

**BOROUGH OF SWARTHMORE
RESOLUTION NO. 2018-08**

**SETTING STANDARDS FOR USE AND OCCUPANCY CERTIFICATES IN THE BOROUGH OF
SWARTHMORE**

THE COUNCIL OF THE BOROUGH OF SWARTHMORE DOES RESOLVE:

SECTION 1: STANDARDS FOR USE AND OCCUPANCY CERTIFICATES

Pursuant to Chapter 1451.01 (b) of the Codified Ordinances of the Borough of Swarthmore, it shall be the responsibility of the Borough to set standards for the issuance of use and occupancy certificates and to publish such standards by Resolution.

Such standards are hereby attached as Attachment A (single and Two-Family Dwellings) and Attachment B (Multi-Family Dwellings, Commercial and Institutional Properties).

SECTION 2: REPEALER

All resolutions or ordinances, or parts thereof, which are inconsistent herewith, are hereby repealed to the extent of the inconsistency.

SECTION 3: ADOPTION

This Resolution shall take effect and be in force from and after its enactment as required by law.

RESOLVED THIS 13TH DAY of NOVEMBER, 2018.

SWARTHMORE BOROUGH COUNCIL

DAVID. J. CREAGAN
PRESIDENT

APPROVED THIS 13TH DAY
OF NOVEMBER, 2018

ATTESTED THIS 13TH DAY
NOVEMBER, 2018

TIM KEARNEY
MAYOR

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

Attachment A
Use and Occupancy Standards for Sale (Change of Ownership) of Single and Two- Family Dwellings

Sidewalks and curbs	Sidewalks and curbs must be in safe condition. Any sidewalk block and/or curbing which is fragmented and/or deteriorated must be replaced in accordance with Borough specifications. Misaligned sidewalk slabs (1/2" or less) may be repaired by ramping.
House Numbers	House numbers must be affixed to the main building or upon a permanent standard, base or support between the main building and the street. Each number must be at least three inches (3") high, and of such color and material to be visible from the street.
Sump Pumps and Downspouts	Sump pumps and downspouts may not be connected to the sanitary sewer system. Water from sump pumps and downspouts may not be discharged in a way that causes dangerous or flooding conditions on any sidewalk, public street, alley, or adjacent private property.
Floor Drains and Below Street-Level Plumbing Fixtures	Basement floor drains connected to the sanitary sewer system must be capped or fitted with a backflow protection device. Any plumbing fixture located below street level and connected to the public sanitary sewer system must have a backwater valve installed.
Sanitary Sewer Vents and Curb-traps	Must be at or above grade and watertight and there must be no evidence of overflow from the vent or trap. Vent or trap must not present a tripping hazard or other safety concern if located within the public right-of-way.
Sanitary Sewer Laterals	The ground above the sanitary sewer lateral extending the full length between the foundation of the house and connection to the sewer main must be free of sinkholes and potholes. If sinkholes or potholes are present, seller must provide proof through video inspection or other satisfactory method that the lateral is not allowing non-sewage water into the sewage collection system and/or leakage of sewer water out of the lateral.
Hedges/Shrubs	Must be sufficiently trimmed so that no part encroaches onto the public sidewalk or street or into the triangle of unobstructed vision.
Trees	Must be sufficiently trimmed so that no part projects over the sidewalk or street at a height lower than eight feet (8').
Electrical Receptacles (indoor/outdoor)	Ground Fault Circuit Interrupter (GFCI) receptacles required within six feet (6') of running water, including but not limited to bathrooms, powder rooms, laundry rooms, garages, outside receptacles, pools, and saunas.
Smoke Detectors	Single-station battery operated smoke detectors must be installed and in working condition with at least one (1) unit on every level, including the basement and attic. Smoke detectors located on floors with sleeping quarters must be placed in or near the area intended or likely to be used for sleeping. If the detector is powered by electricity, it must have a battery back-up.
Carbon Monoxide Detectors	Carbon monoxide detectors must be installed and in working condition with at least one unit on each occupied floor, including the basement. If the carbon monoxide detector is powered by electricity it must be secondarily powered by a battery.

Stairs (basement only)	Every flight of stairs leading to basement which is more than four (4) risers high must have a handrail on at least one (1) side of the stair. Handrails may not be less than thirty inches (30") high or more than thirty-eight inches (38") high, measured vertically above the nosing of the stair tread. Handrails are not required to have balusters.
Circuit Breaker Boxes	No visible safety hazards, including but not limited to open breakers.
Relief Valves on Boilers/Water Heaters	Hot water heaters and boilers must have relief valves extended to within six inches (6") of the floor elevation.
Opening between attached garage and residence	Any opening between an attached garage and residence shall be equipped with a solid wood door not less than 1 3/8" in thickness or a 20-minute fire-rated door.
Outstanding fees	Full payment of any outstanding bills, charges, fines and fees against the property or current owners of the property.

It is expected that the property owner or other responsible party present at the Use and Occupancy inspection will provide the Code Enforcement Officer with needed access and information to complete the inspection, including providing the location of the sanitary sewer lateral. Issuance of the Use and Occupancy Certificate presents no liability or guarantee on the part of Swarthmore Borough related to conditions of the property for which the certificate is issued.

Attachment B
Use and Occupancy Standards for Sale (Change of Ownership) of Multi-Family Dwellings and Commercial/Institutional Properties

Automatic Fire Suppression and Standpipe Systems	Must provide copy of most recent certification showing system is in proper working order. Certification must be within one year of inspection date.
Fire Detection, Alarm and Communication Systems	<p><u>Smoke detectors:</u></p> <p>a) Interconnected hard-wired smoke detectors in any common area and any means of egress, including but not limited to hallways and entryways.</p> <p>b) Single-station hard-wired smoke detectors in individual dwelling units. Multiple detectors within a single residential unit must be interconnected.</p> <p><u>Manual fire alarm systems:</u></p> <p>Provide documentation certifying system is in proper working order. New alarm systems may be required as required by applicable codes.</p>
Fire Extinguishers	<p>a) One (1) 2-A rated fire extinguisher per floor, including basements and storage areas.</p> <p>b) One (1) 10-B rated fire extinguisher in each cooking area equipped with kitchen facilities.</p> <p>Required fire extinguishers must be visible, accessible, clearly marked and properly maintained.</p>
Carbon Monoxide Detectors	Carbon monoxide detectors must be installed and in working condition in every residential and/or commercial unit, with at least one unit on each floor, including basement. If the carbon monoxide detector is powered by electricity it must be secondarily powered by a battery.
Emergency Lighting/Emergency Power Generation	As required by applicable codes depending on number of units and occupancy classification of the building.
Exit Doors (Building)	Doors must be arranged to be opened readily with no more than one action from the egress side whenever the building is occupied. All exit or discharge doors must be provided with panic hardware or fire exit hardware.
Exit Doors (Units)	Doors must be arranged to be opened readily from the egress side and must be fitted with standard fire door assembly hardware. All unit doors must be 20-minute fire rated and equipped with self-closures.
Exit Signs	A readily visible sign shall mark all exits. Access to exits shall be marked by readily visible signs indicating the direction of travel where the exit or route to the exit is not immediately visible to the occupants. An exit sign shall have "EXIT" printed in plainly legible letters not less than six inches (6") in height and not less than three-quarter inches (3/4") in width.
Outside fire escapes (existing only)	Existing fire escapes must be certified by a professional engineer as to structural integrity.
Relief Valves on Boilers/ Water Heaters	Hot water heaters and boilers must have relief valves extended to within six inches (6) of the floor elevation.
Circuit Breaker Boxes	No visible safety hazards, including but not limited to open breakers.
Electrical Receptacles	Ground Fault Circuit Interrupter (GFCI) receptacles required within six feet (6') of running water, including but not limited to bathrooms, powder rooms, laundry rooms, garages, outside receptacles, pools, and saunas.

Building and Apartment Numbers	<p>Building numbers must be affixed to the main building or upon a permanent standard, base or support between the main building and the street. Each number must be at least three inches (3") high, and shall be of such color and material to be visible from the street.</p> <p>Apartment numbers must be permanently affixed to the main door of each dwelling unit and be of such color and material to be visible.</p>
Sump Pumps and Downspouts	Sump pumps, downspouts, and roof leaders may not be connected to the sanitary sewer system. Water from sump pumps and downspouts may not be discharged in a way that causes dangerous or flooding conditions on any sidewalk, public street, alley, or adjacent private property.
Floor Drains and Below Street-Level Plumbing Fixtures	Basement floor drains connected to the sanitary sewer system must be capped or fitted with a backflow protection device. Any plumbing fixture located below street level and connected to the public sanitary sewer system must have a backwater valve installed.
Sanitary Sewer Vents and Curb-traps	Must be at or above grade and watertight and there must be no evidence of overflow at the vent or trap. Vent must not present a tripping hazard or other safety concern if located within the public right-of-way.
Sanitary Sewer Laterals	The ground above the sanitary sewer lateral extending the full length between the foundation of the house and connection to the sewer main must be free of sinkholes and potholes. If sinkholes or potholes are present, seller must provide proof through video inspection or other satisfactory method that the lateral is not allowing non-sewage water into the sewage collection system and/or leakage of sewer water out of the lateral.
Sidewalks and curbs	Sidewalks and curbs must be in safe condition. Any sidewalk block and/or curbing which is fragmented and/or deteriorated must be replaced in accordance with Borough specifications. Misaligned sidewalk slabs (1/2" or less) may be repaired by ramping.
Stairs, landings, and balconies (interior and exterior)	In conformance with applicable codes.
Opening between attached garage and residential area	Any opening between an attached garage and a residential area shall be equipped with a solid wood door not less than 1 3/8" in thickness or a 20-minute fire-rated door.
Hedges/Shrubs	Must be sufficiently trimmed so that no part encroaches onto the public sidewalk or street or into the triangle of unobstructed vision.
Trees	Must be sufficiently trimmed so that no part projects over the sidewalk or street at a height lower than eight feet (8').
Outstanding fees	Full payment of any outstanding bills, charges, fines and fees against the property or current owners of the property.

It is expected that the property owner or other responsible party present at the Use and Occupancy inspection will provide the Code Enforcement Officer with needed access and information to complete the inspection, including providing the location of the sanitary sewer lateral. Issuance of the Use and Occupancy Certificate presents no liability or guarantee on the part of Swarthmore Borough related to conditions of the property for which the certificate is issued.