

TOWNSHIP OF DARBY
LICENSE & INSPECTIONS DEPARTMENT
21 BARTRAM AVENUE, GLENOLDEN, PA 19036
PHONE (610) 586-1514 FAX (610) 586-0779

www.darbytwp.org

ANNUAL RESIDENTIAL RENTAL APPLICATION AND CHECKLIST

Please Print Legibly
Property Information

Property Address: _____

City: _____ State: _____ Zip Code: _____

Tenant Name: _____

Owner Information

Owner's Name(s): _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Email Address: _____ **(Required)**

Property Manager Information (If different than above)

Property Manager: _____

Mailing Address: _____

Office Phone: _____ Email: _____

Under provisions of the Code of the Township of Darby Ordinance 630 and 698 Chapter 11, Sec 112 and 203 as amended, it shall be the duty of every owner of any residential property who intends to operate a rental property to apply to the Township in writing for an inspection and license annually.

The annual application fee for each RESIDENTIAL rental property will be one-hundred and seventy-five dollars (\$175.00). Payment is due by January 31, each year.

Signature of Applicant: _____ Date: _____

Complete this application and return it with your check or Money Order payable to the Township of Darby. The owner is responsible to schedule an inspection. There will be a \$100.00 fee for no shows and a \$100.00 fee for re-inspections. **Fees will be doubled if Application is received after January 31st.**

Revised January 2021

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The following is a list of items that is evaluated during an inspection in accordance with Ord 615 of the Township Code for each of the properties as listed below. Please note that this is not an all-inclusive list as the inspector may uncover instances or situations not included in the list. **This checklist will be used for inspections. Annual Certifications and issuance of U&O Certificates.**

- Residential housing property, or
- Rooming/Apartment unit, and or
- Residential Real Estate sale

General Structure

- Foundations, walls, ceilings, and roofs are structurally sound, watertight and in good repair.
- Window, doors, skylights, and hatchways are structurally sound, watertight and in good repair.
- Framing is structurally sound and can support loads applied.

Exterior

- Street address is visible from the street, legible and displayed in three (3) inch characters on the front and prominently displayed rear of the building.
- Sidewalks, curbs, walkways, stairs, driveways, parking areas, and similar spaces are in good repair and clear of all obstructions.
- Wall surfaces are in good repair.
- Property is graded to prevent any accumulation of water.
- Gutters and downspouts are installed on structures directing storm water away for the structure.
- All areas free of weeds, plant growth noxious or detrimental to public health.
- Grass trimmed and shall not exceed six (6) inches in height.
- Hedges or other growth shall not be unkept or untrimmed.
- Stairs, porches, decks, balconies, or landings shall be free of debris and in good repair.
- Railings with balusters shall be provided on all open portions of stairs, balconies, and landings exceeding 30" inches or four (4) risers.
- Units shall be provided with a means of egress (halls, doors, stairs, fire escapes, etc.) to grade which are adequately lighted, unobstructed, with all stairs in sound and stable condition.

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- All accessory structures maintained in good repair and structurally sound.
- According to ORD 501; 15-503; no person shall maintain on public and /or private property any motor vehicle that is inoperable, not having a current license tag and/or a current inspection sticker.
- Adequate provisions for storage and disposal of garbage and/or trash.

Interior

- One window or skylight facing outdoors.
- Spaces will have adequate lighting providing 50fc of light at the floor.
- Spaces shall have a minimum of 7' 6" ceiling height.
- Sleeping rooms located in a basement area must have one operable window or exterior door approved for emergency egress or rescue; or has access to two approved independent exits.
- Multiple tenant facilities shall have two working Exit signs and or emergency lighting at all stairways, halls as required.
- Multiple tenant facilities will have fire rated doors. Doors will be provided between garages and living spaces in all buildings.
- Sleeping rooms shall have a minimum of eighty square feet (80sf) of floor space.
- Dwelling units with two or more sleeping rooms shall have direct access to all bathrooms and sleeping rooms.
- Locks on egress doors are operable from inside without the need for keys or special effort.
- Door locks are provided on all individual unit egress doors.
- Stairs, hallways, and balconies must be clear of debris and maintained in sound condition and in good repair.
- Railings and balusters shall be provided on all open portions of stairs, balconies, and landings.
- All stairs, interior, or exterior, having more than four risers in a single-family dwelling and two risers in a public space or multiple family dwelling, every portion of a stair, landing, or balcony greater than 30 inches above grade or floor level are provided with handrails and /or guardrails.
- Walls shall be structurally sound and in good repair.
- Basement areas should be dry.

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- Clothes dryers shall be installed properly, vented to the exterior of the building and duct work must be of noncombustible material.
- There is adequate clearance around all utilities.
- Electrical wiring in good condition and in accordance with the building codes.
- GFI outlet installed in basement utility area.

Heating and Cooling

- Dwelling Units shall have heating units capable of heating all rooms to a temperature of 68 degrees at a distance of 3' feet above the floor with an outside temperature of zero degrees.
- Heating and cooling units installed, in working order and emergency shutoff capability.

Bathroom Area

- All units must have a minimum of one bathroom affording privacy to the user.
- Bathrooms shall contain a flush toilet, washbasin and a tub or shower.
- Windowless bathrooms shall have a mechanical ventilation.
- Bathroom floors shall be in good repair and impervious to water.
- Tub and shower surrounds shall be in good condition and impervious to water.
- GFI outlet installed.

Kitchen Area

- Dwellings should provide kitchen facilities containing a sink and cooking appliances.
- Floors should be in good repair and impervious to water.
- Kitchen areas should be provided with an exhaust fan capable of removing odors from the unit.
- Appliances are in working order and in good repair.
- GFI outlet installed.
- Fire extinguishers provided as required for safety.

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Plumbing

- Facilities provided with hot and cold running water, properly installed and in working order.
- Water services are provided with operable shut off valves.
- Plumbing fixtures throughout the facility are in working order and in good repair.
- Water heating units in working order and in good repair.
- Water heater has a pressure relief valve installed with a discharge pipe extending to within 6 inches of the floor without any reduction in the pipe diameter.
- Water meters installed according to water service provider requirements.
- Vents and cleanouts accessible and clear of all debris
- Sump pumps, floor drains and or roof leaders shall at no time be connected to the sanitary system.

Life Systems

- Smoke detectors are installed and in working order on all levels including bedrooms, basements, and finished attics.
- Carbon monoxide detectors installed and in working order and located near heating and water heating units, and outside of sleeping areas.

Sewer Lateral Test

- According to Ordinance 404 of the Township code, a mandatory sewer lateral test is required on the sale of residential properties before the issuance of a U&O Certificate of Occupancy.**