

# Inspection Check List

## Requirements for a continuing certificate of occupancy in Commercial Township

1. Handrails on all stairways with three or more risers, guardrails on all porches or raised decks 30” or more in height.
2. No broken windows or doors, must function properly
3. All switch plates and receptacle covers in place
4. All light fixtures in place- no bare wires
5. No holes in walls or other structure damage
6. Smoke detector on all levels within 10 feet from bedroom doors and in all bedrooms
7. Exterior damage or roof leaking
8. Breaker panel wiring and no missing breakers
9. Hot and cold running water
10. Flushing toilet
11. Heater working
12. Mounted fire extinguisher
- 13- 3 inch house number on mailbox and under light by front door
14. Carbon monoxide detector
15. No trash, motor vehicles or other debris in yard
16. All utilities must be on at time of inspection
17. Bathroom must have window or exhaust fan
18. Water heater relief valve extension within 2” to 6” from floor
19. No flaking paint or stains on interior finishes
20. Water Certificate from the Cumberland County Health Dept.
21. No double keyed deadbolts on doors

### **Inspection Fee:**

\$ 75 for resale of properties      Re-inspection \$40.00

\$ 100.00 for rental properties      Re-inspection \$40.00

Fee must be paid in advance

## PLANNING FEE SCHEDULE

<u>Type of Application</u>	<u>Application fee</u>	<u>Additional</u>	<u>Escrow Fee</u>
A Minor Subdivision	100.00		1,000.00
B. Major Subdivision			
(1) Informal Concept Review	100.00		750.00
(2) Preliminary	425.00	65 lot	1,750.00
(3) Final Review	250.00	20 lot	1,000.00
<p>*(If balance remains from preliminary review escrow, it may be carried forward to final review escrow.) In addition to the foregoing, the applicant will be responsible for paying an inspection fee equaling five (5%) percent of the total improvement cost as determined by the Township Engineer.</p>			
C. Site Plan Review			
(1) Minor site plan	125.00		1,000.00
(2) Major Site Plan	250.00	125/acre	1,500.00
<u>"Major Site plan" is defined to include all items not covered by the definition of minor site plan.</u>			
D. <u>Variances</u>			
(1) Bulk Variance	125.00		500.00
(2) Use Variance	250.00		1,000.00
E. <u>Conditional Use Permit</u>	25.00		750.00
F. <u>Zoning Permit Fees</u>			
(1) New Single Family Dwelling	200.00		
(2) Accessory structure or addition	25.00		
(3) All other zoning permits	15.00		
G. Any cost incurred by the municipality for professional services in excess of the escrowed amounts will be billed to the applicant at the time of the consideration of the preliminary plat for those costs incurred at that time and at the time of the final review. Any amounts placed in the escrow unexpended for professional services or other costs will be refunded to the applicant after completion of final review. No approval will become final until all outstanding fees are paid.			
H. Mining license fee	\$500.00	\$5,000.00	

## PRINTED MATERIAL FEE LIST

200 Ft.Property List	\$ 10.00
Zoning Application	
a. Single Family Dwelling	\$200.00
F Addition	\$ 25.00
c. Fence	\$ 15.00
d. Shed/Pole Rain	\$ 25.00

### COPIES

.5cent	8 ½ x 11
.7cent	8 ½ x 14

Ordinance	\$ 12.80
Mining Ordinance	\$ 12.00
Master Plan	\$ 4.35

Certificate of Occupancy (Rental)	\$100.00
Certificate of Occupancy (Single Family dwelling)	\$ 75.00
Certificate of Occupancy (Resale)	\$ 75.00
a. Inspection	
b. Re-inspection	\$ 40.00
c. County Water Certification	
Certificate of Occupancy (all others)	\$100.00

## **RENTAL UNIT REGISTRATION AND INSPECTION PROCEDURE**

1. The Landlord is responsible for calling to schedule the required yearly Inspection.
2. A reminder letter and registration form will be sent to the Landlord around February of each year. The Landlord must fill out the form for each rental unit owned and return it to the Housing Office with a payment of \$100.00 per rental unit. The registration form may be duplicated.
3. Should the Landlord fail to register the rental unit(s) by March 1st, of each year, a \$40.00 additional fee per rental unit will be added to the registration fee and/or a court summons could be issued.
4. Should the Landlord fail to have the rental unit(s) inspected by September 1<sup>st</sup>, of each year, a summons for court will be issued to the Landlord.
5. Re-inspection: When the Housing Officer determined a re-inspection is required, the Housing Officer shall grant the Landlord sufficient time to correct the violations. It is the Landlord's responsibility to contact the Housing Officer for said re-inspection. Failure to do so, will result in a summons being issued within sixty (60) days of the elapsed time granted for the correction of the said violation.
6. Access: Landlord shall be responsible to insure access to the premises to be inspected or re-inspected. It will be the Landlord's responsibility to contact the tenant to make the necessary arrangements for access to the rental unit. The Housing Office **will not** make any phone calls or arrangements for you. When calling for a re-inspection, the owner shall pay an additional fee of \$40.00 per re-inspection. All additional fees are payable prior to the issuance of a certificate of occupancy.
7. If the rental unit(s) are not going to be rented, written notification to the Housing Office is required. Before the rental unit(s) can be re-rented the unit(s) will need to be registered and inspected.
8. If the rental unit(s) has been sold or the Landlord will be holding mortgage, a copy of the contract of sale or the agreement must be submitted to the Housing Office. The contract of sale or agreement must be filed with the County Courthouse. If the Landlord is holding mortgage and does not provide the above filed documents, then the unit will still be considered a rental, regardless of the relationship between the owner of record and the occupant of the dwelling unit.

9. A property will be considered a rental if anyone besides the owner of record occupies the property, regardless as to whether rent changes hand. This includes friends and/or family members.