



Borough of Pottstown

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RESIDENTIAL PROPERTY TRANSFER CHECKLIST

This flyer is to assist you in complying with the ordinances regarding residential property transfers in the Borough of Pottstown.

NOTE: THIS LIST IS NOT ALL INCLUSIVE.

- A smoke detector on each floor level including basement and accessible attic ceiling.
- A smoke detector in each sleeping area, minimum 18" from wall or ceiling.
- One Fire Extinguisher 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.
- For owner occupied dwellings an existing sixty (60) ampere service and distribution panel or greater with three (3) wire service, whereas rental units require 100 ampere service and distribution panel.
- Electrical service panel directories shall be legibly and durably marked to indicate its purpose.
- Receptacles within six (6) feet of any water source require GFCI outlets such as kitchens, baths, laundry rooms and all exterior and all accessible garage receptacles.
- All full bathrooms must have a GFCI outlet within three (3) feet of the basin.
- 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 and electric dryers must be installed with a wall mounted plug-in receptacle connection at rear of range.
- All gas ranges must be supplied with shut-off valves installed behind range, turnable by hand.
- All potable water heating sources must have pressure/temperature relief valves and hard piping of (3/4) inch pipe to (6) inches off floor. Copper, iron pipe or CPVC plastic are acceptable.
- Minimum plumbing facilities and fixtures must be provided and be in good working order with no leaking pipes or faucets.
- All properties must have four (4) inch numbers outside the property in clear view of the street designating the street number of the property. Must verify correct house number.
- The property must be in a clean, safe and sanitary condition both interior and exterior.
- All exterior wood and exposed woodwork 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. Windows must stay up when opened.
- 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" high. Must be smooth 1 ¼" dia. min. and 1 ½" from wall on one side.
- Oil tank fill pipes to be 2" black iron and vent pipe 1-1/2" black iron - (no copper or PVC pipe).
- Single cylinder deadbolts on all egress doors for rental or lease properties.
- Guard rails & balusters needed in finished basements and exterior areas of 30" high or more.
- Dryer vent must be properly installed and vented to outside.
- Bathrooms and powder rooms must have vented window or ceiling fan.
- Emergency shut-off switch for oil heating units to be mounted in stairway, and marked in red.
- Sump pumps may not be connected to public sewer line, but must be connected to GFCI outlet or single use outlet
- Doors between garage and dwelling living space shall be 20-minute fire rated; separation walls must be 20-minute fire rated and ceilings must be one (1) hour fire rated.

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- A responsible adult must accompany the code enforcement officer on all inspections.
- Code Officers are not responsible to open lock boxes.
- Well abandonment (Ord. #1955)
- Any / all Borough of Pottstown Ordinances that pertain to property transfers.

Single-family, Two-family and Multiple Dwelling Units:

Upon transfer of title to a new owner, no single-family rental unit, no two-family dwelling and no multiple dwelling shall be occupied, in whole or in part, until the issuance of a property transfer certificate of occupancy by the Code Enforcement Officer that said structure conforms in all respects to the requirements of IPMC 2009 Edition or most recent edition, referenced standards as defined in Chapter 8 of the International Property Maintenance Code, and Chapter 27, Zoning, of the Pottstown Borough Code of Ordinances. The following requirements must be met before a property transfer certificate of use and occupancy shall be issued: [Ord. #2019]

- (a) Before the issuance of the said certificate of occupancy, a full Code compliance inspection shall be conducted. The seller must inform the buyer of all pending violations, and a letter of intent must be properly filled out, dated, and signed as who will be responsible for said violations. All violations must be corrected within sixty (60) days upon transfer of the title to the new owner.
- (b) No appointment will be scheduled until application is properly filled out and required fee is paid.
- (c) The Inspection Department maintains an active schedule. In order for the department to provide you with the best possible service, please allow at least ten working days for appointments and necessary paperwork.
- (d) If unable to keep appointment, please call office and re-schedule.
- (e) Duplicate copies of the "Certificate of Occupancy" are not issued or re-issued from this office. If you need a copy, please obtain it from the party to whom it was issued.

Upon failure of a property transfer to a new owner, all listed violations shall be corrected within sixty (60) days by the present owner. Failure to abate said violations shall be subject to the penalties set forth in International Property Maintenance Code, 2003 Edition.

- (f) All hazardous building, safety, fire, plumbing and electrical violations cited at the time of inspection by the Code Enforcement Office shall be corrected in the time specified by the Code Inspector.

Please contact your Code Enforcement Officer if you have any questions