



City of Hazleton
OFFICE OF CODE ENFORCEMENT
LICENSES AND PERMITS

Date of Closing _____

2026

REQUEST FOR OCCUPANCY (RE) INSPECTION

Certificate No. _____
Inspection Date: _____
Inspection time: _____
Code Inspector: _____

☐ Buy/ Sell ☐ Rental Registration ☐ Condemned

of Units _____

Inspection Fee:

Residential (Per Unit)

\$_____ (15 Days or more)

\$_____ (15 Days or less)

\$_____ (Guaranteed within 72 hours)

Non-Residential (Per Unit)

\$_____ (15 Days or more)

\$_____ (15 Days or less)

\$_____ (Guaranteed within 72 hours)

(Fee Nonrefundable for failure to appear at inspection)

Cancellation Fee: \$ 50.00

Re-Inspection Fee: \$_____

Property Address: _____

Owner(s) Name: _____ Phone: _____

Owner(s) Address: _____ City: _____ State: ____ Zip: _____

Buyer(s) Name: _____ Phone: _____

Buyer(s) Address: _____ City: _____ State: ____ Zip: _____

Real Estate Agency (if any): _____

Abstract Company/ Attorney: _____

Applicant: ☐ Seller ☐ Buyer ☐ Real Estate: _____ **Phone No:** _____
Name

Owner/ Agent Signature: _____ Date: _____

The City does not make any warranties relating to the condition of the premises for which this occupancy permit is issued. This permit is not intended to replace a private inspection, and City assumes no liability for any inspection performed or permit issued.

Inspections require a minimum of 15 workings days, notice to the City of Hazleton
Inspections scheduled two weeks before are subjected to rush inspections fees



REQUIREMENTS FOR RESIDENTIAL INSPECTION
Shall comply with Ordinance 2018 IPMC & 2024-13

PROPERTY ADDRESS _____

	IPMC	COMPLIES		
	SECTIONS	Y	N	N/A
<u>EXTERIOR</u>				
1. All steps more than four (4) risers shall be provided with handrails.	307.1	☐	☐	☐
2. All walking surfaces more than 30” above grade shall be provided with guardrails.	307.1	☐	☐	☐
3. All leaders and gutters shall be in good repair and functional for the intended use.	304.7	☐	☐	☐
4. All exterior lighting shall be operational.	605.1	☐	☐	☐
5. All exterior surfaces must be free of chipping, flaking and peeling paint.	304.2	☐	☐	☐
6. All exterior surfaces shall be maintained in good condition.	304.1	☐	☐	☐
7. Foundations shall be free of open cracks and breaks to prevent dampness.	304.5, 304.1.1(6)	☐	☐	☐
8. Roofs and flashings shall be sound and tight as to prevent dampness.	304.7	☐	☐	☐
9. Walks and walking surfaces shall be in good repair and free of hazards.	302.3	☐	☐	☐
10. Approve address numbers shall be plainly visible to identify the premises.	304.3	☐	☐	☐
<u>INTERIOR</u>				
11. Smoke detectors shall be located at each floor level, outside bedroom areas, and in each bedroom. CO Detectors needed if fossil fuels being used or attached garage	704.2.1.2	☐	☐	☐
12. Circuit breakers or fuses must be marked indicating area served.	605.1	☐	☐	☐
13. All windows shall be free of broken glass, glazing intact, weather tight, and functional.	305.13	☐	☐	☐
14. All doors shall be functional. Apartment doors must be fire rated	304.15	☐	☐	☐
15. All exterior doors shall be weathertight.	304.15	☐	☐	☐
16. Every habitable space in the dwelling shall contain at least two (2) separate and remote receptacle outlets.	605.2	☐	☐	☐
17. All steps over four risers shall be equipped with handrails.	307.1	☐	☐	☐
18. Electricity must be functional.	604.1	☐	☐	☐
19. Heat must be operational and on (October 1 st to May 15 Th).	602.3	☐	☐	☐
20. All receptacles and switches must be operational and equipped with approved covers.	605.2	☐	☐	☐
21. All plumbing fixtures and piping must be operational and free of leaks.	504.1	☐	☐	☐
22. GFI receptacles required in kitchen, bathroom, laundry facilities, basement and exterior.	605.2	☐	☐	☐
23. All lighting must be operational and have approved lenses	605.3	☐	☐	☐
24. Approved means of egress from all units and bedrooms - 5.7sq. ft. minimum.	702.1	☐	☐	☐
25. Pressure / temperature relief valves shall extend within 6” of the floor maximum.	505.4	☐	☐	☐
26. Units shall be maintained in good repair, structurally sound, and sanitary condition.	305.1	☐	☐	☐
<u>COMMON AREAS</u>				
27. All stairways shall have emergency lighting.	IBC-1008.3	☐	☐	☐
28. All egress discharge shall have emergency lighting of both sides and illuminated exit sign.	402.2	☐	☐	☐
29. Every landing shall have ten (10) pounds fire extinguisher.	IBC- 906.1	☐	☐	☐
30. Basement common area or landlord area shall have emergency lighting.	IBC-1008.3	☐	☐	☐
31. Every building with three (3) or more dwelling units shall have a Knox Box (www.knoxbox.com)	IFC- 506.1	☐	☐	☐

RENTAL PROPERTIES MUST BE REGISTERED WITH THE CITY OF HAZLETON

INSPECTION DATE _____

CODE OFFICER _____