

Borough of Kenhorst

Application for Residential Transfer of Property Certificate of Occupancy

INSTRUCTIONS:

1. Fully complete the application making sure to date and sign it.
2. Calculate total fees due.
3. Make ***check** or **money order** payable to **KRAFT CODE SERVICES, LLC**.
4. Send form and check or money order to:
Kraft Code Services, LLC
34 E. Lancaster Ave.
Shillington, PA 19607

APPLICANT INFORMATION:

Applicant Name: _____

Company Name (if applicable): _____

Applicant Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Phone: () _____ Cell: () _____ Fax: () _____

Check One: Owner Owner Agent Buyer Buyer Agent

PROPERTY INFORMATION:

Address: _____

Check One: Single Residence Semi-Detached Apartments

Number of Dwelling Units _____ Property Vacant: Yes No

CURRENT OWNER INFORMATION:

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

Anticipated Date of Settlement: _____ Lock Box #: _____

Person to contact to schedule inspection: _____ Phone # _____

Signature _____

Print Name _____

Date _____

FEE CALCULATION:

Single Family Dwelling Unit:

\$75.00 inspection fee + \$25.00 use & occupancy fee = \$100.00 Total due.

Multi-Family Dwelling Units:

of units _____ x \$50.00 per unit inspection fee + \$25.00 use & occupancy fee = _____ Total due.

FOR OFFICE USE ONLY Inspection Fee Paid: \$ _____ Cash _____ Check: _____ Date: _____

Payment submit by: _____

APPLICATIONS MUST BE FILED THIRTY (30) DAYS PRIOR TO THE SETTLEMENT DATE

Borough of Kenhorst
Inspection Guidelines
Residential Transfer of Property

GENERAL GUIDELINES FOR PROPERTY INSPECTIONS

The following is intended to serve as general guidelines for the transfer of property inspection within the Borough of Kenhorst. Inspections may include, but are not limited to the following:

Smoke Detectors

- One (1) smoke detector must be installed on every level of a dwelling, including basements.
- One (1) smoke detector must be installed in each bedroom.
- One (1) smoke detector must be installed in every common hallway outside of bedroom.
- One (1) smoke detector must be installed in any attic with a fixed set of stairs

Doors

- Every interior and exterior door, door assemblies and hardware shall be maintained free of cracks, holes, peeling or flaking material and shall fit reasonably well within its frame and shall be capable of being opened and closed.
- Locks at entrances to dwellings are required.
- Locks, which require keys, special knowledge or effort to open from the inside, are prohibited.

Windows

- Every window shall be kept in sound condition, good repair and weather-tight.
- All glazing materials shall be maintained free from cracks, breaks and holes.
- Every window shall be easily openable and capable of being held in position by the window hardware.
- Every bedroom and habitable space shall contain at least one (1) window of approved size for purposes of light, ventilation and emergency egress.

Lighting

- Common hallways and stairways shall be lighted at all times.
- Every toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one (1) electric light fixture.
- All other spaces shall be provided light sufficient to permit sanitary conditions and safe occupancy.

Exhaust and Ventilation

- Every bathroom shall contain a mechanical ventilation system or an openable window.
- Clothes dryer and bathroom exhaust must be vented to the outside of the structure.

Interior surfaces, Walking Surfaces and Stairs

- Every interior and exterior stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained sound, in good repair and be capable of supporting normally imposed loads.
- Every stairwell containing four or more risers shall contain a handrail of proper height and length.
- Every handrail and guard must be firmly fastened and capable of supporting normally imposed loads.

Plumbing

- Every dwelling unit shall contain its own bathtub or shower, toilet, bathroom sink and kitchen sink which shall be maintained in a sanitary condition and shall be capable of safely and effectively performing the function for which such plumbing fixtures are designed.
- Every plumbing fixture must be connected to an approved public or private water system.

Heating

- All dwellings shall be provided with safe and approved heating facilities capable of maintaining a minimum room temperature of 65 degrees in all habitable rooms, bathrooms and toilet rooms.

Electrical

- A three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes, shall serve all dwelling units.
- Electrical systems and equipment and wiring shall be properly installed, wired and maintained in a safe and approved manner. (I.e. open-grounds, Hot and Neutral reversed etc)
- All kitchen countertop outlets must be ground fault circuit interrupter protected.
- Every laundry area shall contain at least one (1) grounded type receptacle or a receptacle with a ground fault circuit interrupter.
- Each Bathroom must have one outlet and all outlets shall be ground fault circuit interrupter protected.

Occupancy Limitations

- All habitable rooms shall not be less than seven (7) feet in any plan dimension.
- Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each person thereof.
- Kitchens and non-habitable spaces shall not be used for sleeping purposes.
- No basement may be used for sleeping purposes unless; light, ventilation and egress standards are met.

Exterior Structure

- All buildings shall contain address numbers plainly legible and visible from the roadway.
- All exterior surfaces shall be maintained in good condition and be kept free of cracks, breaks, holes or loose or rotting materials.
- All structural members shall be free from deterioration and shall be capable of supporting the imposed loads.
- The roof and flashing shall be sound and not have defects, which admit rain, dampness or deterioration.
- All accessory structures including garages, fences and sheds shall be maintained structurally sound and in good repair.
- All sidewalks and curbs must be in good repair free of large cracks and crevices, missing bricks and tripping hazard.

THIS LIST IS REFERENCED FROM THE INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC). THE IPMC IS THE OFFICALLY ADOPTED PROPERTY MAINTENANCE CODE OF THE BOROUGH OF KENHORST.

Any questions pertaining to these inspection guidelines please call Kraft Code Services at 610-775-7185.