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

2026 REAL ESTATE & RENTAL
APPLICATION & PROGRAM INFORMATION

- **Application**
- **Inspection Information Guideline**
- **Residential / Commercial dwelling & apartment guideline**
- **Rental & RE Transfer Legal Explanation**
- **Real Estate & Rental Occupancy Types & Legal Terms**
- **Real Estate & Property Affidavit Forms and guidelines**

NOTE: All applications must be returned directly to the local municipality only.

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

2026 RENTAL & REAL ESTATE TRANSFER APPLICATION

RESIDENTIAL (single family. Duplex) / COMMERCIAL

Date of Application: _____

CURRENT OCCUPANT & LOCATION INFORMATION:

Occupant Name: _____

Address: _____

Suite # _____

City: _____ Zip Code: _____ Email:_____

Contact # ( ) _____

Lot Block # / Tax Map #: _____ Owner / Rental / Lease_____

NEW OCCUPANT / OWNER (Name on New Placard)

Name: _____

_____

Contact Name: _____

Address: _____ City / Zip Code: _____

Phone# ( ) _____ Email: _____

TRANSFER INFORMATION:

RENTAL SALE OF PROPETY LEASE / (sub lease)

PROPOSED TRANSFER DATE: _____

BUILDING INFORMATION:

Vacant / Occupied Vacant Date: _____

Is the Building used for any other purpose? _____

Change in Use in Occupancy? _____

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

Are the Utilities connected? Electric ____ Gas____ Water____ Sewer____ Other: _____

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

Fire Extinguisher been Tested & Tagged? (if applicable) _____

Emergency Lights (if applicable) working? _____

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

Any known or open violations? _____

Any known or open issues: _____

PLEASE READ before Signing:

Please note, the Building Code Official, Code Enforcement Officer, as well as any inspector or plans examiner, are not authorized to offer design advice or assist in qualifying repair details in relation to this application.

Any changes in this application submitted during application, must be properly communicated and approved by the Building Code Official or Code Enforcement Officer prior to implemented such changes.

All local Zoning Ordinances and other local ordinances apply to this application as deemed by the jurisdiction.

THIS APPLICATION IS A LEGAL DOCUMENT: Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be completed and legible before acceptance of the application at the Building Department.

_____ _____

Signature of the Applicant (legible) Date

Rental & Real Estate Transfer Information Sheet

The local jurisdiction has required you to get an occupancy inspection based upon a real estate transfer or occupant / tenant turnover request. The following is intended to help communicate the process and give the best information for the upcoming inspection. Please make sure the following items are prepared and ready for the inspector PRIOR to scheduling.

The intention of this inspection is to ensure the minimum code standard for an occupancy permit (prior to issuance). This is NOT a home inspection and is not intended to replicate a civil home inspection process. Deficiencies found during the inspection process are reported to the onsite applicant or representative verbally and may be recorded directly to help resolve any issues or deficiencies. Once the inspector has all areas of the inspection completed, an electronic version shall be sent to the local jurisdiction for processing and final certificate distribution. CEA does not have the authority to issue a certificate of use or occupancy directly. Please review the final requirements with the local municipality.

Exterior

1) All unsafe conditions and hazards are repaired or in good working condition.
   Example: Gutters, storm water drainage, sidewalks, steps (including handrails) 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, exit ways and windows operate properly.

Interior

1) Smoke detectors are present and operable in every sleeping area, hallway, basement.
2) Proper rated separations between garage and livable spaces or basements.
3) Carbon Monoxide detection must be present near any gas fired appliance such as hot water tanks, furnace or boiler systems. Also required in hallway area nearest any sleeping area.
4) Combination smoke/carbon monoxide detectors may be used in residential dwellings.
5) All pathways and emergency egress paths are opened and unobstructed. This also may include doors, windows (ventilation) and basement egress windows.
6) All necessary mechanical and plumbing systems must be operable and in good working condition. This includes hot water and heat sources.
   ALL gas valves must be properly affixed and operational. All plumbing features such as backflow preventer, check valves, drain and waste systems or thermal expansion tanks must be properly installed and operable (please consult a licensed plumber if needed).
7) Proper ventilation & light must be operable.
8) No open, exposed or unsafe wires, cords or electrical junction boxes.
9) All electrical wiring must be properly installed and of a proper design and material.
10) Ground faults (GFCI) must be present where applicable: basements, garages, open areas near water source.
11) All handrails must be graspable and installed properly near any steps or stairwells.
12) If you require a fire extinguisher – must be properly certified, inspected & tagged.
13) All main electrical panels MUST be certified by an approved CEA Electrical Inspector. Commercial dwellings, storefronts and buildings must use CEA Electrical Department for inspections by contacting CEA office to schedule.

14) Commercial areas must have proper life safety equipment, extinguishers, illuminations, exit signs, pathways and egress. This also includes any panic hardware and proper accessible knobs and handles. NOTE: if you need additional advice on existing life safety code or accessibility codes, please refer directly with a Pennsylvania design professional such as an Architect or Engineer. You may also use a certified commercial inspector to help answer many questions. CEA cannot advise or recommend any services or design advice.

15) Any residential or commercial change of use of an existing space or vacant space must be reviewed by and approved by a PA design professional. Applications must be accompanied with a sealed design plan.

16) **NOTE:** Unsafe areas, structures, unpermitted or uninspected areas, uncertified structures or change of use within the structure will require a sealed set of design plans to accompany the application. NO exceptions.

A notarized AFFIDAVIT may be completed and issued to the Building Code Official for approval for any "where is / as is" properties. A conditional permit will be issued to the buyer. The affidavit must be signed and notarized by the buyer only. All exiting conditions, deficiencies, code violations, notice of violations, citations or property maintenance violations shall transfer from the seller (deed holder) to the BUYER (deed recipient). CEA nor the local municipality is responsible or liable for any exiting issues present or after such transfer of certificate. A full certificate of use / occupancy shall be issued only upon full and final inspection of the new property owner. Please consult with your realtor or legal representative for legal advice concerning the civil process. CEA cannot help advise, consult, inspect or offer any conditional permissions to an affidavit process.

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

CEA may record by photo, video or audio any inspections.

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

2026 Residential / Commercial Inspection for Real Estate Transfer

NOTICE: This is not a home or commercial inspection for civil process. The intended inspection is performed under property maintenance in accordance with the occupancy standards derived by the Commonwealth of Pennsylvania for suitable life safety and occupancy purposes.

CEA CANNOT:

- Offer **ANY** design advise including structural loads, calculations, performance, height and area calculations for occupancy or corrective action advice.
- Offer opinion on failed conditions observed during inspection
- Recommend contractors, Design Professionals or retail stores, manufacturers.
- Perform alterations, repairs or fixes to anything associated with the application
- Change any information on file with the local jurisdiction. This includes any change of use for any occupancy. What is recorded on file is the only information to go by.
- Inspect after hours, weekends, holidays or by special appointment.
- Supersede ANY legal documents, requirements or civil procedures required by the local jurisdiction, County or Commonwealth.
- Accept any cash or payment for services in person or on site of inspection.

---

1. Initial Communications & Scheduling- CEA will contact the applicant to set up the initial inspection upon receiving the approved application from the local municipality.

---

2. Required Inspections- NOTE: Any Inspection may be video & audio recorded by inspector.

- All On Site inspections performed must have a responsible party available and present during required inspection. Responsible party must be older than 18 years of age.
- Inspectors begin daily at 9:30am and continue until all inspections are performed.
- There is **NO** guaranteed time slot for inspections based upon time allotted to perform each daily inspection properly. (Most inspections are between 9:30am -12:00pm).
- CEA cannot enter into a property without proper legal permission or accompanied by a legal representative on site.
- **ANY** dangerous, hazardous or unsafe condition: including health and welfare shall nullify the on-site inspection and be presented to the Building or Fire Code Official.

---

3. Inspection Progress & Documentation

- **Progress Sheets:**
- **Upon successful inspection, CEA will review the deficiencies recorded. All recorded deficiencies must be fully corrected prior to a follow up inspection. Written detailed deficiencies constitute a "failed" inspection and additional inspection fees may be applied for follow up visits.**
- **Documented and acknowledged deficiencies on site that are properly corrected shall be granted <u>one</u> courtesy visit to review the updated corrections.**
- **Any written materials, photos or videos requested by inspector must be properly received by CEA and filed, prior to acknowledgement of progress. Please make sure you include vital information into any resubmission of inspections for fastest processing.**

---

4. Legal Restrictions

- **No Same-Day Re-Inspections:**
  Inspectors will not wait onsite for corrections or return the same day.
- **Seal Requirement for Unauthorized Progress:**
  If unauthorized or illegal work has been performed without approval, a **PA Design Professional** must provide a sealed opinion accepting legal responsibility.
- **Applicant & Owners Responsibilities:**
  Responsible for all contractors, vendors, trades, inspections, tests, documents, and approvals.

---

5. Specific Inspection Requirements

- **Electrical Inspections:**
  - All residential and commercial electrical panels must be certified at least one time by a licensed PA Electrical Inspector. CEA must be used on ALL commercial panels.
- **Mechanical & Plumbing:**
  - Must be operable to minimum code based upon occupancy.

---

6. Final Inspection & Certificate of Occupancy or Conditional USE Permit

- CEA shall ONLY release a lawful certificate or conditional use permit to the local jurisdiction and cannot provide any advanced copies, forms or lost materials outside the municipal acknowledgement and permission.

---

7. Certificate of Occupancy or Conditional USE Permit- <u>PLEASE READ:</u>

- CEA nor the local jurisdiction is under any legal requirement to accelerate performance for closing of real estate documents. Real Estate closings and transfers of property may ONLY be permitted when a proper Certificate of Occupancy or Certificate of Use is granted. Requests or demands for accelerated certificates will not result in progress. Meeting conditional standards and having all proper legal documents within a proper timeframe will guarantee progress.

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

2026 RESIDENTIAL / COMMERCIAL DWELLING & APARTMENT GUIDE

Introducing the **CEA Inspection Guide**: Your Partner in Ensuring Safe, Compliant Properties.

At CEA, we are proud to support our local community by providing crucial assistance in defining the key questions for most residential and commercial apartment rental and real estate transfer inspections. Our comprehensive guide outlines the common areas of concern observed during on-site inspections, helping you to better prepare and maintain your property.

Why the CEA Inspection Guide?

- **Expert Insights**: Benefit from our extensive experience in identifying common inspection failure points.
- **Safety First**: Ensure your property meets the minimum life safety standards required for residential or commercial occupancy.
- **Comprehensive Coverage**: Our guide addresses a wide range of exterior and interior elements, making it an indispensable resource for property owners.

Exterior Areas:

1. **Sidewalks, Driveways, Grading & Drainage, Sanitation and Weeds**: Inspectors ensure that entryways are safe and that public health and sanitation standards are met. Proper garbage disposal as per local jurisdiction is mandatory.
2. **Gates, Fences, & Barriers**: These must be operable and safe, particularly when near pools or spas.
3. **Protective Treatments, Roofs, Gutters, Windows & Doors**: Proper maintenance and operability, including emergency and egress windows.
4. **Foundations, Exterior Walls / Structural Members**: Must be maintained, safe, and free of disrepair. Unsafe conditions may require additional reports from a Pennsylvania Design Professional.
5. **Proper Electrical Outlets:** Exterior outlets leading from the interior to exterior must be properly rated and protected (GFCI). A proper exterior outlet must be in place for exterior features such as decks, balconies, pools and any other exterior accessory requiring electrical.

6. **Decks, Landings, Balconies & Fire Escapes:** When an exterior projection from grade is required for any means of egress or emergency escape, the structure must be in compliance with the minimum code standard. This includes safety and structural supports. Aged decks, steps, landings, balconies and fire escapes that demonstrate signs of degradation, rot, rust, or unusual weathering, may be called into deficiency and require an integrity or structural opinion *sealed* by a Pennsylvania Design Professional if deemed by the inspector.

   Proper handrail, guards and barriers are also inspected. Hand rails must be graspable by code and properly secured and positioned. Barriers must be able to sustain 200# of force.

7. **Pools, Spas, and Accessory Structures**: Maintenance and safety barriers are required, with seasonal coverings as needed. Proper electrical outlets and ground faulting.
8. **Electrical and Lighting**: Must meet code requirements, with proper illumination for safety and ground fault protection for outlets.
9. **Premises Identification**: Clear, compliant address identification with **4”** minimum projections for both residential and commercial buildings. Every inner apartment or separated dwelling unit must be additionally marked and labeled (interior).

Interior Structure:

1. **Egress, Hallways, Steps, and Landings:** The interior of the structure shall be properly maintained and in good repair, structurally sound, and in a sanitary condition for proper public health. Any occupant of the structure shall keep the area occupied or controlled in a clean and sanitary condition.
2. **Doors, Windows, and Emergency Escapes:** All interior doors must properly fit their frames and be capable of being opened and closed properly and securely attached to jambs, headers, or tracks as intended by the manufacturer. **Note: ANY door used for exterior exit or separation between a habitable and non-habitable area (garage into basement) must be properly rated and installed to minimum code. Emergency windows, escapes, and hatches must be properly sized, operable, and in good condition. Doors providing access to a residential dwelling unit, rooming unit, or housekeeping unit that is rented, leased, or let shall be required to be equipped with a deadbolt lock designed to be readily openable from the side in which egress is to be made without the need for keys, special knowledge, or effort, and shall have a minimum lock throw of 1” in good working order.**
3. **Rubbish or Garbage:** Accumulation of rubbish, trash, or garbage shall not be permitted. Proper exterior collection areas must be presented to any residential structure. Inspectors ensure that entryways are safe and that public health and sanitation standards are met. Proper garbage disposal as per local jurisdiction is mandatory.
4. **Handrails and Guardrails:** Every interior flight of steps having four or more risers must be equipped with the proper graspable handrail on one side of the steps. Guards must be in place for fall protection of steps, landings, and projection areas.
5. **Pest Control and Elimination:** Infestation of the structure shall be properly maintained and free of pests, insects, rodents, wildlife, non-domesticated animals, or outside elements and debris in any interior area. Owners of multi-unit housing, apartments, or non-single units are solely responsible for pest control and records for the interior structure and surroundings.

6. **Fire Protection and Life Safety:** There are many portions of life safety depending on the structure. This list shall demonstrate the general portion for all residential dwellings and units. Smoke detectors are required to be properly installed and operable in every sleeping quarter, hallway area outside sleeping quarters/units, basement area (finished or unfinished), crawl space, mechanical room, closet, or defined area. Carbon monoxide detectors shall be located in the hallway or pathway area outside any sleeping quarters/units, and also installed within the vicinity of any gas-fired fuel appliance (furnace, hot water tank, boiler, etc.). Hardwired or interconnective devices are applicable to this code in new construction, alteration, and updated areas. Fire extinguishers are required in commercial units such as apartments and condos. Fire extinguishers are required to be properly affixed to a wall or cabinet, tested, and tagged.
7.
8. **Mechanical, Heating, and Ventilation:** Any structure defined for the use of a dwelling shall maintain in operable and good condition in accordance with the manufacturer's requirement and recommendation the following: Heating of the habitable areas within the structure shall be maintained at a temperature of **68** degrees from October till April. Heated supply ducts must be properly sealed and wrapped in unventilated or unconditioned areas. Habitable areas must be properly ventilated with an acceptable amount of exchanged fresh air according to the structure. All bathrooms and lavatories shall be equipped with proper sized and operable ventilation fans that extend to the exterior only. Kitchen areas or cooking areas must be properly ventilated as per the appliances used and the manufacturer's requirements. Fireplaces must be properly maintained and in good condition for use. Laundry and dryers must be properly ventilated to the exterior and free of lint and debris in the area. Gas-fired appliances (furnaces, boilers, and hot water tanks) shall be properly ventilated and in good working condition. All safety and blow off valves and stems must be properly affixed and safe. All required emergency valves and shut-off valves must be operable and in place within range of any gas-fired appliance. Gas lines must be properly sized, installed, and in good working condition in accordance with the mechanical and fuel gas code.

   ALL equipment must be properly working and in good condition for inspection.

9. **Electrical:** NEW CODES!! Based upon the 2020 NEC, any structure defined for the use of a dwelling shall maintain in operable and good condition in accordance with the manufacturer's requirement and recommendation the following: electrical supply, service panel, sub-panel, branch circuit, outlet, junction box, switches, or equipment associated thereto shall be safe and in good condition at the time of inspection.

All electrical service panels installed in a structure shall be inspected at least one time at installation or beyond to certify the proper installation, grounding, and bonding method for the utility provider. Any panel not having a Pennsylvania certified electrical inspection sticker affixed to the proper panel shall be required to be inspected by CEA prior to final inspection. All panels and sub-panels with fuses or breakers must have a proper panel directory of areas defined in the panel.

Any alterations, disconnection of utility service, updates, or disrepair of electrical panel, sub-panel, or equipment associated with the structure shall require additional electrical inspections.

Any improper, illegal, or unsafe wiring conditions observed or nonfunctioning, including open or exposed wires, boxes, or junctions during an inspection, shall be required to be resolved and maintained in a good working condition as per the minimum code basis.

Ground Fault Circuit Interrupter (GFCI) outlets must be properly installed and working within 6' (six) feet of any open water source. All exterior outlets must be properly ground-faulted. Damp areas, wet areas shall be ground-faulted properly. All 220/240V outlets must be properly ground fault protected, (stoves, ovens & dryers), all outlets in the kitchen areas including under sink require ground faulting, ANY outlet within 6 feet of open water (even outside a door, hallway or separation) must be ground faulted, garages, accessory, sheds must be ground faulted, any basement or area one or more under grade (finished or not) must be ground faulted. All exterior outlets must be ground faulted.

Proper working emergency lighting, exterior lighting, and illumination requirements in attic spaces, crawl spaces, egress doorways to the exterior, and hallways shall be operable and to the minimum illumination.

9. **Plumbing:** Any structure defined for the use of a dwelling shall maintain in operable and good condition in accordance with the manufacturer's requirement and recommendation the following: Every dwelling unit or structure used for dwelling shall contain its own bathtub or shower, lavatory (sink), water closet (toilet), and kitchen sink. All associated fixtures, pipes for sanitary or potable water supply, and drinking facilities (fountains & coolers) shall be in good sanitary condition, free of debris, and in good working condition.

All fixtures, traps, equipment, and sanitary systems must have the proper piping materials, sizing, and methods required by the International Plumbing Code. In addition, every sink, shower/tub, toilet, drinking fountain, and any other plumbing fixture shall be properly connected to an approved public sanitary or certified private septic system and maintain open and operable conditions of such.

All proper sanitary ventilation of the plumbing throughout the structure must be installed and properly opened for air exchange as required. All sanitary piping must be in good working condition and operable to the public/private systems.

Backflow and preventative containment devices, including atmospheric type vacuum breakers (hose bibs) for water supply, must be in place and operable. Appliances requiring additional expansion tanks (hot water/boiler) shall be properly installed in accordance with the plumbing code and manufacturer recommendations.

Water heating temperature shall be a minimum temperature of 110 degrees Fahrenheit. Hot water restriction control valves required in commercial areas must be properly installed and operable to maintain temperature. Additionally, gas-burning hot water heaters may not be located in bathrooms, toilet rooms, or bedrooms.

Remember, maintaining and repairing exterior and interior structures and premises is the owner's responsibility to ensure compliance and safety. In some cases, additional integrity reports from a Pennsylvania Design Professional may be required.

Disclaimer: This listing is provided solely for informational purposes in connection with a property inspection conducted prior to scheduling. It does not constitute a final, comprehensive list of all potential conditions or deficiencies. Additional items observed on-site may necessitate further terms and/or corrective actions.

Important Reminders

- The **Building Department cannot assist with design**, material selection, or load calculations.
- We **cannot refer contractors or design professionals**.
- Only **submitted, code-compliant documentation** can be approved.
- **Incomplete or illegible applications will delay approval.**

We're Here to Help

CEA is committed to supporting your project with:

- Code compliance guidance
- Inspections
- Educational resources

Please contact us with any questions regarding code requirements. We look forward to helping you build safely and successfully!

Go to: https://codes.iccsafe.org
ICC Residential & Commercial Code

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

2026 RENTAL & REAL ESTATE TRANSFER INSPECTION

There are 3 types of Use & Occupancy for any existing commercial or residential structure. (Does not apply to new construction)

Type 1- **Full Use and Occupancy Certificate**. Upon a successful completion of an onsite inspection performed by CEA, should no there be NO deficiencies recorded or presented on the application and property, the Code Official shall issue a "USE & OCCUPANCY Certificate to the local jurisdiction for record. The certificate is only valid for the legal name which appears on the certificate and is non-transferrable.

Type 2 – **Temporary Use & Occupancy Certificate** - Upon a successful completion of an onsite inspection performed by CEA, should any deficiency or violation be presented, but no substantial violations or "unsafe conditions" prohibiting occupancy, the Code Official may issue a TEMPORARY Use & Occupancy Certificate. This allows a transfer of sale of real estate property to take place between owners legally. This does NOT permit or substantiate permission for occupancy (unless by permission of the Code Official). Temporary Use Certificates are granted property owners and applicants to allow time for renovations, structure upgrades or change of use plans to be submitted properly. TYPE 2- Shall require the "BUYER" to sign and notarize an affidavit **prior** to the issuance of any certificate. The new owner or agent shall have ***1***-year (One) from the issuance date of the certificate to finalize all deficiencies and violations and be issued a Type 1 – Full Use & Occupancy Certificate. The certificate is only valid for the legal name which appears on the certificate and is non-transferrable. (Permits may be required).

Type 3- **Unsafe or Unfit Structure** – Under Pennsylvania Uniform Construction Code (PA UCC) **§ 403.84. Unsafe building, structure or equipment. (Permits are required)**

(a) A building code official may determine that a building, structure or equipment is unsafe because of inadequate means of egress, inadequate light and ventilation, fire hazard, other dangers to human life or the public welfare, illegal or improper occupancy or inadequate maintenance. A vacant building or structure that is not secured against entry is unsafe under this section.

(b) When a building code official determines the existence of an unsafe condition, the building code official shall order the vacating of the building or structure.

(c) A building code official shall serve a written notice on the owner or owner's agent of the building, structure or equipment that is unsafe under this section. The notice shall contain the order to vacate the building, structure or seal the equipment out of service and state the unsafe conditions, required repairs or improvements. The order shall be served by certified mail or personal service to the owner or to the owner's agent's last known address or on the owner, agent or person in control of the building, structure or equipment. A building code official shall post the written notice at the entrance of the structure or on the equipment if service cannot be accomplished by certified mail or personal service.

(d) When a building or structure is ordered vacated under this section, the building code official shall post a notice at each entrance stating that the structure is unsafe and its occupancy is prohibited.

(e) A building code official may not rescind the order to vacate until the owner abates or corrects the unsafe condition.

NOTE: **VACANT or ABANDONED** – Structures- Any structure which is vacant or abandoned for a period of six months must be reviewed and inspected by the Code Official, prior to any issuance of a Full or Temporary Certificate.

NOTE: **CHANGE of USE**- Upon any application where ANY structure, dwelling or commercial compartment expresses an interest in changing the principle use or the occupancy including any USE Group defined in the International Building or Fire Code as specified by the PA UCC, the Building Code Official must review and approve PRIOR to the issuance of any Temporary or Full Use and Occupancy Permit. In most cases, the Existing Building Code (IEBC) and the PA UCC shall require a change of use submission or design set of plans "sealed" by a Pennsylvania registered Architect or Engineer. This shall include residential dwellings and multi-unit dwellings. International Residential Code (IRC) is reserved for code interpretations of a single-family dwelling or duplex. If the structure is not residential as defined by the IRC, then it becomes Commercial Use and is described by the commercial building code.

NOTE: **UNCERTIFIED STRCUTURE – § 403.28. Uncertified buildings.**
(a) Under section 902(b)(6) of the act (35 P.S. § 7210.902(b)(6)), an uncertified building that was built before April 27, 1927, is deemed to be legally occupied until the owner proposes to renovate, add an addition, alter or change the occupancy of the building. The renovation, addition, alteration or change in occupancy must comply with the Uniform Construction Code.

NOTE: **LOCAL ZONING ORDINANCE**- Local Zoning Ordinances apply to all applications submitted to the local jurisdiction. Please FIRST check with the local Zoning Officer to seek permission or compliance of the property for any new occupancy or change of use.

NOTE: **OTHER REGUALTED or JURISDICTIONAL AUTHORITIES-** In some cases, regional plumbing departments, local sanitary enforcement such as Municipal Authority or Sanitary Enforcement Officer (SEO), Local or PA Health, Human Services or other Agencies, Historical Boards, Planning Commissions, Public Utility, SALDO or other agencies may affect your Temporary or Full Use & Occupancy Certificate. The Code Officer shall work together with you to identify additional required permits or valid certificates from other agencies required. NO valid certificate of Use & Occupancy can be issued without final approvals if required.

Illegal Occupancy or Uncertified Occupancy- Any occupant / owner who unlawfully occupies a space or structure without the consent of the authority having jurisdiction (AHJ) or the Building Code Official, shall be in violation of the Occupancy Code and Standard. Any such occupancy deemed illegal shall be reviewed with the Building Code Official and proper civil or criminal actions such as notice of violation or "unlawful entry" may be cited and prosecuted by the local civil or criminal authority.

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

2026 Property Maintenance Affidavit

On behalf of the community which you seek to purchase or transfer real estate, you may be asked for an affidavit to be signed and notarized to attach to the application. Whenever a property, structure or occupied area may have violations of the property maintenance code, jurisdictional ordinances or perhaps the fire code, it may not be possible to abate all the known or unknown violations prior to a real estate closing date and time.

What is the Affidavit for?

The affidavit is a legal form which requires the "buyer" of a perspective new structure to sign before a Pennsylvania Notary Public for the protection of community of violations which may exist or be present during a real estate transfer.

Why is a PA Notary Required?

This is also a legal protection that provides the community an understanding of who is signing for the violations. The violations will transfer to the new buyer upon the real estate transfer, so having the proper legal person sign in front of a notary is best.

Can I still close on my property with violations?

In most circumstances, yes. The final decision is up to the Building Code Official or the Code Enforcement Officer (Property Maintenance), but most communities will allow a transfer to take place if the "buyer" assumes responsibility and complies with the violations upon purchase.

How much time do I have after the affidavit?

Once the transfer has taken place, the new "buyer" should present plans to the building department to rectify the violations and move toward a full occupancy or use certificate. Most conditional permits for transfer are valid for up to six months, but extended time may be granted if progress of code compliance are being made.

Do I need a Building permit?

Check with the local Building Code Official, depending on the level of alterations, you may not need a permit. The BCO will help interpret this with you.

Can I live in the building without an occupancy? (Including rent to someone?)

NO. It is never safe or assumed by the local community to be legal to occupy a structure of dwelling without a valid certificate of occupancy or valid use certificate.

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

2026 RESIDENTIAL / COMMERCIAL OCCUPANCY CONDITIONAL USE PERMIT

Property Name: _____

Address: _____

Lot / Block# _____ Jurisdiction: _____

Responsible Party Name on Conditional Permit:_____

Contact # ( ) _____ Email: _____

A real estate transfer or rental inspection has been performed and conditionally approved for temporary occupancy purposes. This conditional use permit has deficiencies of the minimum code requirement necessary for a full occupancy to be approved.

The timeframe for completion of this conditional use permit is **60-days** from the date of this letter to either fully comply with the repairs necessary as described in the notarized affidavit or legally apply for an extension of time for additional work on file.

Further time may be granted in writing and approved only by the Building Code Official. Progress of repairs and completion must be progressive to apply for an extension.

Failure to comply with the **60-days** for full Certificate of Occupancy or legal extension shall result in a notice of violation, potential citations for each code violation as presented and suspension of the conditional occupancy permit.

**** Please NOTE: Any unsafe conditions or structures deemed appropriate by the Code Enforcement Officer or Building Code Official may result in an issuance of violation AND the immediate posting of an unsafe structure which shall prohibit any occupancy until such unsafe conditions are properly repaired and inspected by the jurisdiction.**

_____ _____

Signed by Buyer or Permit Holder Building Code Official

_____

Date (Attach the Notarized Affidavit)

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

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 current 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 Unform 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.

Address:_____Lot & Block# _____

_____

Signature of Buyer

_____

_____

Notary Seal Date

_____ _____

Signature of Building Code Official Jurisdiction