



**City of Hazleton**  
OFFICE OF CODE ENFORCEMENT  
LICENSES AND PERMITS

Date of Closing  
\_\_\_\_\_

**REQUEST FOR OCCUPANCY (RE) INSPECTION  
2024**

Certificate No. \_\_\_\_\_  
Inspection Date: \_\_\_\_\_  
Inspection time: \_\_\_\_\_  
Code Inspector: \_\_\_\_\_

Buy/ Sell     Rental Registration     Condemned

Single Home \$75.00     Multi-Units \$75.00/Unit    # Units \_\_\_\_\_ = Total \$ \_\_\_\_\_

I hereby request (re)inspection of the property knows as:

Property Address: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

Buyer(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Real Estate Agency (if any) \_\_\_\_\_

**Applicant:**  Seller  Buyer  Real Estate: \_\_\_\_\_ Name \_\_\_\_\_ Phone No: \_\_\_\_\_

**IF VIOLATIONS ARE FOUND, A NOTICE OF VIOLATION WILL BE ISSUED A COMPLIANCE DATE WILL BE SET.**

Owner/ Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The city of Hazleton does not make Guarantee or Warranty as to the conditions of the buildings and premises inspected, nor does the City of Hazleton assume any liability in the inspection and Certification of Occupancy. The report is not intended to replace a private inspection service or to be used for property purchase/rental/lease guidance. The city of Hazleton suggests that all purchasers employ a private inspection service.*

**Inspections require a minimum of 15 workings days, notice to the City of Hazleton**  
**Inspections scheduled two weeks of before, are subjected to rush inspections fees**

**OTHER FEES: Re-Inspection or failure to appear at the inspection/ re-inspection**  
\$75.00 Single Home  
\$75.00 Multi-Dwelling (per each unit)  
\$150.00 Commercial  
\$250.00 Industrial



## REQUIREMENTS FOR RESIDENTIAL INSPECTION

PROPERTY ADDRESS \_\_\_\_\_

	IPMC SECTIONS	COMPLIES		
		Y	N	N/A
<b>EXTERIOR</b>				
1. All steps more than four (4) risers shall be provided with handrails.	307.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All walking surfaces more than 30" above grade shall be provided with guardrails.	307.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All leaders and gutters shall be in good repair and functional for the intended use.	507-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All exterior lighting shall be operational.	605.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All exterior surfaces must be free of chipping, flaking and peeling paint.	304.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All exterior surfaces shall be maintained in good condition.	304.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Foundations shall be free of open cracks and breaks to prevent dampness.	304.5, 304.1.1(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Roofs and flashings shall be sound and tight as to prevent dampness.	304.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Walks and walking surfaces shall be in good repair and free of hazards.	302.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Approve address numbers shall be plainly visible to identify the premises.	304.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERIOR</b>				
11. Smoke detectors shall be located at each floor level, outside bedroom areas, and in each bedroom.	704.2.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Circuit breakers or fuses must be marked indicating area served.	605.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. All windows shall be free of broken glass, glazing intact, weather tight, and functional.	305.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. All doors shall be functional.	304.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. All exterior doors shall be weathertight.	304.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Every habitable space in the dwelling shall contain at least two (2) separate and remote receptacle outlets.	605.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. All steps over four risers shall be equipped with handrails.	307.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Electricity must be functional.	604.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Heat must be operational and on (October 1 <sup>st</sup> to May 15 <sup>th</sup> ).	602.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. All receptacles and switches must be operational and equipped with approved covers.	605.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. All plumbing fixtures and piping must be operational and free of leaks.	504.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. GFI receptacles required in kitchen, bathroom, laundry facilities, basement and exterior.	605.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. All lighting must be operational.	605.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Approved means of egress from all units and bedrooms - 5.7sq. ft. minimum.	702.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Pressure / temperature relief valves shall extend within 6" of the floor maximum.	505.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Units shall be maintained in good repair, structurally sound, and sanitary condition.	305.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMON AREAS</b>				
27. All stairways shall have emergency lighting.	IBC-1008.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. All egress discharge shall have emergency lighting of both sides and illuminated exit sign.	402.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Every landing shall have ten (10) pounds fire extinguisher.	IBC- 906.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Basement common area or landlord area shall have emergency lighting.	IBC-1008.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Every building with three (3) or more dwelling units shall have a Knox Box (www.knoxbox.com)	IFC- 506.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RENTAL PROPERTIES MUST BE REGISTERED WITH THE CITY OF HAZLETON**

INSPECTION DATE \_\_\_\_\_

CODE OFFICER \_\_\_\_\_

## **ORDINANCE 2021-14**

### ***Amending Ordinance 2004-33, Certificate of Use and Occupancy (As amended by Ordinances 2005-26 and 2006-1)***

*WHEREAS, it has come to the attention of the Council of the City of Hazleton that amendments are required to the Certificate of Use and Occupancy Ordinance due to the increase in requests for expedited inspections; and*

*WHEREAS, the Council of the City of Hazleton wishes amend its Certificate of Use and Occupancy Ordinance to provide for an updated fee schedule.*

***NOW, THEREFORE, BE IT HEREBY ORDAINED AND ENACTED** by the Council of the City of Hazleton, that Ordinance 2004-33 is hereby amended to read as follows:*

#### ***Section 1.4 Inspection Fees.***

- (a) The fee for an inspection scheduled 15 days in advance will be \$75.00 per dwelling unit or \$150.00 per commercial unit. For an inspection with less than 15 days' notice, the fee will be \$150.00 per dwelling unit or \$250.00 per commercial unit. Any inspection scheduled within 72 hours, the fee will be \$300.00 per dwelling unit or \$500.00 per commercial unit, which shall be paid to the city and shall accompany each request for inspection of a dwelling or commercial unit.*
- (b) For the purpose of this section, a dwelling unit occupied as a condominium or townhouse shall be considered a single-family dwelling.*
- (c) One certificate of occupancy, along with any associated correspondences, will be issued to the applicant. Any additional copies will be charged at \$5.00 per document (including all correspondences).*
- (d) Any cancellations, rescheduling, or no-shows requested or caused by the applicant will be assessed an additional \$50.00 fee.*
- (e) The fees established herein may be amended by Council by Resolution.*

*This Ordinance shall be effective immediately upon passage and approved in the manner prescribed by law.*

*All other Ordinances inconsistent herewith are hereby repealed.*

**ORDAINED AND ENACTED** by Council this \_\_\_\_\_ day of May, 2021.

**First Reading**  
(May 12, 2021)

**Second Reading**  
(May 25, 2021)

Presented Sacco  
Seconded Barletta  
Barletta Y  
Colombo Y  
Mundie Y  
Sacco Y  
Perry Y

Presented \_\_\_\_\_  
Seconded \_\_\_\_\_  
Barletta \_\_\_\_\_  
Colombo \_\_\_\_\_  
Mundie \_\_\_\_\_  
Sacco \_\_\_\_\_  
Perry \_\_\_\_\_

**ORDINANCE PASSES UNANIMOUSLY ON 1<sup>ST</sup> READING ON 5/12/2021**