**ORDINANCE NO. 4 of 2018**

***BE IT ENACTED AND ORDAINED BY THE BOROUGH OF WHITE HAVEN, LUZERNE COUNTY, PENNSYLVANIA***, and it is hereby enacted and ordained by authority of the same, that:

Chapter 5, Code Enforcement, Part 3, Landlord-Owner Registration, is amended by adding the following:

**"§308-A. Inspections and Access.**

(a) The Code Enforcement Officer and Building Inspector are authorized to make inspections to determine whether rental units are in compliance with this Ordinance.

(b) The Code Enforcement Officer and Building Inspector are authorized to make inspections of all other units on the same property as the rental unit.

(c) For the purpose of making such inspections, the Code Enforcement Officer is permitted to enter all dwelling, commercial and rental units on the property, and shall be free to have access thereto upon notice and during all reasonable times for the purpose of such inspections.

(d) All units shall comply with the Codes of the Borough; the Residential Occupancy Checklist attached hereto as Exhibit "A"; and the Commercial Inspection Checklist attached hereto as Exhibit "B".

(e) Such inspections shall occur annually and upon a change of ownership and/or occupancy.

**§308-B. Fees.**

(a) A fee of $125.00 shall be paid to the Borough for the inspection of property containing one rental unit.

(b) A fee of $215.00 shall be paid to the Borough for the inspection of a property containing two rental units.

(c) A fee of $55.00 per unit shall be paid to the Borough for the inspection of a property containing three or more rental units.

(d) The fees set forth under this section may be changed from time to time by resolution of Borough Council."

These amendments shall take effect immediately upon their adoption, the date being indicated below.

**ENACTED AND ORDAINED THIS 19 DAY OF December, 2018, BY WHITE HAVEN BOROUGH COUNCIL.**

**ATTEST:**

Linda Spoke
Manager

**WHITE HAVEN BOROUGH COUNCIL:**

BY: John H Glenn
President

APPROVED THIS 19th DAY OF December, 2018.

Fred J Meier
Mayor

EXHIBIT "A"

**EXHIBIT "A"**

# RESIDENTIAL OCCUPANCY CHECKLIST

WHITE HAVEN BOROUGH

312 Main Street, White Haven, Pa 18661

570-443-9129

**General:**

- ☐ 1. The residence is prepared for inspection (scheduled an inspection)
- ☐ 2. The Property is free from infestations (insects pests, and vermin)
- ☐ 3. The property is free from junk, debris, trash and trip hazards.
- ☐ 4. Structural Members are free from deterioration
- ☐ 5. All wiring and electrical equipment is safe (no exposed live wiring).
- ☐ 6. No life threatening or endangering conditions exist on the property
- ☐ 7. No broken Glass on the property
- ☐ 8. Second means of egress on buildings two stories or higher.
- ☐ 9. Fire extinguishers and emergency lighting with commercial buildings, multi-family dwelling units rooming houses.

**Exterior:**

- ☐ 1. Foundation and Exterior Walls are maintained in good condition and weather tight.
- ☐ 2. Foundation/Crawl Space vents and access doors are installed and in good condition
- 3. All exterior surfaces are in good repair
  - ☐ Roof
  - ☐ Siding
  - ☐ Soffit, Fascia
  - ☐ Gutters/Downspouts
  - ☐ Sidewalk
- 4. Address Numbers
  - ☐ Located on the Front of Home
  - ☐ Visible from Street
  - ☐ 4" Numbers ½" wide
  - ☐ Contrasting Color
- ☐ 5. All Stairs with four (4) or more steps have graspable handrail.
- ☐ 6. All decks must have guiderails and/or a graspable handrail.
- ☐ 7. All Entry/Exit doors have only **single keyed** type lockset

**Interior:**

- ☐ 1. The residence has been properly cleaned and is maintained in a sanitary condition.
- 2. Smoke Detectors
  - ☐ Must Function
  - ☐ One on Each Floor

☐ One in Each Bedroom and Common Area

3. Carbon Monoxide Detectors
   ☐ Must Function
   ☐ One on Each Floor
   ☐ One in Each Bedroom and Common Area
4. Plumbing
   Must Function ☐ Toilet, ☐ Tub or Shower (Hot and Cold Water), ☐ Water Heater,
   ☐ Lavatory, ☐ Heating System ☐ Kitchen Sink (Hot and Cold Water)
   ☐ Heating and Plumbing is vented and free of any leaks
   ☐ Hot water tank has a pressure relief valve
5. Electrical
   ☐ Must Function
   ☐ All wiring must be free from exposed wire or open wire junctions
   ☐ All Switches, Junction Boxes, and outlets have covers
   ☐ Circuit Panel is properly labeled and has no open spaces without a breaker or blank
   110 Volts G.F.C.I. Outlets required
      ☐ Bathroom
      ☐ Within six (6) feet of Water
      ☐ Wet Areas – Examples may be- Unfinished basements, sheds, and garages
      ☐ All Outdoor outlets and must have weather tight covers

☐ 7. Interior walls and doors are in good condition and free of any damage
☐ 8. All Stairways must be structurally sound and free of defects
☐ 9. All Stairs with four (4) or more steps have graspable handrail.

All Occupancy loads shall be established by either the current edition adopted by White Haven Borough of the International Building Code (IBC) or the current edition adopted by White Haven Borough of the International Fire Code (IFC) whichever is least restrictive.

The inspection of property by the White Haven Borough is for purposes of determining minimum compliance with the adopted Borough Code. The owner has no right to rely on the results of such inspection, and that by issuing the Occupancy Permit, White Haven Borough makes no representations regarding the property other than at the time of inspection.

**Fee: $ _____**

_____ _____ AM/PM

Inspector/Code Enforcement (sign) Date & Time

_____

Property Address

EXHIBIT "B"

CRITERIUM PETERS ENGINEERS

100 ROBBINS AVENUE
BERWICK, PA 18603

TEL 570-752-8044
FAX 570-752-4434

1-877-752-4123
www.criterium-peters.com

# WHITE HAVEN BOROUGH
## Commercial Inspection Checklist

**Address:** P **Date:**

| Location | YES | NO | N/A | COMMENTS |
|---|---|---|---|---|
| Is the property's address clearly visible from the roadway? | | | | |
| Are there cracks in the pavement and/or sidewalks that need to be repaired? | | | | |
| Are there wheelchair-accessible ramps leading up to the main entrance? | | | | |
| Are there handrails leading up to the main entrance? | | | | |
| Are there any obstructions in front of front or rear entrance/exit? | | | | |
| Is the property shoveled and/or plowed during the winter? | | | | |
| Is the property free and clear of debris, trash and trip hazards? | | | | |
| Is the property free from infestation? | | | | |

| Building Exterior | YES | NO | N/A | COMMENTS |
|---|---|---|---|---|
| Are all entrances and exits properly marked? | | | | |
| Are emergency exits clearly marked and free of obstructions? | | | | |
| Is there sufficient emergency lighting in place? | | | | |
| Is there sufficient lighting on the building's exterior? | | | | |
| Are combustible materials kept away from the building? | | | | |
| Are exterior surfaces in good repair? (Roof, siding. soffit, fascia, gutters and downspouts, sidewalk) | | | | |

| Electrical Systems | YES | NO | N/A | COMMENTS |
|---|---|---|---|---|
| Are all electrical boxes, outlets and switches properly covered? | | | | |
| Are electrical panels properly covered and latched? | | | | |
| Are electrical panels properly marked? | | | | |
| Are electrical panels free of obstructions? | | | | |
| Are extension cords used for temporary uses only? | | | | |
| Do any extension cords run through walls, ceilings or doors? | | | | |
| Do all electrical outlets have covers? | | | | |
| Is equipment that requires higher voltage plugged into the proper outlets? | | | | |
| Are there any frayed wires in the building? | | | | |
| Do all outlets located within five feet of sinks and exterior doors include Ground-Fault Circuit Interrupters (GFCI's) | | | | |

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# WHITE HAVEN BOROUGH
## Commercial Inspection Checklist

| Fire Protection P | YES | NO | N/A | COMMENTS |
|---|---|---|---|---|
| Are there any combustibles stored in the mechanical room? | | | | |
| Are all smoke alarms functional? | | | | |
| Are smoke alarms tested regularly? | | | | |
| Does the building have a sprinkler system? | | | | |
| Is the sprinkler system inspected annually? | | | | |
| Is all storage at least 2 feet below the sprinklers? | | | | |
| Are portable fire extinguishers readily available? | | | | |
| Are fire extinguishers inspected and sized for the application regularly? | | | | |
| Are fire evacuation diagrams posted throughout the building? | | | | |
| Are there "EXIT" signs posted above exterior doors? | | | | |
| Is there an Occupancy Limit sign visible? | | | | |
| Are flammable and combustible liquids properly tagged and stored in secure areas? | | | | |

| Heating/Cooling System | YES | NO | N/A | COMMENTS |
|---|---|---|---|---|
| Is the mechanical room kept locked? | | | | |
| Is the mechanical room fire rated and isolated from the rest of the structure? | | | | |
| Are there any combustible objects kept near heaters? | | | | |
| Are heating and cooling ducts free of obstructions? | | | | |
| Are the heating and plumbing systems vented and free of any leaks? | | | | |

| Storage | YES | NO | N/A | COMMENTS |
|---|---|---|---|---|
| Are all combustible and flammable liquids stored properly? | | | | |
| Is there any combustible storage in unprotected hallways or closet spaces? | | | | |
| Are cabinets and containers containing chemicals properly labelled? | | | | |
| Are spill-containment materials readily available in case of a spill? | | | | |
| Are Safety Data Sheets (SDS) available for hazardous substances? | | | | |

| Certifications | YES | NO | N/A | COMMENTS |
|---|---|---|---|---|
| Is there a current Department of Health Certificate for food service operator? | | | | |
| Is there a current ANSEL Certificate for food service operator where stoves, fryers and grills are located? | | | | |