

# INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC)

## PRE-INSPECTION CHECKLIST

The following list is a pre-inspection checklist that is similar to the one that is used during a property maintenance inspection performed by the Borough's Code Official. Property owners should perform a pre-inspection prior to scheduling an inspection of a rental unit or to confirm that their property is in conformance with the Matamoras Property Maintenance Code. Correcting any potential violations will result in an expedited IPMC inspection and may avoid any cost involved with re-inspection of any violations that may be discovered. Property owners are encouraged to contact the Code Official to discuss any potential violations and any corrective action that can be taken prior to an inspection.

The Code Official performs a visual IPMC Inspection of the premises based on the municipality's currently adopted Property Maintenance Code. The Code Official then issues a report detailing any code violations that require corrections. The inspection is a minimum IPMC Inspection made exclusively for the use of the municipality in determining the premise's compliance with the IPMC for occupancy and general conformance. The inspection is limited to observations readily visible and accessible without moving or removing any item. Confined spaces, such as crawlspaces or attics may not be subject to inspection. Furnishings are not moved, but removal may be requested if necessary to confirm code compliance in which removal must be done by the owner or occupant. Concealed, internal or hidden damage or defects may not be observed. Photos may be taken as part of the property record.

The operation of the heating, air conditioning and water heater systems are not checked except as specified below. The overall condition of the roof and roof coverings are not inspected, except as visible from the exterior at ground level or through windows in the unit.

The owner of a rental unit or rental units is responsible for maintaining the structure and the exterior property in compliance with the property maintenance code. The occupant/tenant of a rental unit is responsible for keeping that part of the rental unit which they occupy and control, clean and in a sanitary and safe condition.

***THIS LIST SHOWS COMMONLY FOUND VIOLATIONS. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL CODE VIOLATIONS THAT MAY OCCUR. ALL LIFE & FIRE SAFETY ITEMS MUST BE IN COMPLIANCE TO RECEIVE A RENTAL UNIT LICENSE. IF YOU HAVE QUESTIONS ABOUT A SPECIFIC SITUATION, PLEASE EMAIL THE CODE OFFICIAL AT [s.bolles@matamorasborough.com](mailto:s.bolles@matamorasborough.com).***

**EXTERIOR PROPERTY AREAS IPMC 302** All premises shall be graded to prevent the erosion of soil. Sidewalks, walkways, stairs, driveways, parking spaces, etc. shall be maintained. All premises shall be kept weed free and grass shall not exceed a height of 8 inches. Structures and exterior property shall be rodent free. Accessory structures such as sheds, garages, fences, etc., shall be kept structurally sound and in good repair.

**MOTOR VEHICLES IPMC 302.8 & CHAPTER 93 OF THE BOROUGH CODE** No inoperative, unregistered, or uninspected vehicles or vehicles that have not been moved for 15 days. No vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.

**EXTERIOR STRUCTURE IPMC 304** The exterior of a structure must be maintained in good repair and structurally sound. This includes the building frame, siding and roofing, the foundation, flooring, exterior stairs, decks, porches, etc., and guardrails and handrails. All exterior wood surfaces shall be protected and maintained in good condition. All metal surfaces shall be protected from rust and must be maintained and in good condition. All premises and each dwelling unit shall be identified with the approved address, so it is visible from the street or road. Numbers must be Arabic numerals or alphabet letters with a stroke of 0.5 inches by 4 inches high (min.)

**BUILDING SECURITY IPMC 304.18** Doors providing access to a rental unit shall be equipped with a deadbolt designed to be readily openable from the inside without the need for a key or special knowledge (a sliding bolt shall not be considered an acceptable deadbolt lock). Windows in rental units located within 6 feet above the adjacent ground shall be equipped with a window sash locking device.

**INTERIOR STRUCTURE IPMC 305.1** The interior of a structure & equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. The occupant/tenant is responsible for the residential unit, the owner is responsible for all common and exterior areas when there are two or more units.

**INTERIOR SURFACES IPMC 305.3** Interior Surfaces, including doors, windows, shall be maintained in good, clean, sanitary and working condition, this includes peeling or chipping paint, plaster and decayed wood.

**INTERIOR STAIRWAYS, GUARDRAILS & HANDRAILS IPMC 305.4 & 305.5** Every stairway, guardrail and handrail shall be maintained in good repair. Handrails and guardrails shall be firmly fastened and capable of supporting normally imposed loads. Every exterior and interior flight of stairs more than four risers shall have a graspable handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30" above a floor or grade below shall have guards. Handrails shall not be less than 30" high or more than 42" high measured vertically above the nosing of the stair tread. Guards shall not be less than 30" high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface. These requirements are for pre-existing conditions. Any new construction permitted after April of 2004 must conform to the Pennsylvania Uniform Construction Code.

**RUBBISH & GARBAGE IPMC 308** All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish. The occupant shall dispose of garbage in approved containers.

**PEST ELIMINATION/INFESTATION IPMC 309** Structures shall be kept free from insects and rodent infestation. The owner of a structure shall be responsible for pest elimination within the structure/unit prior to renting or leasing. The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure/unit. In a two-family or multifamily building, the owner is responsible to keep the common and public areas pest free.

**LIGHT AND VENTILATION IPMC 401, 402 & 403** The owner of a structure shall provide and maintain light, ventilation and space conditions. Every habitable space shall be provided with natural or artificial light. Halls and interior and exterior stairways shall be illuminated. Habitable spaces shall be provided with natural or mechanical ventilation which includes bathrooms and toilet rooms. Air from mechanical exhaust fans must terminate outdoors. No dwelling unit shall be overcrowded to endanger the life, health, safety, or welfare of the occupants.

**OCCUPANCY LIMITATIONS IPMC 404** No dwelling unit shall be overcrowded to endanger the life, health, safety, or welfare of the occupants. The minimum habitable room width shall be 7 feet in any plan dimension, except kitchens. Kitchens shall have a clear passage of 3 feet. Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a clear ceiling height of 7 feet with exceptions.

**PLUMBING FACILITIES & FIXTURE REQUIREMENTS IPMC 501-507** The owner of the structure shall provide and maintain all plumbing facilities and fixtures. Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink. All plumbing fixtures shall be maintained in working order, and shall be kept free from obstructions, leaks and defects. Water heating facilities shall be provided and capable of supplying hot water of 110 degrees.

**HEATING FACILITIES & ELECTRICAL REQUIREMENTS IPMC 601-605 & 607** The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment. Permanent heating facilities shall provide a room temperature of no less than 68 degrees in all habitable rooms, bathrooms, and toilet rooms. Neither cooking appliances nor portable unvented fuel burning space heaters are to be used to provide the required heating. All duct systems shall be free from obstruction and be maintained in good working order.

**ELECTRICAL** All dwelling units shall be served by a three-wire, 120/240-volt, single-phase service not less than 60 amps. The electrical system shall be maintained in good working order. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe approved manner. Every habitable space shall contain at least two separate and remote receptacle outlets. Every laundry area shall have at least one grounded type receptacle or a GFCI. Every bathroom shall contain at least one receptacle except new bathrooms shall have a GFCI. Every common hall, interior hallway, toilet room, bathroom, kitchen, laundry room, boiler room and furnace room shall contain at least one electric luminaire.

**FIRE SAFETY REQUIREMENTS IPMC 701-704**

**MEANS OF EGRESS IPMC 701 & 702** The owner of the premises shall provide and maintain fire safety facilities and equipment. Emergency escape openings shall be provided and maintained.

**FIRE-RESISTANCE RATINGS IPMC 703** The required fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

**SMOKE ALARMS IPMC 704** The owner of the premises shall provide and maintain fire safety facilities and equipment. No less than a single station, battery powered smoke alarms shall be installed and maintained on each level including the basement, outside of each sleeping area and within each sleeping area.

**CARBON MONOXIDE ALARMS RECOMMENDED** No less than single station, battery powered carbon monoxide alarms are to be installed outside of each sleeping areas in units that contain fossil fuel burning appliances or attached garages.

***THE REFERENCED SECTIONS ABOVE CAN BE FOUND IN THE 2009 INTERNATIONAL PROPERTY MAINTENANCE CODE. A LINK TO A FREE VERSION OF THIS CODE CAN BE FOUND ON OUR WEBSITE AT [WWW.MATAMORASBOROUGH.COM](http://WWW.MATAMORASBOROUGH.COM). A PAPER COPY FOR YOUR REVIEW IS AVAILABLE AT THE BOROUGH OFFICE.***