



Borough of Freemansburg

600 Monroe Street, Freemansburg, PA. 18017

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

REQUIRED CERTIFICATE OF OCCUPANCY (CO) INSPECTION

Prior to tenants moving in, or the sale of a home, a CO inspection is required:

- RESIDENTIAL RESALES, RENTALS & COMPLETED NEW CONSTRUCTION HOMES
- NON-RESIDENTIAL RESALES & LEASES (Including Apartment Complexes)

Application, along with payment may be dropped off:

Freemansburg Borough Offices

600 Monroe St. Freemansburg PA 18017

Monday thru Thursday 9:00AM -4:00PM

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THE PROCESS:

1. APPLY

Submit Application & Fee
to Borough of
Freemansburg

2. INSPECTION

Keycodes will contact you
to schedule inspection

3. RESULTS

After inspection, Keycodes
will email you related
documents directly.

****Important: Check your
Spam email for CO Report****

1. Residential Required Inspection Items / Standards:

Below are the Inspection Protocols 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 ½" 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.

___ 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 Marshall 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 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.



2. Keycodes Fees CO Inspection & Issuance Fees

Keycodes Inspection Agency

PO Box 391

Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663

www.keycodes.net

Fax 610.866.2664

info@keycodes.net

Certificate of Occupancy Fees for Existing Structures:

(Inspections based on Municipal Ordinances)

RESIDENTIAL DWELLING – CO APPLICATION FEE: \$200

- ✓ Single-Family;
- ✓ Single-Family Townhouse;
- ✓ Single Family Twins;
- ✓ Semi-Attached;
- ✓ Condominium Units; and
- ✓ Mobile Homes.

APPLICATION FEE INCLUDES:

- \$175.00 - each dwelling unit to be inspected up to two site visits + Certificate of Occupancy
- \$25.00- B.O.F. Admin Fee

ADDITIONAL FEE INCLUDES:

- *\$75 per any additional inspections, if property is not approved beyond two inspections*
- *\$75 no show fees & written cancellations made less than 48-hours prior to inspection*

Avoid Incurring Additional Fees, be present at time scheduled for inspection, be prepared to pass on the first inspection!

RESIDENTIAL DWELLING - CO PERMIT FEE: \$0

- *(Unless additional fees incurred for no-shows or more than two inspections per above, are incurred, will be assessed and due upon CO pick-up*)

COMMERCIAL & INDUSTRIAL BUILDINGS - APPLICATION FEE \$230

APPLICATION FEE INCLUDES:

- \$150.00 – Certificate of Occupancy
- \$80.00- B.O.F. Admin Fee

COMMERCIAL & INDUSTRIAL BUILDINGS - CO PERMIT FEE TBD**

INSPECTION FEE: *Commercial & Industrial Final CO Fee calculated per Keycodes Fee Schedule depending on size of property & will be due upon CO pick-up per below**.*

- \$180.00 for first 1000 sq. ft. or less (single site visit only)
- \$30.00 for each additional 1 - 500 sq. ft.
- \$450.00 Maximum fee for initial inspection
- \$75.00 re-inspection (per visit), no-shows, & cancellations not made 48 hours prior to inspection.



3. APPLICATION

Applicant must fill out all sections (other than greyed out section), to avoid a denial, requiring a resubmittal of new application & fees.

Application #	Property Address:	Application Fee:	Date of Application:
Anticipated Date of Change:	Name of Applicant: Circle: Self / Realtor / Other	Phone Number:	Email Address:

<input type="checkbox"/> RESIDENTIAL \$200 / Unit <i>Application Fee</i> RENTAL: <input type="checkbox"/> RESALE: <input type="checkbox"/> (\$200.00 / Unit Application Fee + \$0 Permit Fee)	<input type="checkbox"/> NON-RESIDENTIAL \$230 /Unit <i>Application Fee</i> <i>(including apartment complexes)</i> RENTAL <input type="checkbox"/> RESALE <input type="checkbox"/> (\$230.00 / Unit App. Fee + \$TBD Permit Fee-See Pg 4)
Name of Resident(s) Moving In:	Name & Type of Old Business:
Name of Resident(s) Moving In:	Name & Type of New Business:
# of Residential Units	# of Non-Residential Units/Apartments & Square Footage #of Units _____ Total SF _____
Is this a rental? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is this a rental? <input type="checkbox"/> YES <input type="checkbox"/> NO
Mailing Address & Phone # of owner if different than property address:	
Applicant's Signature & Date:	
OFFICIAL USE ONLY - Staff to Complete Information Below	
Work Completed On:	Inspection(s) Date:
Inspection Comments:	
Approved by Codes Official (Signature & Date)	

