

**TOWNSHIP OF PLAINS**  
ZONING/CODE ENFORCEMENT OFFICE  
126 North Main Street  
Plains, PA 18705

**RENTAL ZONING COMPLIANCE APPLICATION # \_\_\_\_\_**

**\*\* PER UNIT COST: Residential \$75.00. Reinspection or No-Show \$75.00.**

1. Address rental property \_\_\_\_\_

2. Owner Information: Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Printed Names of all persons (18 or older) who will reside at this address

\_\_\_\_\_  
\_\_\_\_\_

4. Present Use of Structure: Residential or Commercial No. of housing units (if applicable) \_\_\_\_\_

5. Present Use of Land: Circle: Residential or Commercial. 5A. Will the Use of the Building/Land change? YES NO

6. If YES indicate proposed use \_\_\_\_\_ 7. Zoning District \_\_\_\_\_

The inspection is a minimum property maintenance inspection made exclusively for the use of the municipality in determining the premises' compliance with the Plains Township Zoning Ordinance. This permit confirms that the use of the property is in compliance with the zoning district. The inspection is limited to observations readily visible without moving or removing any item. Confined spaces, such as crawl spaces or attics are not inspected. Furnishings are not moved. Concealed, internal or hidden damage or defects will not be observed.

The heating, air conditioning and water heater systems are not inspected. It is the owners responsibility to ensure they are in safe, operable condition. The overall condition of the roof and roofing materials are visually inspected from the exterior at ground level. This list shows commonly found violations. It is NOT intended to be a comprehensive list of all code violations that could occur. Those items underlined below are the most common items requiring correction.....If you have questions about a specific situation, please call 570-829-3439 ext. 4141.

***Every Owner who is not a full-time resident of the Township of Plains, or elsewhere in an area that is not within a twenty (20) mile radius of the Township of Plains, shall designate Manager who shall reside in an area that is within a twenty (20) mile radius of the Township of Plains.***

The undersigned verifies that all statements on this application are true & correct. The undersigned further states that he understands any false statements made herein are subject to the penalties of 18 PA S.C. Section 4904, relating to unsworn falsification to authorities. Additionally it is understood that the Inspector, nor Township warranties or will be responsible for damages or injuries sustained in the inspected units.

MANAGER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE OF OWNER OR MANAGER: \_\_\_\_\_

**IF UNIT FAILS INSPECTION ADDITIONAL PER UNIT FEE: \$75.00 RESIDENTIAL - \$175.00 COMMERCIAL**

**COMPLETE CHECK LIST BEFORE SUBMITTING APPLICATION.**

**Pre-Inspection Checklist (2 pages) must be completed prior to inspection. If subsequent inspections are required, a fee of \$75.00 residential unit or reinspection or no-show will be charged.**

**PROPERTY ADDRESS:** \_\_\_\_\_

**Checklist Completed By:** \_\_\_\_\_

**Fire Safety -**

- YES\_\_\_ NO\_\_\_ **Is there a working smoke detector in EACH bedroom (or other room used for sleeping if applicable), in the hallway(s) outside of the bedrooms and on each level, including the basement? (704.2)**
- YES\_\_\_ NO\_\_\_ Hot water heater and furnace clear (at least 3 feet away) of boxes, flammable materials? (603.3)
- YES\_\_\_ NO\_\_\_ Are all exits free from obstruction inside and outside (debris, shrubbery etc.)? (702)
- YES\_\_\_ NO\_\_\_ Is there a hood over gas stove? (Does not need vent to exterior)
- YES\_\_\_ NO\_\_\_ Carbon Monoxide Detector in vicinity of sleeping quarters

**Doors & Windows -**

- YES\_\_\_ NO\_\_\_ Do all exterior doors open and close easily? Are they weather tight? (304.13, 304.15)
- YES\_\_\_ NO\_\_\_ Doors lock and unlock from the inside without a key or special knowledge? (304.18.1& 702.3)
- YES\_\_\_ NO\_\_\_ Windows open and stay open? (304.13.2)
- YES\_\_\_ NO\_\_\_ Windows close and lock? Are they weather tight? (304.13.1, 304.18.2)
- YES\_\_\_ NO\_\_\_ Any broken or cracked windows?
- YES\_\_\_ NO\_\_\_ Screens in place and free from tears? (304.14)

**Walls, Ceilings and Floor -**

- YES\_\_\_ NO\_\_\_ Walls, window sills and ceilings: clean and free from peeling paint or wallpaper? (305.3)2
- YES\_\_\_ NO\_\_\_ Are the floors structurally sound? (305.4)
- YES\_\_\_ NO\_\_\_ Is the flooring (carpet, vinyl, wood, etc.) clean and in good condition, i.e. thresholds in place, no rips or other tripping hazards, no missing tiles? (305.4)
- YES\_\_\_ NO\_\_\_ Are there proper globes/diffusers/covers on all light fixtures? (605.1)
- YES\_\_\_ NO\_\_\_ Are there light fixtures in all halls, stairways, laundry rooms and furnace rooms? (605.3)
- YES\_\_\_ NO\_\_\_ Are handrails and other railings firmly attached with no loose or missing spindles? (305.5)

**Heating, Plumbing & Electrical-**

- YES\_\_\_ NO\_\_\_ Is the Service a Federal Pacific Electric Service?
- YES\_\_\_ NO\_\_\_ **Does the Hot Water Heater have a discharge pipe terminating between 2 & 6" from floor?**
- YES\_\_\_ NO\_\_\_ GFCI on all receptacles within six feet of a water source, in the garage, on the exterior?
- YES\_\_\_ NO\_\_\_ Covers on all junction boxes, receptacles and switches?
- YES\_\_\_ NO\_\_\_ Is all fuel burning equipment in good repair and safe condition, properly installed and connected to chimneys or vents? (verified by owner, not inspector)
- YES\_\_\_ NO\_\_\_ Is there a working exhaust fan or a window in each bathroom?
- YES\_\_\_ NO\_\_\_ **Do all outlets, switches and panel boxes have covers? (605.1)**
- YES\_\_\_ NO\_\_\_ Are there two outlets in each room and one in the bathroom? (605.2)
- YES\_\_\_ NO\_\_\_ Do all taps run (hot & cold) and toilets flush? Is the plumbing properly vented? (505.1, 506.1)
- YES\_\_\_ NO\_\_\_ Do any pipes leak or faucets drip? (504.1)

**Exterior -**

- YES\_\_\_ NO\_\_\_ Does each unit have address numbers that are clearly visible from the street (at least 4" high)?
- YES\_\_\_ NO\_\_\_ Is the yard maintained (grass under 6", no tall weeds)? (302.4)
- YES\_\_\_ NO\_\_\_ Is all rubbish stored in appropriate containers and removed regularly? (308)
- YES\_\_\_ NO\_\_\_ Is the exterior in good repair? Siding, brick or paint free of chips or deterioration? (304.2)
- YES\_\_\_ NO\_\_\_ Is the roof in good repair with no leaks? No overhanging tree limbs or branches? (304.7)
- YES\_\_\_ NO\_\_\_ Is the chimney in good repair and safe condition? (304.11)
- YES\_\_\_ NO\_\_\_ Is the foundation in good repair, level with no cracking or deterioration? (304.5)

YES \_\_\_ NO \_\_\_ Are gutters and downspouts free of debris and directing water away from the structure? (304.7)

YES \_\_\_ NO \_\_\_ Are the premises free of infestation such as insects, rats and/or other vermin? (302.5)

Swimming Pool on property? YES \_\_\_ NO \_\_\_ If so, is it protected by a 48" (or 72" if in ground pool) barrier or fence in good repair, with a self latching, self-closing gate? (303) YES \_\_\_ NO \_\_\_

**Recommended but not required in existing buildings –**

YES \_\_\_ NO \_\_\_ Attached garages ½" drywall on garage side between house and garage and 1¾" solid core or fire rated door

**ADDRESS OF UNIT:** \_\_\_\_\_

**Checklist Completed By:** \_\_\_\_\_

\_\_\_\_\_  
Signature **Owner/Manager (Circle One)**

## **See Below items included**

### **in visual inspection but**

### **not limited to:**

#### Basic Equipment and Facilities

Kitchen sink not provided Lavatory

basin not provided Toilet not provided

Tub or shower not provided

Bathroom or toilet not properly enclosed

Hot and cold water not provided to kitchen sink, lavatory basin, tub or shower

Water heating facilities not provided

#### Light, Ventilation and Heating

Ventilation not adequate for bathroom (fan or window)

Two electrical outlets, or one outlet and one light fixture, not provided for each habitable room

Heating facilities inadequate or of unapproved type

Fire Sensor/Alarm

Porch defective

Outside steps defective

Exterior wall structurally weather tight

Exterior wall structurally unsafe

Roof not weather-tight

Chimney in need of repairs

Exterior openings not weather tight

Exterior openings not in working condition  
Foundation not watertight or rodent-proof Inside  
stairs not safe  
Handrails not provided on exterior nor interior stairs  
Floors are defective  
Joists are defective  
Patch plastering needed  
Lack of adequate fire escape  
Plumbing fixture or pipes leaking or obstructed  
Plumbing fixture or pipes not properly installed  
Plumbing fixtures not maintained in sanitary conditions  
Bathroom or lavatory floor not Impervious  
Bathroom or lavatory floor not maintained in sanitary condition  
Heating facilities not maintained in safe, working condition Drainage  
system defective  
Kitchen range defective  
Defective wiring  
Lighting fixtures broken, defective or improperly installed  
Flexible cords used for branch wiring  
Sockets, switches, or receptacles broken  
Cover-plates broken or missing from switches, receptacles or outlet boxes Any  
such requirements under the UCC or IMPC adapted by the Township  
Range Hood for open flame gas stove/tops

Name of Inspector: \_\_\_\_\_

Approved Yes  No  BY: \_\_\_\_\_ Date \_\_\_\_\_

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2ND Inspection Date: \_\_\_\_\_ Passed: Yes  No  3<sup>RD</sup> Inspection Date: \_\_\_\_\_ Passed: Yes  No