

BOROUGH OF CARNEGIE
One Veteran's Way / Carnegie, PA 15106

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APPLICATION FOR A CERTIFICATE OF OCCUPANCY

Code of the Borough of Carnegie, Ordinance 2384, Chapter 5, Code Enforcement, Part 4, §5-402, **Occupancy Permit Required.** All owners and landlords of dwelling units, office buildings or other structures for human occupancy must first secure an occupancy permit prior to allowing a unit to be occupied. All permits must be secured from the Building Code Official of the Borough of Carnegie for any change of property owner, change of tenant / occupant or change of use and / or occupancy.

ALL RESIDENTIAL OCCUPANCY INSPECTIONS ARE TO BE PERFORMED BY CODE ENFORCEMENT OFFICER EMILY MOLDOVAN 412-279-3787. ALL COMMERCIAL OCCUPANCY INSPECTIONS ARE TO BE PERFORMED BY PLANS EXAMINERS INC. 412-787-1510 x118. THE OCCUPANCY APPLICATION WILL BE PROCESSED UPON A SUCCESSFUL INSPECTION BEING COMPLETED. PROPERTY OWNERS WILL BE RESPONSIBLE FOR ADDITIONAL INSPECTION FEES IF THE OCCUPANCY RESULTS IN A FAILED INSPECTION.

**INCOMPLETE APPLICATIONS CANNOT BE PROCESSED
(PLEASE PRINT)**

PROPERTY ADDRESS _____ LOT & BLOCK # _____

PROPERTY OWNER _____ PHONE # _____

OWNER'S ADDRESS _____
(IF DIFFERENT THAN ABOVE)

TENANT / OCCUPANT _____

TENANT / OCCUPANT ADDRESS _____
(IF DIFFERENT THAN ABOVE)

OCCUPANCY DECLARATION _____
(EXACT NATURE OF THE USE OF ALL PARTS OF THE STRUCTURE AND / OR SITE)

FEES

One and Two Family Dwellings	Multi-Family – Commercial - Industrial	Occupancy Re-Inspection
Fee: \$85.00 Per Unit	Fee: \$100.00 Per Unit	Fee: \$76.00

APPLICATION IS HEREBY MADE TO OCCUPY THE PREMISES ABOVE FOR THE PURPOSE STATED HEREIN. IF SUCH USE COMPLIES WITH THE PROVISIONS OF ALL LAWS AND ORDINANCES AND A CERTIFICATE IS ISSUED, IT IS UNDERSTOOD BY THE APPLICANT THAT A CERTIFICATE WILL AUTHORIZE ONLY THE USE STATED ON THIS APPLICATION.

PROPERTY OWNER _____ DATE _____
(SIGNATURE)

----- OFFICIAL USE ONLY -----

TOTAL FEE _____ PERMIT # _____

INSPECTION _____ / _____ @ _____
DAY DATE TIME

REMARKS _____



CODE ENFORCEMENT DEPT.

One Veterans Way, Carnegie, PA 15106

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412-276-1414 EXT 1427

Occupancy Inspection Checklist

- * Exterior of property maintained
- * Address, 4" high numbers required
- * Smoke Alarms in each bedroom and on each level, including basement
 - * 1 CO alarm in the vicinity of sleeping areas, 1 CO alarm for each level that has a fuel burning appliance
 - * Should be 10 feet away from fuel burning appliances
- * GFCI outlets needed:
 - * Every bathroom
 - * Exterior w/ approved covers
 - * Within 6' of any water source
 - * unfinished basements
 - * Over kitchen counters
 - * garage
- * Handrails on stairs of 4 or more risers
- * Approved barrier in place when surfaces are greater than 30" above grade
- * Electrical wiring in good condition including service entry, panel, outlets, lighting fixtures
- * Plumbing in good condition including fixtures, drains, sanitary
- * Overflow pipe attached to relief valve on hot water tank, ending no more than 6" above floor
- * Hand shut-off valve on all gas lines
- * Proper venting of mechanical units (furnace, hot water tank, exhaust fans)
 - * Exhaust fans required when no window in a bathroom with a shower, vented to exterior
- * Windows must operate and not have broken glass
- * Integral garage must meet fire separation requirements (20 minutes)
 - * Ceiling – solid, minimum 5/8" drywall, openings sealed with fire-rated material (insulation / caulking)
 - * Door assembly – solid wood door minimum 1 3/8" thick, or a honeycomb steel door
 - * Door must be Sealed around edges and framed to prevent gasses / smoke entering dwelling

If utilities are not turned on, occupancy cannot be granted

Good condition = functions as manufacturer intended

Smoke and CO alarms can be mounted to manufacturer specifications. If on wall, smoke detectors should be 4" – 12" down from ceiling in the vicinity of the door. Placement on ceiling should be 1' – 3' in the vicinity of the door.

Rental units

- * No key, special knowledge or effort is permitted on the interior side of egress doors.
- * If Fire extinguishers are provided, they should be mounted in kitchen area / exit pathway

In addition to the listed items above, any condition encountered by the inspector that is considered a hazard to the structure, community, or occupants, whether listed above or not, can be cited by the inspector.