



# CERTIFICATE OF OCCUPANCY APPLICATION

## Code Administration Department

Stephanie Matus  
Licensing and Permitting  
412-882-9600 X 1715

Todd Tulowitzki  
Comm. Compliance Ofc.  
412-882-9600 X 1719

Type of Registration:  Change of Tenant OR  Change of Ownership

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

Current Owner Name(s) \_\_\_\_\_

Owner Address (If different from Property Address) \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ Phone Number (Mobile) \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Prospective Tenant(s) or Owner(s) Information

Name(s) \_\_\_\_\_

Current Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

**APPLICANT or AGENT MUST CALL THE BALDWIN BOROUGH CODE OFFICE TO SCHEDULE THE INSPECTION and PROVIDE ENTRY**

### Contact info for Inspection (if known)

Name \_\_\_\_\_  Owner  Agent  Other \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

**Please print clearly. Illegible and incomplete forms will not be accepted!**

**Please remit payment of \$150.00 per occupancy for inspection. Acceptable payments include: online, credit/debit, cash, check, and money order - made payable to Baldwin Borough.**

**No inspection will be scheduled without payment. Each Subsequent Recall or Re-Inspection \$75.00.**

**Violations discovered during a requested Occupancy Inspection may not disqualify the unit from occupancy consideration but could result in a Certificate of Use being issued with a follow up re-inspection to ensure that deficiencies were corrected. (See additional affidavits as needed.)**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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### Occupancy Inspection Checklist:

- Exterior properly maintained
- Address, 4" high numerals required
- Smoke Alarms *in* each bedroom and on each level, including basement\*
- 1 CO alarm in the vicinity of sleeping areas, 1 CO alarm for each level that has a fuel burning appliance.
  - Should be 10' away from fuel burning appliances
- GFCI outlets needed:
  - Every bathroom
  - Exterior w/ approved cover
  - Within 6' of any water source
  - Unfinished basement
  - Over kitchen counters
  - Garage
- Handrails on stairs of 4 or more risers.
- Approved barrier in place when surfaces greater than 30" above grade.
- Electrical wiring in good condition including service entry, panel, outlets, lighting fixtures. \*
- Plumbing in good condition including fixtures, drains, sanitary. \*
- Overflow pipe attached to relief valve on hot water tank, ending no more than 6" above floor
- Hand turn shut-off valve on all gas lines
- Proper venting of mechanical units (furnace, hot water tank, exhaust fans)
  - Exhaust fan required when no window in a bathroom with a shower, vented to exterior
- Windows must operate and have screens
- Integral garage must meet fire separation requirements (20 minute)
  - Ceiling – solid, minimum 5/8" drywall, opening protectives sealed with fire-rated material (insulation/caulking)
  - Door Assembly - solid wood door minimum 1 3/8" thick, or a solid facing honeycomb core steel door
    - Sealed around edges and frame to prevent gasses/ smoke entering dwelling

### If utilities are not turned on, occupancy cannot be granted.

\* Good condition = function as manufacturer intended.

\* Smoke and CO alarms can be mounted to manufacturer specifications. If on a wall, smoke detectors must be 4" -12" down, in the vicinity of the door. Preferred placement is on ceiling between 1' and 3', in the vicinity of the door.

### Rental Units:

Deadbolts, with latch on inside required on egress doors. No key or special knowledge or effort is permitted on interior. Fire extinguisher required. Should be mounted/ available in exit pathway.

**This list does not limit the types of violations cited during an occupancy inspection.**

**Baldwin enforces the 2009 Property Maintenance Code.**

Revised 11/2020