

## Rental Registration Annual Fees

### **Residential I**

1 through 4 dwelling units = \$25.00

### **Residential 2**

"Boarders" non-employee = \$25.00

### **Residential 3**

5 through 10 dwelling units = \$50.00

More than 10 dwelling units = \$100.00

### **Residential 4**

Hotels/Motels, Room/Boarding House,  
Transient Dwelling

1 through 5 dwelling units = \$50.00

More than 5 dwelling units = \$100.00

### **Inspection Fees**

1 through 4 dwelling units

\$70.00 first dwelling unit, \$70.00 per hour  
per inspector rounded to next ½ hour,

5 through 10 dwelling units

\$70.00 per dwelling unit

More than 10 dwelling units - \$250. flat fee  
plus \$50. per hour per inspector rounded to  
next ½ hour

Additional Fees: Ordinance 2012-25

### **Other Fees**

If violations are identified at the initial inspection, a notice will be issued and follow-up inspection(s) will be scheduled. If additional re-inspections must be scheduled because the work is not complete, a \$75 per unit fee will be charged. Reviewing your rental units for compliance with this list could save you from costly re-inspection fees.

### **Note:**

This brochure lists commonly found violations. It is not intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific situation, please contact the Code Enforcement Office at 459-4925.

## **City of Hazleton**

### **City Hall**

40 North Church Street  
Hazleton, PA 18201

Phone: 459-4960

Fax: 459-4992

Website: [www.hazletoncity.org](http://www.hazletoncity.org)

### **Code Enforcement Office**

Phone: 459-4925

### **Health Department**

Phone: 459-4980

### **Police Department**

Emergency – 911

Non-Emergency: 819-4916

### **Fire Department**

Emergency – 911

Non-Emergency: 455-6232

## CITY OF HAZLETON, PA

## **RENTAL PROPERTY INSPECTION CHECKLIST**



### **CODE ENFORCEMENT OFFICE**

40 North Church Street, Room 105

Hazleton, PA 18201

Phone: 570-459-4925



## REQUIREMENTS FOR RESIDENTIAL INSPECTION

PROPERTY ADDRESS \_\_\_\_\_

	IPMC SECTIONS	COMPLIES		N/A
		Y	N	
<b><u>EXTERIOR</u></b>				
1. All steps more than four (4) risers shall be provided with handrails.	307.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All walking surfaces more than 30" above grade shall be provided with guardrails.	307.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All leaders and gutters shall be in good repair and functional for the intended use.	507-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All exterior lighting shall be operational.	605.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All exterior surfaces must be free of chipping, flaking and peeling paint.	304.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All exterior surfaces shall be maintained in good condition.	304.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Foundations shall be free of open cracks and breaks to prevent dampness.	304.5, 304.1.1(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Roofs and flashings shall be sound and tight as to prevent dampness.	304.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Walks and walking surfaces shall be in good repair and free of hazards.	302.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Approve address numbers shall be plainly visible to identify the premises.	304.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>INTERIOR</u></b>				
11. Smoke detectors shall be located at each floor level, outside bedroom areas, and in each bedroom.	704.2.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Circuit breakers or fuses must be marked indicating area served.	605.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. All windows shall be free of broken glass, glazing intact, weather tight, and functional.	305.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. All doors shall be functional.	304.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. All exterior doors shall be weathertight.	304.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Every habitable space in the dwelling shall contain at least two (2) separate and remote receptacle outlets.	605.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. All steps over four risers shall be equipped with handrails.	307.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Electricity must be functional.	604.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Heat must be operational and on (October 1 <sup>st</sup> to May 15 <sup>th</sup> ).	602.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. All receptacles and switches must be operational and equipped with approved covers.	605.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. All plumbing fixtures and piping must be operational and free of leaks.	504.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. GFI receptacles required in kitchen, bathroom, laundry facilities, basement and exterior.	605.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. All lighting must be operational.	605.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Approved means of egress from all units and bedrooms - 5.7sq. ft. minimum.	702.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Pressure / temperature relief valves shall extend within 6" of the floor maximum.	505.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Units shall be maintained in good repair, structurally sound, and sanitary condition.	305.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>COMMON AREAS</u></b>				
27. All stairways shall have emergency lighting.	IBC-1008.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. All egress discharge shall have emergency lighting of both sides and illuminated exit sign.	402.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Every landing shall have ten (10) pounds fire extinguisher.	IBC- 906.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Basement common area or landlord area shall have emergency lighting.	IBC-1008.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Every building with three (3) or more dwelling units shall have a Knox Box (www.knoxbox.com)	IFC- 506.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RENTAL PROPERTIES MUST BE REGISTERED WITH THE CITY OF HAZLETON**

INSPECTION DATE \_\_\_\_\_

CODE OFFICER \_\_\_\_\_