches (38") high, measured vertically above the nosing of the stair tread. Guardrails are required for raised surfaces with more the 30" of grade change.
- Windows, skylights, door frames in good repair
- Doors in good repair; lockable egress opens without a key
- Basement hatchways prevent rodent, rain and surface water
- Operable basement windows protected from rodents
- Downspouts not connected to the sanitary system
- Drainage of roofs and paved areas, yards and courts, and other open areas on the premises, and discharge from sump pumps, shall not be discharged in a manner that creates a public nuisance. Discharge distance to be 6 feet minimum from a property line or make use of an approved system of enhanced drainage as designated by the borough engineer.

## INTERIOR

Interior of building maintained in a clean, safe & sanitary condition:

- Structure members free of deterioration
- Walls, windows, doors in good repair, painted
- Stairs, ramps, landing balcony, porch and deck in good repair
- Handrails and guards in good repair. Handrails are required for 3 or more risers. Handrails may not be less than thirty inches (30") high or more than thirty-eight inches (38") high, measured vertically above the nosing of the stair tread. Guardrails are required for raised surfaces with more the 30" of change in height
- Interior doors in good repair
- Free of accumulation of rubbish and garbage
- Free of insects and rodents
- All food preparation areas are sanitary

Space Requirements

- Every habitable space has a minimum of 1 operable window
- Habitable room shall not be less than 7' wide and have a minimum of 7' ceiling height
- Common halls and stairwells have proper lighting to allow for proper egress
- Bathroom and toilet rooms are ventilated
- Fumes exhausted to exterior

### **MECHANICAL, ELECTRICAL & PLUMBING**

#### Mechanical Equipment in Good Repair

- Heating equipment that can maintain a minimum of 65 degrees Fahrenheit
- All mechanical, cooking, water heating appliances in safe, working condition
- All fuel-burning equipment connected to approved chimney/vent
- All safety controls in effective operation
- Ducts and chimneys free of obstructions

#### Electrical Service and equipment in Good Repair

- Electrical panel box must have cover, with blanks covered and no visible safety hazards
- Dwelling unit to have a minimum of 3-wire, 120/240v, 60 a electrical service
- Each habitable space to have a minimum of 2 outlets
- Ground Fault Circuit Interrupter (GFCI) receptacles required within six feet (6') of running water, including but not limited to bathrooms, powder rooms, laundry rooms, garages, outside receptacles, pools, and saunas.
- Hallways, stairwells, kitchen, bathroom, laundry room, mechanical spaces are required to have at least one light

#### Elevator in Good Repair and have up to date elevator certificate

#### Plumbing in Good Repair

- A temperature/pressure relief valve shall be properly installed for hot water heater to discharge pipe extending to within 6" of the floor without any reduction in the pipe diameter.
- Dwelling unit has shower/tub, water closet, lavatory, kitchen sink, all in good repair
- Water supply in sufficient volume and pressure
- Plumbing system free of hazards
- Hot water minimum of 120 degrees Fahrenheit
- Plumbing Stack, vents, water and sewer line in good repair
- Sump pump NOT connected to the sanitary sewer system

#### Sewer Lateral

- Exterior sewer vent capped. Must be at or above grade and watertight.
- A tight-fitting exterior sewer vent cap shall provide a seal against inflow of stormwater under extraordinarily high precipitation conditions. The vent cap should be set at least six inches above grade to preclude stormwater flow into the vent. If the vent caps are located at the curblin e or in the driveway apron or sidewalk, they must be flush with the finished grade and tightly sealed.
- The private lateral serving that property shall be inspected and, if necessary, repaired or replaced in accordance with the standards set forth in Chapter 18 Sewers and Sewage Disposal Part 3 Sewer Laterals. A copy of that inspection shall be provided to the Borough.

### **FIRE SAFETY**

- Safe continuous, unobstructed path from any point to public way
- Locked doors operable from inside without the need of key or special effort
- Emergency escape opening unobstructed
- Fire resistant assemblies and rated fire & smoke-stop doors in good repair (including between garage and main house)
- Smoke detectors: Single-station battery operated smoke detectors must be installed and in working condition with at least one (1) unit on every level, including the basement and attic. Smoke detectors located on floors with sleeping quarters must be placed in or near the area intended or likely to be used for sleeping. If the detector is powered by electricity, it must have a battery back-up.
- Carbon Monoxide Detectors: Must be installed and in working condition with at least one unit on each occupied floor, including the basement. If the carbon monoxide detector is powered by electricity it must be secondarily powered by a battery.

#### For Commercial Properties & Apartment Buildings:

- Lighted exit sign with battery back-up and emergency lighting required at common exit doors and hallways.
- Fire extinguishers provided and maintained per code

### **OUTSTANDING VIOLATIONS, FEES & FINES**

- Full payment of any outstanding bills, charges, fines and fees against the property or current owners of the property.
- There are no known violations of any Borough Ordinances pertaining to the property that have not been resolved including full payment of any and all costs and fines.