

**ADMINISTRATIVE ORDER #2017-2  
CERTIFICATES OF USE AND OCCUPANCY  
FOR EXISTING BUILDINGS**

Existing Residential Certificate of Occupancy Requirements Checklist  
Substantial violations must be corrected before any occupancy permit will be issued

<p>1. <b>Street Number Requirements:</b> All residential dwellings are required to display street numbers (numerals only) that are at least 2 ¾ inches in height and in a position easily readable in both directions from the adjacent roadway. All numbers shall be of contrasting colors to their background on which they are placed, installed in a permanent nature, and be at least 18 inches above adjacent grade. Street numbers on operable man doors and overhead garage doors are not compliant given that no numbers are visible when such doors are open. (Ordinance 2019-1, Section 403.5) – <u>Basic Violation</u></p> <p style="text-align:center"><input type="checkbox"/> <b>Approved</b>                      <input type="checkbox"/> <b>Not Approved</b></p>
<p>2. <b>Egress Door Lock Requirements:</b> The main exit door at the front of the dwelling and/or exit door(s) adjacent to the sleeping rooms (if not the main exit door) shall be readily openable from the inside without the use of key or any special knowledge or effort. Double cylinder-keyed dead bolts on the main exit door are prohibited. (Ordinance 2018-4, Section 702.3) – <u>Substantial Violation</u></p> <p style="text-align:center"><input type="checkbox"/> <b>Approved</b>                      <input type="checkbox"/> <b>Not Approved</b></p>
<p>3. <b>Smoke Alarm Requirements:</b> UL listed battery powered smoke alarms shall be installed on each level of the home including the basement, outside of each sleeping room area in the immediate vicinity of sleeping rooms, and in each sleeping room. Each smoke alarm shall be installed on the ceiling or wall in accordance with the manufacturer's installation instructions. The Code Official shall approve all alarm locations. Existing 110-volt powered, interconnected smoke alarm systems or monitored fire alarm systems that transmit a fire alarm signal to a central station are subject to inspection, testing and approval. <u>Low voltage monitored fire alarm systems require written verification from a Manheim Township licensed fire alarm contractor stating the smoke alarm system was tested within the last year and found to be functioning properly.</u> (Ordinance 2018-4, Section 704.2) – <u>Substantial Violation</u></p> <p style="text-align:center"><input type="checkbox"/> <b>Approved</b>                      <input type="checkbox"/> <b>Not Approved</b>                      <input type="checkbox"/> <b>Type of Fire Alarm(s):</b> _____</p>
<p>4. <b>Carbon Monoxide Alarm Requirements:</b> UL listed carbon monoxide alarms shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units in which fuel-fired appliances are installed and in dwelling units that have attached garages. Each carbon monoxide alarm shall be installed on the ceiling or wall in accordance with the manufacturer's installation instructions. The Code Official shall approve all alarm locations. (Ordinance 2019-1, Section R315.1) – <u>Substantial Violation</u></p> <p style="text-align:center"><input type="checkbox"/> <b>Approved</b>                      <input type="checkbox"/> <b>Not Approved</b></p>
<p>5. <b>Openable Bedroom Windows:</b> All bedrooms shall have at least one operable window that is easily openable and self-supporting or one functioning exterior door opening directly to the exterior. Sleeping rooms shall not be permitted in basements without an approved door or emergency escape and rescue window opening directly to the exterior from the sleeping room. (Ordinance 2018-4, Section 304.13.2) – <u>Substantial Violation</u></p> <p style="text-align:center"><input type="checkbox"/> <b>Approved</b>                      <input type="checkbox"/> <b>Not Approved</b></p>
<p>6. <b>Unsafe Conditions:</b> Any other condition identified during the inspection deemed to be an unsafe condition by the Director of Code Compliance will be identified and classified as a <u>Substantial Violation</u>. (Ordinance 2018-4, Section 101.2)</p> <p style="text-align:center"><input type="checkbox"/> <b>Approved</b>                      <input type="checkbox"/> <b>Not Approved</b>                      <input type="checkbox"/> <b>N/A</b></p>
<p>7. <b>Verification of On-Lot Sewage Disposal System and/or On-Lot Well:</b> On-lot private sewage disposal system – Provide passing PSMA Inspection Report or approved repairs inspected by Manheim Township SEO. Private wells – Provide evidence of a passing water potability test. Verification of all on-lot systems needed prior to the issuance of a CUO. (Ordinance 2018-4, Section 506.1 – Sewage; Section 505.2 - Water) – <u>Substantial Violation</u></p> <p style="text-align:center"><input type="checkbox"/> <b>Approved</b>                      <input type="checkbox"/> <b>Not Approved</b>                      <input type="checkbox"/> <b>N/A</b></p>