

**Supplemental Inspection Guidelines**  
**Appendix B**

In addition to any inspection intervals and/or safety inspections required by an appliance manufacturer or maintenance code, the following provisions/requirements shall apply in instances where a new and/or regularly scheduled rental license inspection occurs or when a residential or commercial real estate transfer inspection takes place.

**Chimneys & Fireplaces**

- In order to insure that a chimney, fire place or other similar appurtenance is in good repair, it shall be the owners' responsibility at the time of an inspection to provide certification, in writing by a qualified individual or firm, that the equipment is structurally sound, safe and in good repair.

**Water Heating Appliances**

- All hot water heater discharge piping serving a pressure or temperature relief valve shall not terminate more than six inches above the floor or listed drain pan.
- Supply piping for a fuel fired heating appliance shall be equipped with a sediment trap installed in accordance with the applicable edition of the International Fuel Gas Code.

**Boilers & Furnaces**

- In order to insure that a boiler (steam/hot water), furnace or other permanently installed heating equipment appurtenance is in good repair, it shall be the owners' responsibility at the time of an inspection to provide certification, in writing by a qualified individual or firm, that the appliance, safety equipment and connections are structurally sound, safe and in good repair.

**Safety Controls & Valves**

- All boilers shall be equipped with an emergency shutoff control switch located at the point of entry into the room or space in which the boiler is located. Furthermore, all boilers shall be equipped with controls and limiting devices as required by the manufacturer's instructions.
- Fuel gas fired appliances shall be equipped with a listed shut-off valve installed in the same room and within six feet of the appliance. Shutoff valves located in a firebox of a fireplace shall be installed on accordance with the manufacturer's instructions.

**Electrical**

- Water meters shall be bonded with the correct gauge wire as specified in the applicable edition of the National Electric Code



THE MUNICIPALITY OF NORRISTOWN  
BUILDING & CODE ENFORCEMENT DEPARTMENT



**Common Issues for Use and Occupancy Inspections**

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**2012 Edition of the International Property Maintenance Code with Amendments\*\*\***

**LIVING ROOM, DINING ROOM AND HALLWAY AREAS**

Are smoke/heat detectors in place and operating properly? Have the detectors been replaced, if so, were they replaced with the properly approved device as required by the Fire Code?

Electric fixtures such as air conditioners, lights, fans etc. installed properly and are they in good working condition?

Is there power to all of the receptacles in the unit, are they wired correctly, are they filled with paint, cracked or damaged in any way, etc.?

Do all of the light switches work, are they cracked or do you notice any sparking or arching when the switch is operated?

Are any of the receptacles or light switches missing cover plates?

If there is a circuit breaker panel in the unit, is it clearly and correctly labeled? Are there any knockouts that need to be plugged?

Are there any extension cords or cable wires running any windows or doorways?

Are the entry doors and door jambs to the unit in good condition? Do they lock and latch properly? Do they have the proper security locks and door scopes required by the Security Code?

Does the patio door operate properly? Does it latch and lock? Is the seal around the glass in good condition or is it in poor working order causing the door to cloud or fog up?

Is the patio door screen in place and in good working condition?

Are the windows weather tight? Do they operate properly? Are they cracked or damaged in anyway? Are there screens located in them?

Do the closet doors operate properly? If there is shelving, is it installed properly?

Is there any damage to the walls or ceilings such as, but not limited to, holes, cracks, water stains, drywall nails popping out, peeling paint, etc.?

Are the floors and floor coverings in good condition? If no, do they create a trip hazard?

Does the intercom and door buzzer work properly?

## **KITCHEN**

Do the plumbing fixtures operate properly including supply valves? Are there any leaks?

Are the electric fixtures such as hood fans, lights, exhaust fans, etc. installed and operating properly?

Are the receptacles and switches in good working condition?

Is the oven in good working condition? Is the fuel source connected correctly? If gas, is there a shut off located behind the stove? Smell of gas? Does the stove door open and close properly?

Are the refrigerator and freezer in good working condition? Do the doors close and seal properly?

If a garbage disposal or dish washer are present, are they in good working order?

Are the counter tops and cabinets in good condition?

Are the walls, ceiling and floors in good condition?

Is there a 3A-40BC fire extinguisher mounted in plain view in the kitchen?

Are all receptacles within 6 ft. of water the GFCI TYPE?

## **BATHROOM**

Are the plumbing fixtures in place and operating properly, including toilet, shower, tub, supply valves, etc.?

Are the electrical fixtures, including lights, exhaust fans, etc. installed and operating properly?

Is the required bathroom GFCI, installed and working properly?

If there is a window, is it in good working condition? Every bathroom is required to either have a window or an exhaust fan.

Are the walls, ceiling and floor in good condition? Is there any peeling paint, water stains, loose or missing tile? Mold?

Is there a privacy lock?

## **BEDROOMS, DENS, AND OTHER LIVING AREAS**

Are all the electrical fixtures installed and operating properly?

Is there power to all of the receptacles in the unit, are they wired correctly, are they filled with paint, cracked or damaged in any way, etc.?

Are the closet door and door jambs in good condition and functioning properly? Are the closet shelves in good working order?

Are the windows weather tight? Do they function properly? Are there screens?

Is there any damage to the walls or ceilings such as, but not limited to, holes, cracks, water stains, drywall nails popping out, peeling paint, etc.?

Are there privacy locks on all of the bedroom doors?

## **GENERAL**

Are the balcony railings secure? Is the railing missing any balusters? Is it rusty or in need of repair? Is the balcony in good condition? Paint?

Is the unit reasonably clean? Is there a bug, vermin or rodent problem?

## **ELECTRIC/METER ROOM**

Are smoke/heat detectors in place and operating properly? Have the detectors been replaced, if so, were they replaced with the properly approved device as required by the Fire Code?

Is the fire alarm panel working and located in this room? Is the trouble light on?

Is there any combustible or flammable storage in the room? Is there a 36" clear space in front of panel?

Are there any penetrations in the walls or ceiling?

Are the windows weather tight? Do they operate properly? Are they cracked or damaged in anyway? Are there screens located in them?

Are there any open electrical junction boxes? Are all of the cover panels to the electrical equipment secure?

Are the walls and ceiling in this room in good condition? Are there any cracks, holes, water stains, etc.?

## **FURNANCE/BOILER ROOM**

Is the heat/smoke detector in place and operating properly? If the room is sprinkled, is all of the equipment installed properly?

Are there any penetrations in the walls or ceiling?

Is there any storage in the room? Is it combustible or flammable? This area needs to be free and clear of any debris.

Are the pressure discharge pipes from the water heater and boiler made of rigid metal or high temperature plastic within six (6) inches of the floor? Are they directed in a way to not cause a potential hazard?

Is the fire alarm panel in this room? Is it working properly? Is the trouble light on?

Are there any open electrical junction boxes? Are all of the cover panels to the electrical equipment secure?

Is the door and door jambs in good condition? Does the door have the proper fire rating and self-closing and latching?

Is there a light fixture located in the room? Is it working properly?

Is the State Boiler Inspection Certificate in the room? Is the current Heat certification submitted?

Is there a circuit breaker panel in the room? Is it labeled correctly? Are the knockouts plugged and is the service grounded?

Are the windows weather tight? Do they operate properly? Are they cracked or damaged in anyway? Are there screens located in them?

Are there any plumbing leaks?

Is there a floor drain in the room? If yes, is it a grate or cover in place?

Is all of the venting properly installed and in good condition?

Is the water meter properly grounded (jumper wire).

## **LAUNDRY ROOM**

Is the heat/smoke detector in place and operating properly? If the room is sprinkled, is all of the equipment installed properly?

Is the door self-closing and latching?

Is the fire alarm panel in this room? Is it working properly? Is the trouble light on?

Is there any storage in the room? Is it combustible or flammable? This area needs to be free and clear of any debris.

Are there any penetrations in the walls or ceiling?

Are the pressure discharge pipes from the water heater and boiler made of rigid metal or high temperature plastic within six (6) inches of the floor? Are they directed in a way to not cause a potential hazard?

Are there any open electrical junction boxes? Are all of the cover panels to the electrical equipment secure?

Is there a circuit breaker panel in the room? Is it labeled correctly? Are the knockouts plugged and is the service grounded?

Is there a light fixture located in the room? Is it working properly?

Are there any plumbing leaks?

Is the dryer vent connected and vented properly? Is the damper to the dryer vent clean and functioning properly?

Is there a floor drain in the room? If yes, is it a grate or cover in place?

Is all of the venting properly installed and in good condition?

Is the floor tile in good condition? Any loose tiles?

Are the walls, ceiling and floor in good condition? Is there any peeling paint, water stains, loose or missing tile? Mold?

## **HALLWAYS AND STAIRWAYS**

Are the emergency and exit lights in good working condition?

Are the fire extinguishers in place and up to date? Are the fire extinguisher cabinets in good condition?

Are the fire alarm pull stations in good condition? Any glass bars missing?

Are smoke/heat detectors in place and operating properly? Have the detectors been replaced, if so, were they replaced with the properly approved device as required by the Fire Code?

Is there any storage in the room? Is it combustible or flammable? This area needs to be free and clear of any debris.

Are the floors and floor coverings in good condition? If no, do they create a trip hazard?

Are the railings on the stairs and landings in good condition? Are they secure? Any missing balusters? Are they full length and graspable?

Is the door and door jambs in good condition? Does the door have the proper fire rating and self-closing and latching?

Is there a light fixture located in the room? Is it working properly?

Are the receptacles and light switches in good working order? Are they filled with paint or are they cracked? Is every outlet cover with a receptacle plate?

Are the windows weather tight? Do they operate properly? Are they cracked or damaged in anyway? Are there screens located in them?

Are the walls, ceiling and floor in good condition? Is there any peeling paint, water stains, loose or missing tile? Mold?

Is the unit reasonably clean? Is there a bug, vermin or rodent problem?

## **EXTERIOR STRUCTURE**

Are all exterior walls, soffit and fascia free of holes, breaks, loose or rotting materials and maintained weatherproof and properly surface coated to prevent deterioration?

Is any of the masonry in need of repair or tuck pointing?

Are the all the gutters and downspouts in good working condition and free of debris?

Are the downspout extensions or splash blocks in their proper place as to direct the roof drainage away from building?

Are all exterior electrical installations properly installed with materials approved for such use?

Are any of the exterior light fixtures missing any parts? Are they in good working order?

Is any of the concrete in need of repair or replacement? Any of the stoops or patios sinking? (Rise for a step is 7 ¾ inches)

Is the roofing and flashing in good condition and free of defects that might admit rain?

Are exterior stairway handrails in place and secure? (Required for 4 or more risers and must be able to withstand a 200 lb. force in any direction)

Are the building address numbers (4" tall) in good condition and clearly visible from the street or parking lot, both front and rear if an alley exists?

## **EXTERIOR LANDSCAPING AND GROUNDS**

Are there any trip hazards or cracks along the sidewalks curbing or stoops?

Are all parking lot and driveway areas in a proper state of repair and maintained free of hazardous conditions?

Is signage properly installed and maintained?

Are dumpster/trash areas reasonably clean, are dumpster screens in good condition?

Are there any grading problems, standing water?

Are there any muddy areas in need of sod or grass?

Is there any dead landscaping in need of replacement?

Is there any land erosion under stoops, patios or sidewalks?

Are there any abandoned cars on the property?

Does the exterior lighting illuminate all areas of the walkways and parking areas sufficiently?

**\*\*\*NOTES\*\*\***

**Three (3) duplex receptacles are required in every room**

**Double key deadbolt locks are not permitted**

**Sump pumps or storm drains cannot discharge into the sanitary sewer system**

**All electrical repairs must be done by licensed electrician and must be inspected by an independent underwriter**

**A Heater and Chimney certification is required to be provided to the inspector prior to or at the time of the inspection.**

**State Law requires that carbon monoxide detectors are installed on every floor of a residence.**

**\*\*\*Secure ALL necessary permits PRIOR to beginning any repairs\*\*\***

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