

BOROUGH OF PARKESBURG

RENTAL UNIT INSPECTION FORM – Unit, Page 1 of _____

Building Address: _____ Unit #: _____ Permit # _____

Building Owner: _____ Building Manager: _____

Inspection Date: _____ Person Accompanying Inspector: _____

RENTAL UNIT PROPERTY MAINTENANCE CODE PROVISIONS

N/A = Not Applicable; **OK** = Acceptable, No Comment; **C-V#** = See Correction/Violation # on Separate Page

Section (§) noted below pertains to the 2006 International Property Maintenance Code adopted & amended by the Borough as Ordinance #468. The notes provided are only a partial summary of the requirements being enforced; please refer to the code & ordinances for complete requirements.

Unit Structure	Light, Ventilation, & Occupancy	Mechanical, Electrical, Plumbing
Protective Treatment [§ 304.2 = exterior surfaces & joints in good condition & protected from weather, no peeling paint, rust or stains]	Natural Light [§ 402.1, § 402.3 = habitable room to have 8% window area, sufficient light for safety]	Plumbing Facilities [§ 502.1, § 503.1 = ea unit min 1 tub/shower, 1 lav, 1 toilet, 1 kitchen sink, all in sanitary good condition, req'd privacy & egress for bathrooms]
Graffiti [§ 302.9 = not on building]	Habitable Room Ventilation [§ 403.1 = one operable window of sufficient size]	Plumbing Fixtures [§ 504 to 506 = in good condition, no leaks, no obstructions, no hazards]
Fdtns, Walls, Beams, Col's [§ 304.4 to 304.6 = in good condition]	Bathroom Ventilation [§ 403.2 = operable window or mechanical, non-recirculated vent system]	Water Heater [§ 505.4 = in good condition, adeq size, proper location, temp-press relief valve & discharge relief valve]
Roof & Gutters [§ 304.7 = in good condition, watertight, no obstructions, proper discharge]	Dryer Exhaust [§ 403.5 = independent and to exterior]	Heat [§ 602.2, § 602.3, § 603 = min 68°F from 9/1 to 5/15, equip is safe and in good condition, maintain clearances & air supply]
Attachments [§ 304.8 to 304.11 = canopies, fire escapes, stairs, decks, porches, balconies, chimneys etc in good condition & properly anchored]	Habitable Room Size [§ 404.2, § 404.3 = 7ftx7ft & 7ft clr ceiling]	Electrical [§ 604, § 605 = adequate power, min "3-wire, 120/240 volt, single-phase, 60-amp" per unit, no hazards, in good condition]
Windows & Doors [§ 304.13 to 304.18 = in good condition, weather tight, insect screens, basement rodent barrier, tightly secure, deadbolts & locks]	Bedrooms & Living Rooms [§ 404.4 = Living Rm is 120sf min, Bdrm is 70sf min, proper egress]	Receptacles [§ 605.2 = min 2 outlets per room space, 1 GFI outlet for laundry, 1 outlet per bathroom, not cracked/damaged]
Railings [§ 304.12, § 305.5, § 306 = in good condition, firmly fastened, proper locations]	Kitchens [§ 404.2, § 307.3, § 404.4.4, § 404.7 = min 3ft pathway, no sleeping, proper garbage facility, sanitary]	Lights [§ 605.3 = min 1 light for every bathroom, kitchen, laundry room]
Interior Surfaces [§ 305.3, § 305.4 = in good condition, no peeling paint, no tripping hazards]	Overcrowding [§ 404.5 = not creating a health or safety issue]	
Fire Safety	Other	
Exit Pathways [§ 702 = safe, continuous, & unobstructed path, comply with International Fire Code, securely attached slip-resistant walking surface, min 36" unobstructed width, readily openable doors]	While not specifically required under the Borough's Ordinance (and will not be enforced, but is highly recommended), the International Fire Code states that for buildings with more than two dwelling units "a fire emergency guide shall be provided to each tenant which describes the location, function and use of fire protection equipment accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit." 2006 IFC § 408.9	
Rubbish & Garbage [§ 305.1, § 307 = free from rubbish & garbage, clear pathways, sanitary]	NOTE: § 102.6 Provisions of this code shall not be mandatory for existing buildings or structures designated as historic buildings when such are judged to be safe and in the public interest of health, safety & welfare.	
Fire Protection Systems [§ 704.1 = operable condition, comply with International Fire Code, min 1 complying portable fire extinguisher per floor, smoke alarm on ea floor including basement, in sleeping rms & outside of sleeping rms]	Other:	

BOROUGH OF PARKESBURG

RENTAL UNIT INSPECTION FORM – Unit, Page 2 of _____

Building Address: _____ Unit #: _____ Permit # _____

Inspection Date: _____ Is this a Re-Inspection? _____

Type of Correction-Violations (Defined by Borough Ordinance #477)	# of Correction Items	# of Violations
MINIMAL (Maintenance type matters where minor work is needed to address wear & tear or are cosmetic in nature – such as mowing, painting, trash, etc)		
MINOR (Intermediate level that involves health, safety, & welfare of the residents but is not identified as life threatening – such as broken windows, damaged railings, leaky roof, etc.)		
MAJOR (Matters of serious concern or immediate threat to health, safety & welfare of residents – such as unsafe electrical wiring, inappropriate exhausts, non-working or lack of smoke detectors, etc.)		

For the initial inspection, all items will be considered “Correction Items.” The Rental Unit Owner has the opportunity to remedy the Correction Items before they become Violations. The Rental Unit Owner has seven (7) calendar days to either remedy the Correction Items or contact the Borough Manager to mediate a mutually agreeable timetable. The Borough Manager also has the authority to mediate resolutions to the Correction Items based on specific rental unit conditions.

Immediate Re-inspection Required? Refer to Fee Schedule for re-inspection fees.	
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Rental Unit Classification is determined at first re-inspection, unless initial inspection is found to be all acceptable.

Rental Unit Classification (Defined by Borough Ordinance #477) Class Green = 0 Major Violations <u>AND</u> 0 Minor Violations Class Amber = 0 Major Violations <u>AND</u> 1 to 3 Minor Violations Class Red = 1 or more Major Violation(s) <u>OR</u> 4 or more Minor Violations	
Rental Unit License Expires (Defined by Borough Ordinance #477) Class Green = 5 years; Class Amber = 2 years; Class Red = 1 year	

Any violations noted must be addressed immediately. The procedures for re-inspection, mediation, notice of violation and appeals along with associated fees/penalties can be found in Ordinance #477, which is posted on the Borough’s website www.parkesburg.org or you may contact the Borough office for a copy.

Inspector Signature: _____ Received by: _____

For Office Use:

Copy submitted to Borough Manager? (✓ with Date or N/A)	
Date Rental Unit Owner contacted Borough Manager for mediation (Date, Declined, or N/A)	
Re-inspection Deadline (Date mediated by Borough Manager or if Mediation is Declined, 7 days after inspection)	
Any Correction Items revised through mediation by Borough Manager? (if yes, note revisions)	
Re-inspection Fee paid to Borough Office? (Date, Amount, Payment Method)	
Re-inspection Scheduled? (Date & Time)	

