



BOROUGH OF WEST READING CODE ENFORCEMENT DEPARTMENT

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Certificate of Occupancy Inspection Checklist

Property transfer inspections are coordinated in accordance with applicable Borough Ordinances and Pennsylvania State Law. The following list contains examples of the most common code deficiencies that are discovered during a certificate of occupancy inspection:

Exterior of Property

1. All buildings must have address numbers placed in the front and rear of the property to be visible from the street, road or alley. The numbers must be a minimum of four (4) inches in height and contrast with the background.
2. All walking surfaces including sidewalks, walkways, stairs, driveways and similar areas are to be kept in a proper state of repair and free from hazardous conditions.
3. All accessory structures, including detached garages, fences, sheds and walls are to be maintained structurally sound and in good repair.
4. All exterior surfaces are to be maintained in good condition and kept free from cracks, breaks, holes, loose or rotting material and free from chipped or flaking paint.
5. All exterior outlets must be GFI protected and encased in a weatherproof box.
6. Roof drains, gutters and downspouts are to be maintained in good repair and free from obstructions. Drainage must not discharge in a manner that creates a public nuisance.
7. Roofs and flashing must be sound, tight and not have defects that admit rain.
8. Handrails and guards are required when:
 - a. Exterior stairways having more than four risers and every open portion of a stair, landing or balcony which is more than 30 inches above the floor or grade below must have guards.
 - b. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces.
 - c. The vertical openings of the guards are to be constructed to prevent the passage of a four-inch diameter sphere.

Interior of Property

1. **General:**
 - a. Smoke detectors are required on **every** floor level as well as in all bedrooms.
 - b. All walking surfaces must be maintained in sound condition and good repair.
 - c. The interior of a structure and equipment must be maintained in good repair, structurally sound and in a sanitary condition.
 - d. Interior surfaces, including windows and doors, must be maintained in good, clean and sanitary condition. Peeling, chipping, flaking paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
 - e. No basement may be used for sleeping purposes unless: light, ventilation, heating and egress standards are met.
2. **Doors and Windows:**
 - a. Exterior doors must be weather tight and fit within the frame and operate properly. The egress path to the door is to be kept free from obstructions.

- b. Door locks which require keys to unlock from the inside or special knowledge or effort to operate are prohibited.
 - c. All interior doors must operate and latch properly.
 - d. All windows must be in sound condition, free from holes or cracks in glass and must be weather tight. Screens are required from May 15th to October 15th.
 - e. All windows must operate properly, must be easily openable and capable of being held in position by the window hardware.
 - f. Sash locks are required on all windows within six feet of ground level.
3. **Handrails and guards required when:**
- a. Interior stairs having more than four risers and every open portion of a stair, landing or balcony which is more than 30 inches above the floor or grade below shall have guards.
 - b. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces.
 - c. The vertical openings of the guards are to be constructed to prevent the passage of a four inch sphere in diameter.
4. **Electrical:**
- a. Every habitable space must contain at least two separate and remote receptacle outlets. Every laundry area must contain at least one grounded-type outlet or a GFCI outlet. Every bathroom must contain at least one outlet.
 - b. A GFCI outlet is required in all areas near a water source.
 - c. All three prong outlets must be properly wired and grounded. All GFCI outlets that are not grounded must be properly labeled "no equipment ground".
 - d. All electrical systems, equipment and wiring must be properly installed, wired and maintained in a safe and approved manner.
 - e. Electric panel must be closed and filled with breaker or blanks.
 - f. Outlet and switch plate covers must be in place.
 - g. No exposed wiring.
 - h. Electric circuits labeled.
5. **Mechanical/Heating/Plumbing:**
- a. Every bathroom must contain a mechanical ventilation system or an openable window.
 - b. Heating facilities must be maintained in safe and good working condition.
 - c. The heating system must be capable of maintaining a minimum room temperature of 68 degrees in all habitable rooms, bathrooms and toilet rooms.
 - d. All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances must be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.
 - e. A relief valve extension is required on all boilers and water heaters and cannot terminate more than six inches off the floor.
 - f. All plumbing piping must be in satisfactory condition, must function properly and be kept free from obstructions, leaks and defects.
 - g. Plumbing fixtures must be properly installed and maintained in working order.