

<b>Electrical Receptacles</b>	Two separate, and remote, in every habitable space. Every bathroom must have one outlet. Laundry Room shall contain one grounded type outlet. All outlets must have appropriate faceplate.
<b>Means of Egress</b>	Safe, continuous and unobstructed path of travel from any point in the building to the public way.
<b>Fire-Resistant Assemblies</b>	Fire resistant ratings assemblies maintained in compliant condition and repair.
<b>Fire Extinguisher</b>	Installed in a visible, accessible location in accordance with NFPA 10. Each dwelling unit must have a fire extinguisher.
<b>Smoke Detection</b>	Operable ceiling or wall mounted in each separate sleeping area, one in vicinity of sleeping area, one each story, including basement. Mounted in accordance with manufacturers specifications or NFPA 72.

## Summary of the Residential Rental Property Licensing & Inspection Ordinance

This is a brief summary of Stroudsburg Borough Ordinance #1153, the *Licensing and Inspection of Residential Rental Properties*. The Ordinance in full is available for review at the Borough Building, 700 Sarah Street, or online on the Borough's website, [www.stroudsburgboro.com](http://www.stroudsburgboro.com). In the event of variance between this document and the Ordinance, the Ordinance will govern.

All residential properties in the Borough must be licensed on an annual basis. The licensing year for rental units runs from September 1st of the current year to August 31st of the following year. Registrations received after September 1st are subject to a late fee. Residential rental units that are vacant must be registered. The Borough must be notified of any changes in ownership within five (5) business days.

Requirements for obtaining a license include being current on all property taxes; current status on water and sewer billing; up to date on solid waste collection fees and having the correct number of carts/accounts (one per unit); if required, designated and providing correct information for a property manager; no outstanding citations, fines, costs or liens to the Borough; and a list of all tenants over the age of 18.

The Ordinance mandates that all residential rental properties will be inspected at least once every three years. Inspections will be conducted by a Code Official from the Borough of Stroudsburg. Inspection appointments can be made on the Borough website or by calling the Code Enforcement Office at (570) 421-5444, Extension 103. The owner, or his authorized agent/manager, must be physically present at inspections. The initial inspection, and re-inspection (if necessary when corrections, as identified by the Code Enforcement Officer, are completed), are included in the license fee. If, at the re-inspection, deficiencies are still found, there will be additional charges for further inspections. A charge will be applied if the owner/manager does not show up for a scheduled inspection or if the owner/manager does not gain entry to the rental unit.

The owner is responsible for maintaining the property in compliance with the adopted property maintenance code (IPMC, 2018 Version), Stroudsburg Borough Code of Ordinances, the International Fire Code, and all other applicable statutes. Failure by the owner to correct any identified violation(s) within the established time period may result in the Borough invoking the remedies available under this Ordinance or other applicable Codes, Ordinances or Statutes, including condemnation or declaration of the premises to be unfit for human habitation.

The occupant shall comply with all applicable codes and ordinances of the Borough. Occupants shall collect and dispose of all rubbish, garbage, and other waste in a clean and sanitary manner and comply with the Borough's Solid Waste and Recycling Ordinances. Occupants shall not engage in, nor tolerate nor permit guests on the premises to engage in, and conduct declared illegal under any code or law.



# RESIDENTIAL RENTAL PROPERTY LICENSING & INSPECTION GUIDE

This checklist and ordinance outline is to be used as a guide to understand the Residential Rental Property Ordinance and the accompanying inspection process. This guide is not to suggest that this is a complete list of every item to be evaluated at the time of inspection; it is meant to reference commonly inspected items. Please note that the Ordinance states that a license is not a “...warranty that the premises is lawful, safe, habitable, or in compliance with the Borough Code.”

Inspection criteria are established in accordance with the International Property Maintenance Code, the Stroudsburg Borough Code, and the International Fire Code.

# Rental Inspection Guidelines

## Exterior

- Exterior of Structure** Exterior of a structure maintained in good repair, structurally sound and sanitary.
- Sidewalks/Walkways** Sidewalks, walkway, stairs, driveways, parking spaces maintained in a state of good repair and hazard free.
- Lawn** Free from weeds & plant growth in excess of 10”.
- Accessory Structures** Accessory structures, including detached garages, fences & walls, structurally sound and in good repair.
- Premise Identification** Address numbers not less than 4” x ½”, legible and visible from the street.
- Structural Members** Deterioration free, structurally sound and capable of supporting dead and live loads
- Foundation Walls** Walls maintained plumb and free of holes, breaks, loose or rotting materials.
- Exterior Walls** Maintained weatherproof, surface coated and free from holes, breaks, loose or deteriorated material. Exterior surfaces in good condition; no peeling, flaking or chipped paint.
- Gutter and Downspout** Securely attached and in good repair, free from obstruction; discharging conditions creating public nuisance or premise damage.
- Roofs** Sound, tight and free of defective materials or conditions.
- Fascia and Soffit** Undamaged, securely attached. No flaking paint or signs of deterioration.
- Porches** Maintained structurally sound, proper anchorage, undamaged, no deteriorated wood, flaking/peeling paint, loose handrails/guards or broken steps, more 4 than steps/risers, handrails are required.
- Windows/Doors** Undamaged; easily openable; no flaking/peeling paint or broken glass, glazing free from cracks or holes. Fully functional hardware and locks, able to open. Openable windows require screens May to September. Deadbolt locks required at all entry doors to dwelling unit.
- Sanitation** Exterior of property free from accumulation of rubbish or garbage.
- Electric** Meter base and service entrance cable in good condition and free from wear; split cable present; connection is properly grounded and bonded.
- Garbage Containers** Proper solid waste carts; one cart per dwelling unit unless a waiver has been granted by the Borough to share a cart between two units.
- Motor Vehicles** No abandoned, inoperative, unlicensed motor vehicles on premises.
- Fire Escapes** Provide proof of examination/testing within the last five years by a design professional.

## Interior

- Windows** Good weathertight & fully functional; able to remain open with hardware; operable sash lock devices present.
- Interior Surfaces** All surfaces clean, sanitary in good repair (paint, plaster or wood).

## Stairs and Floors

Sound and good repair with hazard free surfaces. If there are four or more steps, handrails are required.

## Interior Doors

Fit reasonably within jamb and in good repair.

## Windows

Every habitable space has at least one openable window facing directly to the outdoors or onto a court.

## Hallway/Stairway

In all residential occupancies other than one or two family dwellings, every hall and stairway must be lighted at all times.

## Lights/Luminaires

Every hall, stairway, toilet room, kitchen, bathroom and laundry room must contain at least one luminaire/light fixture.

## Room Width & Height

Minimum 7’ in any plan dimension. Kitchens must have 3’ between counter fronts & appliances or counter fronts & walls. Minimum ceiling height of 7”.

## Living Rooms

Living Room must be at least 120 Square Feet. Bedroom must be 70 Square Feet.

## Bedrooms

Bedrooms with more than one occupant must have 50 Square Feet for each occupant. Bedrooms must have access to sink and lavatory without passing through another bedroom and on the same story. They cannot serve as the only means of egress from other habitable spaces.

## Prohibited Occupancy

Kitchens and non-habitable spaces shall not be used for sleeping purposes.

## Occupancy

Dwelling units shall not be occupied by more occupants than allowed in Section 404.5 of the International Property Maintenance Code (See Chart Below).

Space	1-2 Occupants	3-5 Occupants	6 or More
Living Room	120	120	150
Dining Room	No Requirement	80	100

## Electrical Installation

Electrical equipment, wiring and appliances properly installed and maintained in a safe and approved manner.

## Sanitation

Free from accumulation of rubbish; disposed of in a clean and sanitary manner.

## Infestation

Free of rodent or insect infestation.

## Bathroom

Openable window or mechanical ventilation system. Toilet rooms and bathrooms provide privacy and not constitute the only passageway to other spaces. Sanitary, functional, leak-free, no defects on fixtures.

## Water Service

Every sink, lavatory, bathtub/shower, drinking fountain or other plumbing fixture must be connected to water system. Kitchen & bathroom must have hot and cold running water.

## Sewer/Sanitary Drainage

Pipes undamaged; no leaks, proper connections and in good repair.

## Heating Unit

Good repair and operable maintaining heat to habitable spaces at 68 degrees during heating period.

## Electrical System Hazard

Inadequate service, improper fusing or improper wiring installation, damaged or deteriorated.