

# ***Borough of Freemansburg***

600 Monroe Street, Freemansburg, PA. 18017

Phone: (610)866-2220 Fax: (610)868-2402



## **Certificate of Occupancy Inspection (Updated 1/4/24)**

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### **Third-Party Inspection Company Info:**

Keycodes Inspection Agency

Borough Zoning Office  
600 Monroe St.  
Freemansburg, PA 18017

610-866-2220 (x205)  
[zoning@boroughoffreemansburg.org](mailto:zoning@boroughoffreemansburg.org)

Office Hours: Tuesday 8am-10am  
Thursday 2pm-4pm

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## Certificate of Occupancy Inspection (Updated 1/4/24)

### Inspection Procedures

Below are the Inspection Procedures of the property to determine compliance with minimum standards and requirements:

\_\_\_ Each dwelling unit shall have a working smoke detector on each floor level & 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, kitchen countertop areas, laundry rooms, outdoor receptacles and unfinished basements.

\_\_\_ All electric wiring shall be secured & not hanging & shall terminate & connect to a junction box. All electrical boxes shall have proper covers (switch, outlet, and junction).

\_\_\_ Appliance cords over 6 ft. are not permitted.

\_\_\_ Garage door openers are not permitted on extension cords.

\_\_\_ Sleeping rooms should have a minimum of (2) electrical outlets.

\_\_\_ Water heaters shall be operational & 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 & 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 4" high and 1 / 2 " stroke address numbers shall be clearly visible from the street of the dwelling & 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 & spas shall be brought up to the minimum standards of the "PA Uniform Construction Code" (PA UCC) relating to enclosures or shall be removed.

\_\_\_ Decks & porches more than 30 inches from grade: guardrail minimum of 36 inches high & spaced as not to allow a 4 inch sphere from passing through shall be required.

\_\_\_ Securely fastened handrails & guardrails are required on all stairways (interior & exterior) with more than 4 risers or more than 30 inches high.

\_\_\_ Sump pumps, floor drains, downspouts shall not be connected to the public sewer system.

\_\_\_ Roofs shall be structurally sound and water tight.

\_\_\_ Every window (other than fixed units) that can be used as an emergency escape must be easily opened & 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 & chimneys if determined by the inspector to be a potential life safety threat shall be corrected.

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\_\_\_ Fire separation measures relating to attached garages or accessory 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 Marshall will be required for all non-residential properties, commercial properties where hazardous or combustible materials may be stored on-site & 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 & 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 that 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.

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## Certificate of Occupancy Inspection (Updated 1/4/24)

### Keycodes Inspection Agency

PO Box 391

Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663

[www.keycodes.net](http://www.keycodes.net)

Fax 610.866.2664

[info@keycodes.net](mailto:info@keycodes.net)

#### Certificate of Occupancy Fees for Existing Structures: (Inspections based on Municipal Ordinances)

1 – **Residential Dwellings:** Single Family, Single Family Townhouse, Single Family Twins, Semi-attached, Condominium Units and Mobile Homes.

\$175.00 - each dwelling unit to be inspected up to two site visits and the Certificate of Occupancy

\$25.00- B.O.F. Admin Fee

#### **\$200.00\* Total Residential Application Fee**

\*This fee includes the initial inspection and one re-inspection. Subsequent inspections or “no show” inspections will cost an additional \$70 per visit.

2 – **Commercial** and Industrial Buildings

\$175.00 for first 1000 sq. ft. or less (single site visit only)

\$25.00 for each additional 1 - 500 sq. ft.

\$350.00 Maximum fee for initial inspection

\$70.00 re-inspection (per visit or “no show” inspections)

\$25.00 – Certificate of Occupancy

\$50.00- B.O.F. Admin Fee

**\*Total Cost to be determined by Keycodes-depending  
Upon size of commercial property.**

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## Certificate of Occupancy Inspection (Updated 1/4/24)

<b>Application #</b>	<b>Property Address:</b>	<b>Application Fee:</b>	<b>Date of Application:</b>
<b>Name of Applicant:</b>  Circle: Self / Realtor / Other	<b>Phone Number:</b>	<b>Email Address:</b>	

Check which inspection you are requesting:

<b>Residential Sale of Property</b> <input type="radio"/> \$200.00	<b>Residential Rental of Property</b> <input type="radio"/> \$200.00
Number of Residential Units:	Name of Resident(s) Moving Out:
	Name of Resident(s) Moving In:
<b>Commercial</b> <input type="radio"/> (Fee per square footage)	Total square feet of building to be inspected:

Mailing Address & Phone # of owner if different than property address:

Applicant's Signature & Date:

### Staff to Complete Information Below

Work Completed On:

Inspection(s) Date:

Inspection Comments:

Approved by Codes Official (Signature & Date)