

600 Monroe Street
Freemansburg, PA 18017-7280
(610) 866-2220 Fax (610) 868-2402
www.boroughoffreemansburg.org



Gerald C. Yob, Mayor
Homer (Bud) Lorah Council President
Gerald Gasda, Borough Manager

February 2017

CERTIFICATE OF OCCUPANCY PACKET

Contents:

General Information

Application Form

Inspection Procedures

*By ordinance enacted December 21st, 2009 (# 2009-032) all properties sold, transferred or rented must be inspected for issuance of a Certificate of Occupancy before they can be occupied. The ordinance also provides for penalties for non compliance.
A copy of the ordinance is available upon request.*

GENERAL INFORMATION

FEE: Residential \$130.00, includes 1 re-inspection (\$60 for each additional re-inspection)
These inspections will be performed by the borough's third party inspection agency.

Commercial \$190.00, includes 1 re-inspection (\$90 for each additional re-inspection)
These inspections will be performed by the borough's third party inspection agency.

- Once we receive the completed application along with payment of the set fees applicant must call CodeMaster to schedule a date and approximate time for the inspection. You may return applications in person or US. Postal service to Borough of Freemansburg 600 Monroe St. Freemansburg PA. 18017 ATT: Zoning officer /BCO (Building Code Official)
- Since we need to gain entry to the dwelling someone will need to be on site.
- The inspection should take from 30 minutes to 1 hour.
- Please refer to the inspection procedure form as a guide to the items we will be inspecting. Though most items on this form are minimum code requirements the borough council has not yet adopted the form in its entirety.
- A copy of the inspection form will be provided to the applicant or there agent, if failed the observations or violations will be noted on the form
- Canceled or missed inspections may require an additional fee.
- If you have any questions regarding the inspection procedure or code requirements please feel free to call CodeMaster Inspection Services at 484-223-0763.

INSPECTION PROCEDURES
Borough of Freemansburg, Northampton County, PA
Adopted: 2/1/2010

Upon receipt of a completed application, the zoning officer, building code official or other person designated by the Borough shall, within 10 business days of receiving a complete application, conduct or cause to conduct an inspection of the property to determine compliance with minimum standards and requirements as follows:

- Each dwelling unit shall have a working smoke detector on each floor level and outside all sleeping room areas.
- Each room used for sleeping purposes shall have a working smoke detector
- An existing acceptable 60 ampere service or a minimum 100 ampere three (3) wire electric service must be installed for the dwelling
- GFI ground fault interrupters are required in all bathrooms, powder rooms, kitchen countertop areas, laundry rooms, outdoor receptacles, and unfinished basements.
- All electric wiring shall be secured and not hanging and shall terminate and connect to a junction box. All electrical boxes shall have proper covers. (switch, outlet, junction)
- Appliance cords over 6 ft. are not permitted.
- Garage door openers are not permitted on extension cords
- Sleeping rooms shall have a minimum of 2 electric outlets
- Water heaters shall be operational and have a functioning pressure relief valve with the proper drainage within 6 inches from the floor
- All heating units shall be in good working order, free from accumulation of combustible debris and or rubbish
- Light fixtures in closets shall be of approved type no open bulb.
- Proper bathroom ventilation shall be required (window or exhaust fan)
- Minimum of 3 inch high address numbers shall be clearly visible from the front street of the dwelling and from alleys that provide access from the rear of a property by a vehicle in an area of four or more row homes or attached single family dwellings.
- Pools hot tubs and spas shall be brought up to the minimum standards of the PA. Uniform Construction code relating to enclosures or shall be removed.
- Decks and porches more then 30 inches from grade: guardrail minimum of 36 inches high and spaced as not to allow a 4 inch sphere from passing thru shall be required.
- Securely fastened handrails and guardrails are required on all stairways interior and exterior with more then 4 risers or more then 30 inches high.
- Sump pumps, floor drains, downspouts shall not be connected to the public sewer system
- Roofs shall be structurally sound and watertight
- Every window (other than fixed units) that can be used as an emergency escape must be easily opened and able to stay opened with the window hardware
- All glazing, there shall be no broken or missing glass in any window or door units.
- Visible structural or other defects in the interior, exterior, including fireplaces and chimneys if determined by the inspector to be a potential life safety threat shall be corrected
- Fire separation measures relating to attached garages or accessories structures shall be in place
- Sanitation: no garbage, rubbish or other debris shall be in or accumulated on the property
- Where required by Planning Commission and / or Council, installation of a KNOX BOX for non-residential properties, commercial properties and multi-family units consisting of three or more family units accessed by common doorway entrances.
- An additional inspection by the Borough Fire Marshal will be required for all non-residential properties, commercial properties where hazardous or combustible materials may be stored on-site and multi-family units consisting of three or more family units accessed by common doorway entrances.
- An additional inspection by the Borough Fire Marshal may be required for residential one and two family dwellings where the Building Inspector, at his discretion, feels there is a fire-related health, safety, welfare or accessibility issue.
- Non conforming or illegally installed uses or structures shall be noted , if there is a life safety or accessibility issue may need to be removed
- Other code violations, life safety issues, or ordinance violations may have to be corrected before issuance of a Certificate of Continuing Use

Borough of Freemansburg, Northampton Co., Pennsylvania

ORDINANCE # 2009-032

AN ORDINANCE OF THE BOROUGH OF FREEMANSBURG, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE REGISTRATION, UPON SALE, TRANSFER, OR RENTAL OF REAL ESTATE AND INSPECTION THEREOF AND REQUIRING THE ISSUANCE OF A **CERTIFICATE OF OCCUPANCY**

WHEREAS, the Borough Council of the Borough of Freemansburg determined that it is the obligation of the Borough of Freemansburg to protect public health, safety, and welfare as it pertains to the property maintenance of real estate situated within the Borough; and

WHEREAS, the Borough Council believes that the regular inspection of real estate within the Borough will prevent hazardous conditions and preserve and maintain property values, as well as ensure compliance with occupancy limitations and the like; and

WHEREAS, it is further determined that periodic inspections of buildings used for commercial, industrial, and residential purposes will promote the public health, safety, and welfare of all citizens.

Section 1. DUTIES OF TITLE HOLDER, SELLER AND PURCHASER.

(a) It shall be the duty of every seller or his agent, within a reasonable time of offering for sale or listing for sale, to contact the Borough to schedule an inspection of the building or structure. A report concerning any discovered or uncorrected violations of housing, building, safety or fire ordinances shall be made by the Borough. Such report shall contain a statement concerning zoning classification and legality of the present use of such property. The report shall be made known to the purchaser and attached as an addendum to any offer to sell or agreement of sale. The seller shall likewise deliver to the purchaser any notice of assessment for public improvements. Nothing in this section shall be construed as relieving a purchaser from the obligation of obtaining a Certificate of Occupancy as described in Section 1(b) and (c) of this Ordinance.

(b) No real estate, structure, building or any part thereof, nor any dwelling unit, shall be occupied or used until a Certificate of Occupancy has been issued by the Borough.

(c) A Certificate of Occupancy shall state the use to which the structure, building or dwelling unit is to be put. No change in the use or ownership of the structure, dwelling or dwelling unit shall be made until a Certificate of Occupancy has been issued.

It shall be the duty of any person, including the seller, executor, administrator, auctioneer, sheriff, realtor, power of attorney, or equitable owner, who shall sell or otherwise transfer ownership of any structure, building or dwelling unit to another person to apply for and obtain a Certificate of Occupancy required by this Ordinance prior to such transfer of ownership and any use or occupancy of such premises; provided, however, that failure on the part of such

AN ORDINANCE OF THE BOROUGH OF FREEMANSBURG, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE REGISTRATION, UPON SALE, TRANSFER, OR RENTAL OF REAL ESTATE AND INSPECTION THEREOF AND REQUIRING THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY

seller or transferor to obtain such Certificate shall not excuse the purchaser or transferee of such premises from the requirements of this section.

(d) Any Certificate of Occupancy issued hereunder may be revoked in the event that the structure, building or dwelling unit is determined to be unsafe or uninhabitable or that a condition exists that is in violation of any ordinances of the Borough or that the actual use is in violation of any ordinance of the Borough. In the event that such Certificate of Occupancy is issued subject to conditions, such Certificate of Occupancy may be revoked if such conditions remain unsatisfied within the time limit provided for at the time of issuance of such conditional Certificate.

(e) It shall be the duty of every purchaser, devisee or person acquiring title to any real estate within the Borough limits, within one month after acquiring such title, to furnish to the Borough, a copy of the recorded deed, accompanied by descriptions of his respective properties upon forms to be furnished by the Borough. Real estate for which no Certificate of Occupancy has been issued may not lawfully be inhabited or utilized.

Section 2. INSPECTIONS REQUIRED.

- (a) All real property being offered for sale shall be inspected under Section 1 of this Article in accordance with the current "Inspection Procedures" adopted by the Borough, which procedures may be updated periodically by Borough resolution.
- (b) All residential rental properties shall be inspected for purposes of ascertaining compliance with Borough codes each time the dwelling becomes vacant.
- (c) The Borough shall establish rules and regulations to assure inspection and violations of such rules and regulations shall be deemed a violation of this ordinance. The rules and regulations shall includes the follows:
 - i. "Agreement of Sale" means any agreement, long term agreement of sale, installment agreement or written statement which provides that title to any real property shall be transferred from one owner to another owner.
 - ii. The Certificate of Occupancy report shall be valid for six (6) months from the date of the original inspection.
 - iii. Where the inspection is incident to the real property being sold or leased, the Borough will not be responsible for violations that occur between the inspection and settlement date and/or rental period.
 - iv. Transfer of ownership – Prior to transfer of ownership, the current owner of any dwelling unit or structure shall first furnish the grantee, transferee, mortgagee or lessee with a true and correct copy of any compliance order or notice of

AN ORDINANCE OF THE BOROUGH OF FREEMANSBURG, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE REGISTRATION, UPON SALE, TRANSFER, OR RENTAL OF REAL ESTATE AND INSPECTION THEREOF AND REQUIRING THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY

violation issued by the Borough and shall furnish to the Borough a signed statement from the grantee, transferee, mortgagee or lessee acknowledging both the receipt of such compliance order or notice of violation. The current owner shall accept the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation. All violations shall be abated within 90 days of transfer. If said real property is occupied as a rental property, violations must be abated within 30 days of commencement of the lease. Violations shall only be deemed corrected if after subsequent inspection the Borough deems that compliance with the applicable construction or housing code has occurred. Exceptions to these time limits require written agreement with the Borough.

Failure and/or refusal by the owner or his/her designated agent to secure the necessary certificate of occupancy, or failure and/or refusal to provide access for inspection upon reasonable notice, and/or any other violation of the Borough of Freemansburg Ordinances shall also be deemed a violation of this Ordinance.

Section 3. FEES.

Fees for inspections shall be in accordance with the current "Fee Schedule" adopted by the Borough, which schedule may be updated periodically by Borough resolution.

All inspection fees shall be paid prior to the inspection regardless of the number of units. Failure to pay inspection fees shall be deemed a failure and/or refusal to comply with Borough ordinances.

Section 4. REGISTRATION.

(a) All real property owners who maintain rental units in the Borough of Freemansburg shall be required to register each rental unit with the Borough.

(b) The registration form shall list the name, address and telephone number of the property owner and the responsible party who the Borough may contact, the location of the rental property, and the number of units that are provided.

(c) Failure to register the units with the Borough within ninety days from the date of the passage of this Ordinance or within thirty days following the purchase or conversion of a structure to a rental property shall constitute a violation of this ordinance.

AN ORDINANCE OF THE BOROUGH OF FREEMANSBURG, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE REGISTRATION, UPON SALE, TRANSFER, OR RENTAL OF REAL ESTATE AND INSPECTION THEREOF AND REQUIRING THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY

Section 5. PENALTY.

Any person, firm or corporation which violates the provisions of this Ordinance shall be subject to the following penalties:

- (a) First violation - A fine of \$200.00;
- (b) Second violation - A fine of \$500.00;
- (d) Third and each subsequent violation - A fine of \$1,000.00.

This Ordinance shall become effective as of January 1, 2010.

DULY ORDAINED and ENACTED this 31st day of December, 2009.

ATTEST: The Borough of Freemansburg Council:

Justine A. Pamer
Borough Secretary

Ceodore
Council President

(Municipality Seal)

Eraddock
Mayor

Certification: I hereby certify that the foregoing Ordinance was advertised in the Express Times on Nov 27, 2009 a newspaper of general circulation in the municipality and was duly enacted and approved as set forth at a regular meeting of the municipality's governing body held on Dec 21, 2009.

Justine A. Pamer
Secretary (Municipality Seal) Date

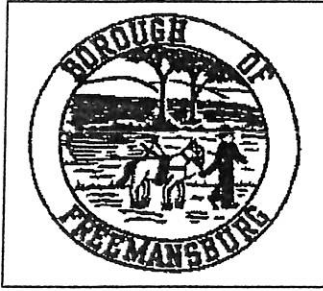
**FEE SCHEDULE
(Adopted by Resolution #2017-013)**

Note: As of 1/1/09 permits are not required for re-roofing or re-siding unless structural improvements or changes are proposed as part of the re-roofing or re-siding. BOF= "Borough of Freemansburg" CMI= "CodeMaster Inspection Services"

RESIDENTIAL (One and Two Family Units)	
Item	Fee
<ul style="list-style-type: none"> No permits required for 'temporary' structures such as portable pools less than 24" deep, swing sets, portable storage bins, and certain signs as identified in the zoning ordinance, etc. 	
ZONING PERMITS	
<ul style="list-style-type: none"> Fences Principal or accessory use or structure Retaining walls Sidewalks, patios, driveways Demolition permit Pools Additions to existing structures, including decks Permanent signs Driveway Opening 	Minimum cost \$70 (\$60 CMI + \$10 BOF Admin Fee) (Additional \$60/hour, see attached CMI fee schedule)
<ul style="list-style-type: none"> Home-based business occupancy permit 	\$30
<ul style="list-style-type: none"> Certificate of Occupancy Permit (moving) (\$120 CMI + \$10 BOF Admin Fee, includes initial inspection and one re-inspection, plus \$60 for each additional re-inspection.) 	\$130
<ul style="list-style-type: none"> Yard Sale Permit 	1st permit – free, then \$10, \$15, \$25
<ul style="list-style-type: none"> Vendor / temporary business license 	\$50 daily/\$100 seasonal
<ul style="list-style-type: none"> Planning Commission / site plan 	\$150 App Fee \$500 Escrow Fee (2 separate checks)
<ul style="list-style-type: none"> Zoning Hearing Board Application 	\$500
ELECTRICAL/PLUMBING ONLY PERMITS	
<u>Electrical Permit-Residential-B</u> (Includes 1 hour Plan Review and 1 Inspection and \$4 PA UCC Fee) Additional Plan Review = \$65/hour; Additional Inspections = \$45/inspection	Minimum Cost \$134 (\$110 CMI+\$20 Admin+\$4 UCC Fee)
<u>Plumbing Permit-Residential-B</u> (Includes 1 hour Plan Review and 1 Inspection and \$4 PA UCC Fee) Additional Plan Review = \$65/hour; Additional Inspections = \$45/inspection	Minimum Cost \$134 (\$110 CMI+\$20 Admin+\$4 UCC Fee)
BUILDING PERMITS (plan review and all initial inspections)	
<ul style="list-style-type: none"> UCC Consultation 	Minimum Cost \$75 (\$65 CMI + \$10 BOF Admin Fee) (Additional \$65/hour, see attached CMI fee schedule)
Minimum Fee (to be applied to the cost of the permit) <u>Building Permit-Residential</u> (final permit fee is based on sq. footage, this is just a down payment, all required inspections, including building, electrical, plumbing etc., will be calculated into the final permit fee, there are a different number of inspections based on the type of work to be done. *See CodeMaster Fee Schedule) *Any additional fees INCLUDING the \$4.00 State PA UCC Fee will be due to the Borough Office upon pick-up of the Permit.	Minimum Cost \$130 (\$110 CMI + \$20 BOF Admin Fee)
(ALL Residential re-inspection fees IF re-inspection cannot be combined with another required inspection.)	\$45

COMMERCIAL/NON-RESIDENTIAL (or Multi-Family Units-3 or More)

Item	Fee
ZONING PERMITS	
<ul style="list-style-type: none"> Fences Principal or accessory use or structures Retaining walls Sidewalks, patios, driveways, and decks Demolition permit w/o utilities Additions to existing structures Permanent signs Driveway Opening 	Minimum Cost \$90 (\$80 CMI + \$10 BOF Admin Fee) (Additional \$60/hour, see attached CMI fee schedule)
USE PERMITS	
<ul style="list-style-type: none"> Certificate of Occupancy Permit (\$180 CMI + \$10 Admin Fee, includes initial inspection and one re-inspection, plus \$90 for each additional re-inspection.) 	\$190
<ul style="list-style-type: none"> Conditional Use application Zoning Hearing Board application 	\$750 \$750
<ul style="list-style-type: none"> Planning Commission / Site Plan 	\$150 App Fee \$1,500 escrow <i>(2 separate checks)</i>
ELECTRICAL/PLUMBING ONLY PERMITS	
Electrical Permit-Commercial-BC (Includes 1 hour Plan Review and 1 Inspection and \$4 PA UCC Fee) Additional Plan Review = \$65/hour; Additional Inspections = \$65/inspection	Minimum Cost \$154 (\$130 CMI + \$20 Admin + \$4 UCC Fee)
Plumbing Permit-Commercial-BC (Includes 1 hour Plan Review and 1 Inspection and \$4 PA UCC Fee) Additional Plan Review = \$65/hour; Additional Inspections = \$65/inspection	Minimum Cost \$154 (\$130 CMI + \$20 Admin + \$4 UCC Fee)
BUILDING PERMITS (plan reviews and all initial inspections)	
<ul style="list-style-type: none"> UCC Consultation 	Minimum Cost \$75 (\$65 CMI + \$10 BOF Admin Fee) (Additional \$65/hour, see attached CMI fee schedule)
Minimum Fee <i>(to be applied to the cost of the permit)</i> Building Permit-Commercial (final permit fee is based on sq. footage, this is just a down payment, all required inspections, including building, electrical, plumbing etc., will be calculated into the final permit fee, there are a different number of inspections based on the type of work to be done. *See CodeMaster Fee Schedule) *Any additional fees INCLUDING the \$4.00 State PA UCC Fee will be due to the Borough Office upon pick-up of the Permit.	Minimum Cost \$170 (\$150 CMI + \$20 BOF Admin Fee)
(ALL Commercial re-inspection fees IF re-inspection cannot be combined with another required inspection.)	\$65
SALDO/SITE PLAN APPLICATIONS	
<ul style="list-style-type: none"> Concept design Site plan Lot line adjustment Sketch plan Minor subdivision plan 	\$150 App Fee + Review Fee/costs of Professional consultants. \$1,500 escrow required at time of submission of application. <i>(2 separate checks)</i>
<ul style="list-style-type: none"> Preliminary subdivision plan Preliminary land development plan Final subdivision plan Final land development plan 	\$150 App Fee + Review Fee/costs of Professional consultants. Admin Fee + \$2,500 escrow required at time of submission of application. <i>(2 separate checks)</i>



Borough of Freemansburg, Northampton County, PA Certificate of Occupancy Application and Permit

As required by Borough Ordinance for habitation of
any new or existing residential structure, and
new or change in use of a non-residential structure

Application No.:	Address of property:	Application Fee:	Date of Application:
Name and Phone Number of Person to Contact to Schedule Inspection:			Anticipated Date of Change:

Residential <input type="checkbox"/> (check here)	Non-Residential <input type="checkbox"/> (check here)
Name of resident(s) moving out:	Name and Type of Old Business:
Name of resident(s) moving in:	Name and Type of New Business:
# of Residential Units	# of Non-Residential Units
Is this a rental?	Is this an owner occupied home-based business?
Mailing address and phone number of owner if different than property address:	
Date:	Applicant's Signature:
To Applicants: Do Not Write Below This Line	
Work completed on:	
Inspection date (s):	
Inspection comments / use of property:	
Approved by Codes Official (date and signature):	