



# Borough of Pottstown

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525

## RESIDENTIAL RENTAL UNITS CHECKLIST

This flyer is to assist you in complying with the codes regarding vacancy or change of occupancy on residential rental units.

### INSPECTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- A smoke detector on each floor level including basement.
- A smoke detector in each sleeping area and outside sleeping area and mounted on wall or ceiling.
- One Fire Extinguisher visibly mounted between 48 to 52" from floor to top of handle in the kitchen near point of egress; the fire extinguisher must be of minimum size (2 ½ lb.) Dry Chemical, ABC type, UL approved.
- An existing acceptable sixty (60) ampere service or greater with three (3) wire service.
- All kitchens, bathrooms, powder rooms, laundry rooms, garages, within six (6) feet of a water source and all exterior outlets must be protected with a ground fault circuit interrupter receptacle.
- Every habitable space in a dwelling shall contain at least two (2) separate and remote receptacle outlets. All junction boxes, switches and outlets must have covers.
- All electric ranges must be installed with a wall or floor mounted plug-in receptacle connection at rear of range.
- All gas ranges must be supplied with shut-off valves installed behind range (hand turn type)
- All potable water heating sources must have pressure/temperature relief valves and hard piping of 3/4 inch pipe to six inches of floor.
- Minimum plumbing facilities and fixtures must be provided and be in good working order with no leaking pipes or faucets.
- Adequate heating facilities.
- All properties must have four (4) inch numbers outside the property in clear view of the street designating the correct street number of the property.
- The property must be in a clean, safe and sanitary condition both interior and exterior.
- All exterior wood must be free of flaking and peeling paint.
- All exterior window caulking must be in good repair, no broken glass with sharp edges or holes permitted.
- Handrails are required for stairs with five (5) or more risers at any location (except Bilco type stairs to basement), and any landing over 30" inches high.
- A responsible adult must accompany the code enforcement officer on all inspections.
- Code Officers are not responsible to open lock boxes and perform inspections without being accompanied by the owner or his/her agent.
- Open side of basement steps must have guards with less than 4" space between guards or solid enclosure.
- Thumb latch type deadbolts required on all egress doors (barrel bolts are not compliant)
- Electrical service panels shall be legibly and durably marked to indicate its purpose

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## **Ordinance 2019 Residential Rental Licensing:**

**Purpose:** The purpose of this Ordinance and the policy of the Borough of Pottstown shall be to protect and promote the public health, safety and welfare of its citizens, to establish rights and obligations of owners and occupants relating to residential rental units in the Borough and to encourage owners and occupants to maintain and improve the quality of life and quality of rental housing within the community. As a means to these ends, this ordinance provides for a systematic inspection program, registration and licensing of residential rental units and penalties.

**Inspection:** For licensing purposes, the Code Enforcement Officer shall fully inspect each residential rental unit upon any change of occupancy, upon a property transfer, upon a complaint that a violation has occurred, or where the Code Enforcement Office has reasonable cause to believe that a violation is occurring. All other residential rental units that have not been inspected for the reasons set forth above shall still be required to obtain an annual residential rental license. Those residential rental units that have not been inspected shall be inspected at least once every five (5) years on a rotating basis to be established by the Pottstown Borough Code Enforcement Office.

**Responsibility:** It is the responsibility of the owner and/or the owner's agent to arrange for such inspection and to supply the telephone number, including an emergency number, for both the owner and the owner's agent, if any, to the Code Enforcement Office. Prior to the re-occupancy of the said unit, all Code violations must be corrected and a Rental License must be issued.

**Ordinance 1781 PM-801.10 Delinquent Water, Sewer, Waste Collection and Disposal bills for all rental units to be Paid:** All outstanding bills for water, sewer, and waste collection and disposal for any residential, commercial, office, manufacturing and industrial rental unit that are more than thirty (30) days delinquent shall be paid in full prior to the issuance of a Certificate of Occupancy.

**Please contact your Code Enforcement Officer if you have any questions.**