



## City of Pittston Office of Code Enforcement

City Hall 35 Broad Street Pittston, PA 18640

570.654.0513 ext. 221 [www.pittstoncity.org](http://www.pittstoncity.org)

## **INFORMATION ON OUR RENTAL UNIT INSPECTION PROGRAM**

To ensure **clean and safe housing that meets basic property maintenance and fire prevention code standards**, City Ordinance, File of Council #6 of 2013 requires that **all residential rental units be inspected by the City Code Enforcement Officer before initial rental, and every two (2) years thereafter.**

**This ordinance is now in effect**, and inspections are now underway. The first inspection will be charged a pro-rated fee, and will cover the period through December 31, 2014.

The inspection is to assure compliance with the city property maintenance, fire prevention and zoning ordinances. **During the inspection, some of the items the inspector will be checking include:**

- ✓ **The use of the unit is in accordance with what is allowed by the city zoning ordinance and occupation limitations set by the city zoning, property maintenance and fire prevention codes;**
- ✓ **All areas of the unit are clean and sanitary with no accumulation of garbage or debris, or signs of rodent or insect infestation;**
- ✓ **No holes in walls, doors, floors, ceilings;**
- ✓ **All rooms and hallways have working light fixtures;**
- ✓ **All electric switches and outlets are working have cover plates;**
- ✓ **No exposed or unsafe electrical wiring;**
- ✓ **Steps are safe and secure and that stair and deck railings meet code for railing height and picket spacing;**
- ✓ **Working smoke detectors where required by the city fire prevention code;**

- ✓ Kitchen sink with working hot and cold water;
- ✓ Working kitchen range;
- ✓ Bathroom sink, shower or bathtub with working hot and cold water;
- ✓ Working water closet (toilet);
- ✓ Bathroom and kitchen outlets must be ground-fault protected (GFCI outlet or breaker) as required by code;
- ✓ Accessible electrical box with labeled breakers/fuses and no open knock outs or breaker openings;
- ✓ Sleeping areas must have doors;
- ✓ No broken windows or doors, or doors and windows that do not close.
- ✓ Adequate "means of egress" (doors to the exterior) that open and close properly and which are not obstructed;

**Additionally, each rental property must have a designated "property manager" who lives within twenty (20) miles of the city, and whose contact information is on file with the code enforcement officer so that we can contact the manager if there is any problem at the rental unit.**

These are some of the basic requirements to assure safe and clean housing. Complete copies of the city zoning, property maintenance, and fire prevention ordinances can be viewed in the administrative offices at city hall during normal business hours and are also posted on the city website at [www.pittstoncity.org](http://www.pittstoncity.org) and copies are available for purchase for a nominal copying fee.

If you have any questions on specific situations, please do not hesitate to contact the Pittston City Code Enforcement Office.

Thank you!

**Pittston City Code Enforcement Office**  
**telephone: 570.654.0513 ext. 221**