



## PROPERTY TRANSFER PERMIT CHECKLIST

A Borough Official will inspect every property, on change of use or occupancy no sooner than thirty (30) days prior to change of ownership or occupancy in accordance with Borough Ordinances. The inspection will verify compliance with, **but not limited to**, the following list of items, however additional items to be corrected may be identified and noted at the time of the inspection:

### **Rubbish and Recycling Toters**

1. Borough-Issued Rubbish and Recycling Toters shall be present, in good condition as determined at the discretion of the Code Enforcement Officer and are to be transferred with the property to the new owner. The Code Enforcement Officer, as per Ordinance 2012-2197, Solid Waste, has the authority to mandate the seller purchase a replacement Toter for the new owner. Additionally, he or she will document the serial numbers of the Toters at the time of inspection.  
*§20-103.B Refuse and Recycling Toters*

### **Zoning/Uses**

2. Property use shall be only in accordance with the Borough of Phoenixville Zoning Ordinance or a properly documented existing non-conforming use and/or structure.  
*§27-706. Nonconforming Uses of Structures or Buildings*
3. Dish-antennae shall be permitted in all districts with the provision that the installation meets the following requirements:
  - (1) Only one antenna per lot.
  - (2) No installation in front yards.
  - (3) The installation shall meet all side and rear setback requirements.
  - (4) The installation shall be suitably screened to prevent view from surrounding properties and under any conditions shall not be visible from a public right-of-way.
  - (5) The owner of the property shall remove, or facilitate the removal, of the Satellite Earth Station or Dish Antennae within thirty (30) days of any discontinuance of service to the device.
  - (6) The owner of the property shall remove, or facilitate the removal, of the Satellite Earth Station or Dish Antennae from the property prior to the sale of the property to a new owner and prior to entering a lease agreement with a new tenant.  
*§27-608. Satellite Earth Stations and Dish Antennae*

### **Exterior: Finishes, Utilities and Other Systems**

4. All curbs, sidewalks, walkways, driveways and similar areas shall be in good condition. No missing or displaced portions or tripping hazards as determined by official's discretion, shall be present.  
*IPMC 302.3 Sidewalks and driveways; §21-501 through §21-505. Curbs and Sidewalks*
5. The property street number address must be posted and visible from the street with four (4) inch numbers in height and half inch (.5) in width, contrasting to the background. If the rear of the property faces an accessible right of way the same numbering is also strongly recommended. External identification of separate buildings forming part of an apartment complex or a public housing complex shall be in accordance with Chapter 4, Part 1 §4-105 of the Phoenixville Borough Code.  
*IPMC 304.3 Premises identification*
6. The exterior of the structure shall be weather tightened and have no visible openings, signs of significant deterioration or defacement/graffiti. This includes all accessory structures.  
*IPMC 304.6 Exterior walls; §11-207.A Minimum Standards for Safe and Sanitary Maintenance*

7. Guardrails on all balconies and/or decks, which are greater than thirty (30) inches above grade or floor level. Handrails and/or guardrails must be present at all stairways (including interior stairwells), which rise more than four (4) steps. Owners should consult with a code official before initiating any work to verify applicability or available modifications.

*IPMC 307.1 Handrails and guardrails*

8. If present, sump pumps must discharge to the exterior of the building or into the Borough storm water system where available. Pits must be covered. There shall be no connection of roof, floor, or sump pump drains to the Borough's Sanitary Sewer System.

*§23-803 Roof Drains and Sump Pumps*

9. All roof drainage, sump pump, air conditioning or dehumidifiers shall not be discharged that can create a safety hazard or public nuisance, e.g., downspouts that discharge across a publicly-accessed sidewalk. Proper connections to the storm sewers, where applicable, is highly recommended. Please consult the code official before initiating work, as remedies to these conditions may require permits.

*§23-803 Roof Drains and Sump Pumps*

**Interior: Fixtures, Finishes, Utilities and Other Systems**

10. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and the residence shall be equipped with solid wood doors not less than 1 3/8 inches (35mm) in thickness, solid or honeycomb core steel doors not less than 1 3/8 inches (35 mm) thick, or 60-minute fire-rated doors.

11. Working vent fans shall be present in all bathrooms and/or toilet rooms, which are not provided with an operable window. Air exhausted by mechanical ventilation system shall discharge to outdoors and may not be recirculated.

*IPMC 403.2 Bathrooms and toilet rooms*

12. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Building Code. No double cylinder dead bolts are permitted on entrance/exit doors. All dead bolts must have a thumb latch.

*IPMC 702.3 Locked doors*

13. Every toilet room floor shall be maintained to be smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

*IPMC 503.4 Floor surfaces*

14. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

*IPMC 305.3 Interior surfaces*

15. Operable windows located in whole or in part within 6 feet above ground level or a walking surface below, shall be equipped with a window sash locking device.

*IPMC 304.18.2 Windows*

16. If present, garbage disposal units must be in working condition or properly disconnected and capped. All plumbing fixtures (sinks, toilets, etc.) must be in working condition. There shall be no leaks and no dripping faucets or fixtures.

*IPMC 504.1 Plumbing systems general requirements*

17. Bathroom and bedroom doors shall be equipped with privacy locks and be in good condition. Please consult with a code official to determine if a historic structure/architectural exemption can be granted before initiating changes.  
*IPMC 304.15 Doors*
18. All gas appliances require a shutoff valve within 5' of the appliances.  
*IFGC 2420.5.1 Appliance shutoff valve*
19. Basement floors shall be substantially weather tight, watertight and rodent proof.  
*IPMC 305.1.1 Unsafe Conditions*
20. Borough of Phoenixville water meters shall be accessible for maintenance and repair. Water meters and all its components shall not be tampered with in any manner.  
*§ 26-304 Rules and Regulations*
21. Water heaters or boilers require pressure release blow-off tube that extends to within six (6) inches of the floor.  
*IPMC 505.4 Water heating facilities*

#### **Electrical**

22. There shall be no (interior or exterior) unfilled openings within the electric circuit breaker or fuse box.  
*IPMC 605.1 Installation*
23. There shall be no exposed electric wires, uncovered outlet, or switch boxes. Any spliced wiring connections shall be enclosed in an ANSI-approved junction box including a cover plate.  
*IPMC 605.1 Installation*
24. Ground Fault Circuit Interrupter (GFCI) outlets shall be installed at all exterior locations, and all interior locations that are within six (6) feet of a water source, and on the counter top of any water source.  
*IPMC 605.1 Installation*
25. Each electrical service circuit breaker or fuse box must display a 3rd Party Electrical Underwriter Inspection Agency's "Final Inspection" approval sticker. If you do not have a source of your own, the Codes Department can provide a list of agencies that are registered in the Borough to conduct these inspections.  
*IPMC 605.1 Installation*
26. Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection.  
*IPMC 605.2 Receptacles*

#### **Fire Prevention/Notification Systems**

27. All systems, devices and equipment to detect fire or smoke, actuate an alarm or suppress a fire, shall be properly functioning.  
*IPMC 704.1 Fire protection systems*
28. There shall be carbon monoxide detectors installed in dwelling units outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide shall be installed within the bedroom. Dual carbon monoxide/smoke detectors are acceptable.  
*IFC 915.2.1 Dwelling units.*

29. There shall be a properly functioning smoke detector present on each level, including basements but *not* including crawlspaces and uninhabitable attics, and one in each room designated as a bedroom.

*IPMC 704.2.1-3 Smoke alarms*

30. All Smoke detectors cannot be aged more than ten (10) years from date of Manufacturing.

*IPMC 704.7 Smoke alarms*

31. A fire resistance-rated assembly must be maintained between levels of uninhabitable and habitable space. (basement and first floor) In other words: Where applicable, the *underside* of the stairwell leading from the first habitable floor to the second, must have fire-resistance materials covering it. Acceptable materials include original plaster/lath finishes or two layers of 5/8" gypsum wallboard (drywall) with a Level 1 finish. Please consult a code official for further clarification of this requirement.

*IFC 704.1 Enclosures*

### **Commercial/Rental Properties**

32. Rental properties require a minimum five (5) pound ABC type fire extinguisher and shall be mounted in each kitchen area.

*§11-103 General Standards*

The validity of the Property Transfer Permit is contingent upon compliance with the Ordinances of the Borough of Phoenixville. The property owner is responsible for this compliance, unless otherwise specifically provided pursuant to the Ordinance. Occupancy of a property without a valid Property Transfer Permit issued by the Borough of Phoenixville constitutes a violation of Borough Ordinance No. 2021-2329 and may result in the Borough pursuing the legal remedies as set forth in said Ordinance.