



TURTLE CREEK VALLEY COG CODE ENFORCEMENT

On Behalf of

THE BOROUGH OF WILMERDING

2700 MONROEVILLE BOULEVARD/MONROEVILLE, PA 15146

The information enclosed is relevant to the occupancy inspection process for the Borough of Wilmerding. Please be sure to read all of the information prior to submitting an application for occupancy.

1. Review the “Requirements for Certificate of Occupancy” list for the most common items the inspectors will be verifying are in compliance. Ensure that your property is prepared for an inspection. The application allows for one inspection and re-inspection. A third visit to the property will require a new application and payment.
2. Complete the Occupancy Permit Application. All applications require a \$60.00 payment made payable to the **Turtle Creek Valley COG**. Payments can be made by check or money order, cash will not be accepted. Applications can be dropped off at the Wilmerding Borough Building at 301 Station Street Wilmerding, PA 15148.
3. Our code enforcement department will be in contact to schedule an inspection.

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Requirements for “Certificate of Occupancy”

Please allow for a minimum of five (5) business days prior to an expected inspection date scheduled by the TCVCOG Code Enforcement Department.

The inspection fee of \$60 must be paid at the time of application in the form of a check or money order. Check should be made payable to: TCVCOG. A fee of \$50 will be assessed for NSF checks.

Please check all of the following items are in compliance prior to scheduling your inspection:

1. House identification number must be a minimum of 3” in height and visible from the street by vehicle.
2. Functioning smoke detectors in ALL bedrooms, the immediate vicinity of all sleeping areas, and on each level of the structure. The smoke detectors must be installed a minimum of 4” from all corners.
3. Functioning Carbon Dioxide detectors centrally located in the vicinity of all bedrooms and fossil fueled appliance areas.
4. Handrails on all steps with more than 4 risers (steps).
5. Guards on all elevated walking surfaces greater than 30” above the grade below.
6. Porches, decks, balconies, and stairs must be in good repair.
7. Operating exterior doors that are side-hinged must be operable from the inside without the need for a key or any special knowledge or effort.
8. Enclosed storage space under staircases must be completely covered with ½” gypsum board on the walls and ceilings.
9. Bedrooms must have functioning windows.
10. Electrical service must be 120/240 volt, not less than 60 amps and in good repair.
11. All kitchen counter tops, bathrooms, garage wall, washer/dryer (110 volt), and exterior plugs must be GFCI. The power must be on at the time of inspection and access to all plugs must be available (we will not move appliances/furniture).
12. Water must be turned on.
13. Garages with living space above must have gypsum board on the ceiling (Type x 5/8”).
14. The wall between the garage and the residence must be ½” gypsum, block or the equivalent
15. There must be no holes/vents in ductwork, walls, and ceiling in the garage.
16. The door between the garage and basement must be 1-3/8” solid wood or steel honeycomb.
17. The hot water tank must have a relief valve, and a pipe that extends to a maximum of 6” above the floor or into a drain.
18. Furnace flue vent must be fastened together with screws.
19. The gas shut-off valve to the furnace must be accessible without moving the furnace or another appliance.
20. Gas dryer vents shall exhaust to the exterior, be clear of lint, and shall not be screwed together.
21. All swimming pools must be code compliant.
22. There shall be no visible rodent or insect damage.



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OCCUPANCY PERMIT APPLICATION

All Residential Occupancy Inspections are required prior to a CHANGE OF TENANT and/or a CHANGE OF OWNERSHIP APPLICATION FEE of \$60.00 is required PRIOR TO scheduling an inspection. Payments can be made by check or money order, cash will not be accepted. The fee includes initial and one (1) re-inspection. Failure after re-inspection will require another application and applicable fee.

1. REASON FOR PERMIT

___ Change of Occupancy Tenant Date of Application _____
___ Change of Ownership Due to Sale
___ Change in Use

2. PROPERTY INFORMATION

Address of Property: _____
Current owner(s) Name: _____
Phone # _____ Email: _____
Current Owner(s) mailing address: _____

Contact Person for Inspection (If different than current owner)

Name: _____
Phone # _____ Email: _____

3. OCCUPANCY INFORMATION

3a. If CHANGE IN OCCUPANT: New tenant/occupant Information

Full Name: _____ Phone: _____
Mailing Address: _____

3b. If SALE OF PROPERTY: New Owner Information

Full Name: _____ Phone: _____
Mailing Address: _____

To be completed by all:

Name(s) of Occupants over the age of 18 Number of Occupants 17 & under _____

4. **CERTIFICATION:** I, _____ attest that all information provided in this application is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Office Use Only Below

Date Paid: _____ First Inspection Date: _____ Pass _____ Fail _____

Amount Paid: _____ Re- Inspection Date: _____ Pass _____ Fail _____

___ Cash ___ Money Order ___ Check # _____