



# TOWNSHIP OF WHITEHALL



## MEMORANDUM

### BOARD OF COMMISSIONERS

PHILLIPS M. ARMSTRONG, President  
DENNIS C. HOWER, Vice President  
THOMAS SLONAKER, Secretary  
JEFFREY L. DUTT  
PHILIP J. GINDER  
LINDA K. SNYDER  
JOSEPH J. MARX, JR.

### ADMINISTRATION

EDWARD D. HOZZA, JR., Township Mayor  
JOHN D. MEYERS, Deputy Mayor  
KEYSTONE CONSULTING ENGINEERS, INC.  
Consulting Engineers  
CHARLES J. FONZONE, ESQ., Solicitor  
DIANE HUNSICKER, Treasurer

**TO:** APPLICANTS FOR CERTIFICATE OF OCCUPANCY  
EXISTING APARTMENT / MULTI-FAMILY UNITS / SINGLE HOME – RENT / LEASE

**FROM:** THE WHITEHALL TOWNSHIP  
BUREAU OF PLANNING, ZONING & DEVELOPMENT

**RE:** POINTS OF INSPECTION

Pursuant to the provisions of Chapter 5, Part 5 of the Codified Ordinances of Whitehall Township, all structures, prior to their sale or lease, must be inspected and a new certificate of occupancy issued prior to the new owner occupying said space/structure. The responsibility for this inspection a subsequent certificate lies with the landowner, landlord, seller, or their agents.

There are certain guidelines for properties that have repairs that will not be completed by the time of settlement which would constitute a temporary certificate of occupancy which permits the SALE of the property only (no occupancy is permitted until all repairs have been completed). A buyers/sellers certification form must be executed by the appropriate parties, notarized then returned to the Township with additional fees as follows:

- Residential Single Family - \$50 PLUS \$100 DEPOSIT\*
- Residential Rental up to Five Units - \$100 PLUS \$250 DEPOSIT\*
- Commercial - \$250 PLUS \$500 DEPOSIT\*

\*DEPOSIT to be refunded upon issuance of clear Certificate of Occupancy if completed within the allotted time frame.

The following items in addition to the provisions of the applicable Township Codes will be checked by the Building Official as part of this inspection:

- a. Smoke detectors must exist on every floor level and/or one at each sleeping area, including basement, and must be operational. Where required, detectors must be interconnected and have battery backup, if the house was constructed after 1993.
- b. Stair railings must exist on all stairways of two steps or more. Barriers may also be required on open stairways.
- c. Visible structural damage on chimneys, windows, or any other areas must be corrected. Any such visible damage or suspected structural damage will result in the recommendation to consult with a structural engineer for professional review. Broken or cracked windows must be replaced.
- d. Proper fire walls must exist on attached units between the units, these firewalls must extend from the ground to the roof. This includes attic areas – which must be inspected. Ladders must be provided for inspector access.

- e. There must be a minimum of two (2) wall outlets per room, preferably located on opposite walls. Floor receptacles are not permitted.
- f. The bathroom must have one receptacle which is not part of a fixture. If a receptacle exists and is not part of a fixture, it does not have to be made into a Ground Fault Interrupter Circuit (GFIC) receptacle. However, if a new receptacle is required, it MUST be a GFIC.
- g. Outdoor receptacles are not required nor inspected as part of this resale/lease inspection.
- h. Visible electrical violations will be noted and must be corrected, such as missing wall cover plates, open junction boxes and open splices. Any unused openings in electrical box shall be closed. The status of the service line to the meter will be checked and must be in acceptable condition.
- i. Outside electrical service must not have worn or damaged service cable. Inside electrical panel will be checked for proper grounding and visible electrical violations, which must be corrected.
- j. Dryer venting must be to exterior of home or other approved method.
- k. Sewer, well or septic service is not inspected. However, if an outhouse is observed, it will not be permitted to remain. Cisterns may not be connected to the domestic water supply, and if unused, must be secured or abandoned.
- l. Closet lights, which are less than twelve (12) inches from an overhead shelf must either be disconnected or replaced with a surface mounted or recessed incandescent fixture with a completely enclosed lamp, or a recessed fluorescent fixture.
- m. An oil burner shut off switch will be required at the top of basement steps; or on single level structures, outside the room containing the oil burner unit.
- n. A minimum 100 amp electrical service will be required.
- o. Chimney venting must be provided for high efficiency heaters in unlined chimneys for condensation.
- p. Street address must be properly displayed on exterior of house and be visible from the street with a minimum 4" high Arabic numerals and with a minimum stroke width of 0.5 inches.
- q. Windows in sleeping areas must be operational.
- r. Bathrooms must have at least one operational window or exhaust fan.
- s. Basement areas must have a concrete floor. Dirt floors are not acceptable.
- t. Hot water heater temperature and pressure valve must be piped to within six (6) inches of the floor.
- u. The kitchen must have at least one GFIC receptacle and all receptacles within six (6) feet of the sink must be GFIC protected.
- v. No multi flue usage will be permitted.
- w. Exterior structures and facilities will not be inspected. However, swimming pools must be made secure or removed.
- x. All interior and exterior property areas shall be in a clean and sanitary condition, and all areas must be made available for inspection. Prior to any certificate of occupancy being issued, all waste, debris and similar material shall be disposed of appropriately.
- y. CO2 detectors where required for all units utilizing fossil-fuel burning heater or appliances or with an attached garage.

Please be advised that this inspection is by no means comprehensive. It is merely a targeted safety inspection. Obviously any concealed violations cannot be noted unless revealed or brought to the attention of the code official by the property owner. Detailed inspections may be obtained by the property owner through a private inspection service. However, these inspections may not substitute for the Township required inspection.

Requests for further information regarding these items and any other detailed questions should be directed to James Murzdeck, Whitehall Township Codes Inspector, at 610-437-5524 Ext. 133 or Keycodes Inspection Agency at 610-866-9663.

Thank you for your cooperation!