



CODE ENFORCEMENT AGENCY
1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952 www.cea-code.com

Existing Commercial Occupancy Checklist

This helpful guide is intended to provide information to the applicant when considering a vacant structure, empty storefront, non-occupied commercial space, building or structure. Please note, due to the broad range of building designs, descriptions, use groups and location, this narrative is intended to be a helpful guide to communicate what the inspector usually requires when renewing or issuing a new certificate of occupancy.

“It is not the job of the inspector to impeded upon your progress but rather ensure the safety of the environment prior to occupancy”

Please **NOTE**, just because the area, building or structure had modifications, alterations, repairs, upgrades or installations in the past (prior to your application) this does not negate the minimum code standards and inspection requirements of this application for occupancy moving forward.

FIRE & PANIC

In today's terms the definition of fire and panic are very much two separate ideas. The proposed commercial structure or area should be surveyed by the applicant for up-to-date fire and panic standards under the International Fire Code, the local jurisdictional code or international property maintenance code. This may be beneficial to include outside professional services such as registered trade groups, established reputable commercial companies with defined experience or a design professional such as a Pennsylvania Architect or Engineer to help answer common questions and concerns with required upgrades that may be required by the Building Code Official.

- A) Detectors, suppression systems, pull stations, ansul systems, fire extinguishers and alarm system panels usually require annual inspectional and certifications.
- B) Exit lights, emergency lights, back up / battery power systems must be installed in all required locations and operate properly.
- C) Some areas require alarm system panels to be remotely monitored properly. (check with the jurisdiction)
- D) All exit doors, fire doors, separations and closures must be installed in all locations and operate properly.
- E) Are the area locations clearly marked with an exit strategy to get out quickly? Are they free from obstructions or device failure?

The best question to answer in a survey of this inspection is can the public get into and out of the entire area or building in a safe and timely manner without obstruction, mechanical interruption or failed devices. Remember, employees and guests are considered public.

Electrical, Mechanical and Plumbing (MEP)

The applicant should consider the following when surveying the potential occupancy:

Electrical

- 1) Is the Electrical panel accessible, properly installed, clearly marked breakers / switches, safe from any openings and certified by a certified electrical inspector?
- 2) Does the defined area or building have proper grounding methods (GFCI or Arc Faults)?
- 3) Are all the junctions clearly marked and closed from open wires?
- 4) Are all the switches, outlets and breakers covered properly?
- 5) Are there any open wires or unsafe wiring?

**** Please NOTE any issues, upgrades or alterations shall require an immediate electrical permit issued by the Building Code Official and inspected properly by the local authorized inspector.**

Plumbing

- 1) Is there fresh potable water coming into the area or building?
- 2) Are there proper emergency shut off valves in place and in reach?
- 3) Is the temperature of the water properly calculated?
- 4) Is the wastewater being properly removed and sized properly from the building?
- 5) Are all the wasteway stacks and vents properly vented?
- 6) Are all the fixtures secured and operating properly?
- 7) Do you have the proper back flow prevention in place and certified?
- 8) Proper expansion tanks, pressure gauges and pop off valves operating?
- 9) Proper emergency drainage of installed systems?

Mechanical

- 1) Is the area or building defined with the proper mechanical processes such as heating and ventilation in all occupied areas as required by the code?
- 2) Is the system installed and operating properly by code?
- 3) Proper Shut offs, switches and installed outlets for emergency?
- 4) Are the systems properly maintained?
- 5) Are the pathways, storage areas, pads or roof tops accessible for inspection and maintenance? Are they safe?
- 6) Does the area perform proper exchanges of air? Including fresh air or tempered air?
- 7) Boiler properly inspected by the PA L&I Boiler division?
- 8) Vents properly installed and free of obstructions, debris or damage?
- 9) Gas or electric emergency shut offs?

Accessibility (VERY IMPORTANT)

The American with Disability Act (ADA) defines the code interpretations including the ANSI 117.1 (2017) version of the accessibility standards for building design and occupancy. The local Building Code Official (BCO) or inspector has **NO** interpretation on accessible variances in the Commonwealth of Pennsylvania. When considering a new area, building or structure, key components of the ADA may be required and upgrades including minimum ADA standards may be required prior to your occupancy certificate.

These such upgrades, details and information on design, implementation and variances **MUST** only be discussed with a Pennsylvania licensed Architect or Engineer. The local BCO and inspector has **NO** interpretation of the allowable limits or design of an existing commercial structure.

Should the BCO or inspector require you to properly upgrade to the minimum code standard with respect to ADA or any accessibility standard, you **MUST** retain a professional Pennsylvania Architect or Engineer for assistance, design and interpretations.

Exterior

- 1) Is the entire exterior perimeter safe and free from obstructions, debris or faulty equipment?
- 2) Is the exterior well illuminated and properly marked with signage?
- 3) Does the exterior have a visible address or location marker for 911?

Local jurisdictional permits, licensure and utility.

In addition to the Occupancy Inspection, most local jurisdictions require some additional information for local taxes, utility registration, license for particular groups (Health Certificates, Liquor License other Commonwealth applicable licenses).

Please check with your local community and apply properly for ALL required permits **FIRST!!**

Please **DO NOT** rely on misinformed facts or conclusions resulting in delays of inspections or occupancy. The local Building Code Official is available to help answer any code questions or facilitate code interpretations when called upon.

Legal Disclaimer – Occupancy

Civil contracts, lease agreements, point to point sales, tenant turnovers, owner exchanges and transfers of legal ownerships are not the responsibility of the local building department and as such legal advice, professional design recommendations, dispute resolutions or any other circumstance prohibiting your certificate from being issued is solely the responsibility of the applicant only.

Additional applicable PA UCC permits, licenses and requested information by the BCO is solely the responsibility of the applicant upon proper notification.

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Rental & Real Estate Transfer Application

NEW Occupant Name: _____ Date: _____

Location/ Address: _____ Municipality: _____

_____ Lot / Block: _____

Phone: () _____ E: Mail: _____

RESIDENTIAL / COMMERCIAL No. of Occupants: _____ Occupant Group: _____

Current Owner Information

Name: _____

Address: _____ City / State / Zip _____

Phone# () _____ Email: _____

Building Information

Proposed Transfer Date: _____

Vacant / Occupied Vacant Date: _____

Owner / Rental / Lease Is the Building used for any other purpose? _____

Where is / As is point of Transfer? _____ Do you have a notarized affidavit? _____

Are the Utilities connected? Electric ___ Gas ___ Water ___ Sewer ___

Smoke / Carbon Monoxide Detectors in proper areas? ___ Fire / Panic _____

Electric Panel been inspected? _____ (min) 4" address sign on building? _____

Any known or open violations? _____

Any known or open issues: _____

Signature of Applicant

Date



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Rental & Real Estate Transfer Information Sheet

The following items are going to be reviewed and inspected by the local jurisdiction upon your application submittal. Please make sure the following items are prepared and ready for the inspector **PRIOR** to scheduling:

Exterior

- 1) All unsafe conditions and hazards are repaired or in good working condition.
Example: Gutters, storm water drainage, sidewalks, steps, landings, gates / fences & exterior lighting or illumination.
- 2) A visible exterior address marker must be displayed in at least 4" minimum from the street.
- 3) All proper egress entryways and exit ways operate properly.

Interior

- 1) Smoke detectors are present and operable in every sleeping area, hallway, basement. (ask the inspector if not sure where to place)
- 2) Carbon Monoxide detection must be present near any gas fired appliance such as hot water tanks, furnace or boiler systems.
- 3) Combination smoke/carbon monoxide detectors may be used in residential dwellings.
- 4) All pathways and emergency egress paths are opened and unobstructed. This also may include doors, windows (ventilation) and basement egress windows.
- 5) All necessary mechanical and plumbing systems must be operable and in good working condition. This includes hot water and heat sources.
- 6) Proper ventilation & light must be available.
- 7) No open or exposed or unsafe wires, cords or electrical junction boxes.
- 8) All electrical wiring must be properly installed and of a proper design and material.
- 9) Ground faults (GFCI) must be present where applicable: basements, garages, open areas near water source.
- 10) If you require a fire extinguisher – must be properly inspected tagged.

NOTE: The following guideline is not the full interpretation of the inspection process. This is not a substitute for a home or commercial inspection. The following checklist is comprised to meet the minimum safety and health inspection for occupancy.

The inspector may add items as necessary based upon physical observation.



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REAL ESTATE TRANSFER INSPECTION AFFIDAVIT

Based upon the local Ordinance established by the jurisdiction named below, this affidavit is signed and notarized as a "where is / as is" point of sale and transaction. The status and inspection of the property designated below has determined it does not meet or exceed the minimum code requirement for occupancy according to the Commonwealth of Pennsylvania Uniform Construction Code. The Buyer and Jurisdiction recognize that the Buyer is required to comply with all local codes and standards as described in the International Property Maintenance Code (IPMC), the International Building Code (IBC), National Electrical Code (NEC) and the Commonwealth of Pennsylvania Uniform Construction Code (PA UCC) prior to receiving an Occupancy Permit.

The Buyer understands and agrees that neither this inspection agency, nor the Jurisdiction have made or shall make any assumptions, corrections, or changes to any language specifically to the word "Occupancy" until such time as all required codes specified above have been satisfied to the minimum standard.

UPON CLOSING ON THIS PROPERTY, THE NEW PROPERTY OWNER(S) OF RECORD NOTED HEREIN ACKNOWLEDGES AND ACCEPTS FULL RESPONSIBILITY FOR THE ABATEMENT OF ALL ACTIVE INTERIOR AND EXTERIOR PROPERTY MAINTENANCE AND/OR ZONING CODE VIOLATIONS ON THE PROPERTY ADDRESS OUTLINED HEREIN AND ENUMERATED ON THE ATTACHED NOTICE OF VIOLATION OR PROPERTY MAINTENANCE & TENANT REPORT. EXTERIOR PROPERTY MAINTENANCE VIOLATION WILL BE SUBJECT TO A TIME-LIMIT FOR ABATEMENT DETERMINED BY THE CODE OFFICIAL. IT WILL BE THE RESPONSIBILITY OF THE NEW OWNER(S) OF RECORD TO CONTACT THE CODE OFFICIAL AND REQUEST THEIR UPDATED NOTICE OF VIOLATION.

Municipality/ Jurisdiction: _____ Lot & Block (Tax map) #: _____

Address: _____

Name of Buyer: _____

Signature of Buyer: _____

State of _____ County of _____

The foregoing document was acknowledged before me on this ____ day of _____, 20____
by (name) _____ who personally appeared or made known to me
to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged
to me that they executed the same for the purpose wherein contained.

Notary Signature
Notary Stamp/ Seal:

Date

Signature of Code Official



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• **2023 Schedule of Fees** •

Residential Inspections Service:

New Construction / Addition	\$.45 per gfa (min. \$150.00)
Residential Electrical Permit	\$125.00 (includes Rough & Final)
Residential Temporary Electrical	\$125.00
Residential Plans Examination (New / Addition)	\$125.00 (first 2 reviews)
Residential Mechanical / Plumbing (stand alone permit)	\$125.00
Residential Single Inspection	\$125.00
Residential Above Ground Pool / Spa	\$125.00 (+) electrical fee
Residential Inground Pool	\$175.00 (+) electric fee
Residential Solar / PV (up to 400)	\$125.00
Residential Unsafe / Condemnation	\$150.00 (includes posting)
Residential Occupancy (stand-alone)	\$125.00
Manufactured House Permit	\$175.00 (+) electric
Residential Demolition Permit	\$150.00

Commercial Inspection Service:

New Construction / Alteration / Addition	\$.50 per gfa (min. \$150.00)
Warehouse above 50K	\$.35 per gfa
Commercial Plans Examination	See Exhibit (A) 2022 Fee
Commercial Electrical	See Exhibit (B) 2022 Fee
Commercial Mechanical / Plumbing (Incl. Boilers, HVAC, Sprinklers etc)	1.5% of project cost (min. \$200.00)
Commercial Cell Tower	See Exhibit (C) 2022 Fee
Commercial Solar / PV Permit	See Exhibit (D) 2022 Fee
Commercial Single Inspection	\$150.00 (pass or fail)
Commercial Inground Pool	\$250.00 / \$450.00
Commercial Unsafe / Condemnation	\$250.00 (includes posting)
Commercial Occupancy	\$125.00 (up to two inspections) <i>\$150 full service</i>
Commercial Fire Alarm Permit	\$350.00 (min) includes inspections
Commercial Fire Inspection	Quoted per gfa (\$150.00 min)
Commercial Sign Permit	\$150.00 (excludes electrical)
Commercial Demolition Permit	\$150.00

BCO Service:

\$125.00 per hour (min. ¼ hour) based upon the demand of service. Meetings, seminars, court appearances, legal purposes, code interpretation, investigation, inspection, on-call demand, phone conferences, video conferences, client events and in person requirements.

Other Services:

Electronic Document Management (EDM)

Scanned Documents	\$2.00 per page -- Large Format & 11X17 \$.50 per page -- 8.5 X 11" copy size
Printed Pages	\$. 12 per 8.5 X 11 (B&W) \$.25 per 8.5 X 11 (Color) \$ 7.00 per large format page (B&W) \$ 12.00 per color large format page

Code Enforcement, Zoning, Property Maintenance and Planning Services:

Invoiced per hour of services.	\$ 85.00 per man hour
Magistrate and Court Appearance	\$ 125.00 per hour
Zoning Permits (accessory, sheds & fences)	\$125.00 per permit
Pennsylvania Uniform Construction Code Fee (PA UCC)	\$ 4.50 per permit (Commonwealth)