



Stockertown Borough

610-759-8393

209 Main Street, Stockertown, PA 18083

CO APPLICATION PACKET

Required Certificate of Occupancy (CO) Inspection

Prior to tenants moving in, or the sale of a home, a CO Inspection is required for all:

- RESIDENTIAL RESALES, RENTALS & COMPLETED NEW CONSTRUCTION HOMES
- NON-RESIDENTIAL RESALES & LEASES (Including Apartment Complexes)

Application along with payment may be dropped off:

Borough Zoning Office

209 Main St .

Stockertown, PA 18083

610-759-8393

stockboro@rcn.com

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1. The Inspection Process

PROCESS:

APPLY

Submit Application & Fee
to Borough of Stockertown

INSPECTION

Keycodes will contact you
to schedule inspection.
Expect to receive
confirmation from
inspector the night prior to
your inspection date.

RESULTS

After inspection, Keycodes
will email you related
documents directly.
***Important: Check your
Spam email***

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2. Residential Required Inspection Items / Standards:

1st Inspection. Inspector will inspect your property. If you meet all CO requirements, you will be issued a CO. If you do not meet requirements, inspector will provide you with the item(s) you will be required to address.

2nd Inspection if Needed. Once you have addressed the items on your list, call for a second inspection. Once inspector confirms you have addressed the item(s) required, a CO will be issued.

Below are the Inspection Protocols of the property to determine compliance with minimum standards and requirements:

___ Each dwelling unit shall have a working smoke detector on each floor level & outside all sleeping room areas. Each room used for sleeping purposes shall have a working smoke detector.

___ An existing acceptable 60 ampere service or a minimum 100 ampere three (3) wire electric service must be installed for the dwelling.

___ GFI ground fault interrupters are required in all bathrooms, kitchen countertop areas, laundry rooms, outdoor receptacles and unfinished basements.

___ All electric wiring shall be secured & not hanging & shall terminate & connect to a junction box. All electrical boxes shall have proper covers (switch, outlet, and junction).

___ Appliance cords over 6 ft. are not permitted.

___ Garage door openers are not permitted on extension cords.

___ Sleeping rooms should have a minimum of (2) electrical outlets.

___ Water heaters shall be operational & have a functioning pressure relief valve with the proper drainage within 6 inches from the floor.

___ All heating units shall be in good working order, free from accumulation of combustible debris & or rubbish.

___ Light fixtures in closets shall be of approved type; no open bulb.

___ Proper bathroom ventilation shall be required (window or exhaust fan).

___ Minimum of 4" high and ½" stroke address numbers shall be clearly visible from the street of the dwelling & from alleys that provide access from the rear of a property by a vehicle in an area of four or more row homes or attached single family dwellings.



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___ Pools, hot tubs & spas shall be brought up to the minimum standards of the "PA Uniform Construction Code" (PA UCC) relating to enclosures or shall be removed.

___ Decks & porches more than 30 inches from grade: guardrail minimum of 36 inches high & spaced as not to allow a 4 inch sphere from passing through shall be required.

___ Securely fastened handrails & guardrails are required on all stairways (interior & exterior) with more than 4 risers or more than 30 inches high.

___ Sump pumps, floor drains, downspouts shall not be connected to the public sewer system.

___ Roofs shall be structurally sound and water tight.

___ Every window (other than fixed units) that can be used as an emergency escape must be easily opened & able to stay opened with the window hardware.

___ All glazing, there shall be no broken or missing glass in any window or door units.

___ Visible structural or other defects in the interior, exterior, including fireplaces & chimneys if determined by the inspector to be a potential life safety threat shall be corrected.

___ Fire separation measures relating to attached garages or accessory structures shall be in place.

___ Sanitation: no garbage, rubbish, or other debris shall be in or accumulated on the property.

___ Where required by Planning Commission and/or Council, installation of a Knox Box for non-residential properties, commercial properties, and multi-family units consisting of three or more family units accessed by common doorway entrances.

___ An additional inspection by the Borough Fire Marshall will be required for all non-residential properties, commercial properties where hazardous or combustible materials may be stored on-site & multi-family units consisting of three or more family units accessed by common doorway entrances.

___ An additional inspection by the Borough Fire Marshall may be required for residential one & two family dwellings where the Building Inspector, at his discretion, feels there is a fire-related health, safety, welfare or accessibility issue.

___ Non-conforming or illegally installed uses or structures shall be noted, if there is a life safety or accessibility issue may need to be removed.

___ Other Code violations, life safety issues, or Ordinance violations may have to be corrected before issuance of a Certificate of Continuing Use.



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3. Fees:

Keycodes Inspection Agency

PO Box 391

Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663

www.keycodes.net

Fax 610.866.2664

info@keycodes.net

Certificate of Occupancy Fees for Existing Structures: (Inspections based on Municipal Ordinances)

1 – RESIDENTIAL DWELLING – CO APPLICATION FEE:

\$249.50

- ✓ Single-Family;
- ✓ Single-Family Townhouse;
- ✓ Single Family Twins;
- ✓ Semi-Attached;
- ✓ Condominium Units; and
- ✓ Mobile Homes.

APPLICATION FEE INCLUDES:

- Each dwelling unit to be inspected up to two site visits + Certificate of Occupancy

Avoid Incurring Additional Fees, and be present at time scheduled for inspection & be prepared to pass on the first inspection!

ADDITIONAL FEE INCLUDES:

- *\$77 per any additional inspections, if property is not approved within two inspections*
- *\$77 no show fees & written cancellations made less than 48-hours prior to inspection*

RESIDENTIAL DWELLING - CO PERMIT FEE:

\$0

(Unless additional fees incurred only for no-shows or more than two inspections per above, and if any, will be due upon CO pick-up)

2 – COMMERCIAL & INDUSTRIAL BUILDINGS - APPLICATION FEE

\$230

APPLICATION FEE INCLUDES:

- Will serve as Deposit for Permit Fee per below

COMMERCIAL & INDUSTRIAL BUILDINGS - BCO PERMIT FEE

TBD**

Commercial & Industrial Final CO Fee calculated per Keycodes Fee Schedule depending on size of property & will be due upon CO pick-up per below**.

- \$200.00 for first 1000 sq. ft. or less (single site visit only)
- \$33.00 for each additional 1 - 500 sq. ft.
- \$500.00 Maximum fee for initial inspection
- \$85.00 re-inspection (per visit), no-shows, & cancellations not made 48 hours prior to inspection.
- \$33.00 – Certificate of Occupancy
- \$4.50 – State Permit Fee



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Form- Certificate of Occupancy (All Rentals & Resales)

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Applicant must fill out all sections (other than greyed out section), to avoid a denial and having to resubmit a new application and fees.

4. Application

Application #	Property Address:	Application Fee:	Date of Application:
Anticipated Date of Change:	Name of Applicant: Circle: Self / Realtor / Other	Phone Number:	Email Address:

☐ RESIDENTIAL \$249.⁵⁰ / Unit <i>Application Fee</i> RENTAL: ☐ RESALE: ☐ (\$249.50 /Unit App. Fee + \$0 Additional Permit Fee)	☐ NON-RESIDENTIAL \$230 / Unit <i>Application Fee (including apartment complexes)</i> RENTAL: ☐ RESALE: ☐ (\$230.00 /Unit App. Fee + \$TBD Permit Fee-See Pg 4)
Name of Resident(s) Moving Out:	Name & Type of Old Business:
Name of Resident(s) Moving In:	Name & Type of New Business:
# of Existing Residential Units: _____ # of Planned Residential Units: _____ Is this an existing rental ? ☐ YES ☐ NO Will this be rental unit? ☐ YES ☐ NO	# of Non-Residential Units & Square Footage Planned Alterations: ? ☐ YES ☐ NO <i>*Businesses must submit commercial change in tenancy form*</i>

Mailing Address & Phone # of owner if different than property address:	
Applicant's Signature & Date:	
OFFICIAL USE ONLY - Staff to Complete Information Below	
Work Completed On:	Inspection(s) Date:
Inspection Comments:	
Approved by Codes Official (Signature & Date)	

