



Department of Code Enforcement & Zoning  
Phone: (610) 566-5210 x 246  
Fax: (610) 566-0335

**BOROUGH OF MEDIA  
PROCEDURE FOR OBTAINING A  
CERTIFICATE OF OCCUPANCY**

1. Complete the enclosed application form.
2. Mail application form and a check according to the following criteria. Checks should be made payable to Borough of Media, 301 N. Jackson St. 2<sup>nd</sup> Floor, Media, PA 19063 at least **20 days prior** to settlement.
  - (A) New or resale:
    - (1) Residential: \$100, plus \$10 per unit.
    - (2) Commercial/business: \$100, plus \$10 per unit.
    - (3) Motel/hotel/rooming house: \$30, plus \$5 per unit.
  - (B) Leased/rented/let (occupancy changes):
    - (1) Residential dwellings: \$100.
    - (2) Commercial/Business office: \$100.
  - (C) Re-Inspection Fee \$50.00
3. Contact the Borough of Media at 610-566-5210, extension 249 to schedule an inspection at least **15 days prior** to settlement.
4. Meet Borough Inspector on premises at scheduled date and time.

**BOROUGH OF MEDIA  
RESOLUTION # 2007-10**

**WHEREAS**, Media Borough Council adopted Ordinance No. 990 in 2004 establishing a unified fee schedule; and

**WHEREAS**, Ordinance No. 990 enables Borough Council to increase fees via resolution; and

**WHEREAS**, the Community Development and Finance Committees of Media Borough Council recommend the following fee increases:

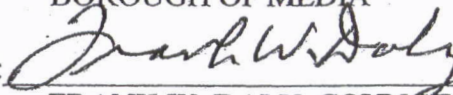
Certificate of Occupancy	from \$25.00 to \$30.00
Re-inspection Fee	\$15.00
Multi-family Residential Inspection Fee	from \$25.00 to \$35.00
Commercial Inspection Fee	from \$25.00 to \$35.00
Re-inspection Fee	\$15.00
Sign Permit Fee	from \$25.00 to \$35.00
Zoning Hearing Board Application	from \$250.00 to \$500 for residential \$750 for commercial

**NOW THEREFORE BE IT RESOLVED** that the Borough of Media shall assess the fees referenced above effective January 1, 2008.

**APPROVED AND RESOLVED** this 20th day of December 2007.

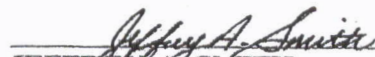
BOROUGH OF MEDIA

BY:



FRANK W. DALY, COUNCIL PRESIDENT

**ATTEST:**

  
JEFFREY A. SMITH  
BOROUGH MANAGER

Property Maintenance Code, adopted as ordinance 893---  
updated in 1997 as Ordinance 914 to the 1996 edition

### Exterior property areas (PM 303)

Maintained in clean, safe, sanitary condition

Graded to prevent accumulation of stagnant water

Sidewalks, walkways, stairs, driveways, parking spaces, etc. free of hazardous conditions

Free of weeds or plant growth in excess of 10"

Free of harborages for rats and other vermin

Exhaust of gases, vapors, steam shall not infringe upon an adjacent property

### Exterior structure (PM 304)

- **Street numbers** shall be displayed and visible from street in letters at least 3 inches high
- **Structural members** must be free of deterioration and able to bear their design loads
- **Foundations walls** must be plumb, free of open breaks and cracks which might promote structural deterioration, and able to prevent the entry of rats and other vermin
- **Exterior walls** must be weatherproof and properly surface coated to prevent deterioration
- **Roof and flashing** shall not admit rain and must prevent dampness or deterioration of the interior of the structure.
- **Discharge of roof water** must not create a public nuisance
- **Decorative features** such as cornices, terra cotta trim, etc. must be properly anchored
- **Overhanging extensions** such as fire escapes, awnings, ductwork must be safely anchored and weather coated to prevent decay or rust
- **Chimneys and towers** must be plumb, free of deterioration of the masonry and properly surface coated to prevent deterioration by weather,

**Handrails and guards** shall be firmly fastened and able to bear their design load

- **Handrails and guards required when**

- 1) Every exterior or interior flight of stairs having more than 4 risers and every open portion of a stair, landing, or balcony which is more than 15 1/2 inches above the floor or grade below shall have guards
- 2) Handrails must be between 34" & 38" above the tread or the finished elevation of a landing or walking surface.
- 3) Guards shall not be less than 42" above the floor of the landing or balcony
  - a) Openings in guards shall be of such a construction that a sphere 4" in diameter cannot pass through the guard
  - b) The pattern of the opening protection in the guard shall not create a ladder-like effect

- **Window and door frames** shall be weather tight and free of rot and/or termite damage
- All **glazing** shall be free of cracks and holes
- **Windows** designed to be operable shall be easily operable and able to be held in place by the window hardware
- Any **door, window, or other outside opening used for ventilation purposes** shall be supplied with screens. Doors shall be equipped with an operable self-closing device
- **Exterior doors** shall be weathertight and free of rot or termite damage. Locks and door hardware shall tightly secure the door
- **Basement hatchways** shall be water tight and secure to prevent the entrance of rats, rain, & surface water
- **Basement windows** which are operable shall be supplied with ratproof shields, storm windows, or other means to prevent the entrance of rats

### Interior structure PM-305

**Interior areas** shall be maintained in a clean and sanitary manner. Owners shall be responsible for maintaining public areas; occupants shall be responsible to maintain those areas in which they reside

**Structural members** must be free of deterioration and able to bear their design loads

**Interior surfaces** shall be maintained free of peeling paint, cracked or loose plaster, decayed wood or other defective surface conditions

**Interior and exterior surfaces** (including fences and outbuildings) of dwellings and child/day care facilities which contain in excess of 0.06 percent lead by weight shall have the lead paint removed or covered in an approved manner. Any surface to be covered shall first be marked with warnings as to the lead content of such surface.

**Interior stairs and railings** shall be maintained in good repair.

- 1) All treads will be securely fastened to the stringers, free of rot or other deterioration, and have nosing which does not create a slipping hazard.
- 2) Risers will be securely fastened and free of rot or other deterioration
- 3) Railings will be provided as required by PM 702.9 and securely fastened

**Handrails and guards** shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. Both shall be constructed in compliance with the requirements of the BOCA building code.

### Rubbish & Garbage PM-306

- Interior & exterior areas shall be free of accumulations of **rubbish & garbage**
- Leakproof containers with tight fitting lids shall be supplied for containing **garbage**

### Extermination PM-307

- Where any evidence exists of **infestation** by insects or rats, the premises shall be exterminated by a licensed exterminator and a certificate of completion furnished to Media Borough code enforcement



## LIGHT, VENTILATION & OCCUPANCY LIMITATIONS

The requirements of the BOCA Property Maintenance Code shall apply. Since they are rather detailed, a short synopsis is provided:

- Habitable spaces shall have operable windows
- Interior hallways and stairways shall be lighted at all times
- Exterior stairways shall be lighted during hours of darkness
- Bathrooms shall be provided with either mechanical ventilation or an operable window
- Clothes dryers shall be vented to the exterior of the building
- Occupancy limits for a dwelling unit or building shall be those of table 405.5 of the property maintenance code
- Minimum ceiling height shall be 7 feet 4 inches in habitable spaces
- Minimum ceiling height shall be 7 feet in hallways, corridors, laundry areas, bathrooms, toilet areas, and kitchens

## PLUMBING FACILITIES AND FIXTURES REQUIREMENTS

The requirements of the BOCA Property Maintenance Code shall apply. Since they are rather detailed, a short synopsis is provided:

- Water heating facilities shall be supplied with **adequate combustion air**
- Water heating facilities shall be supplied with an approved combination **temperature and pressure relief valve and relief valve discharge pipe**
- Water inlets for plumbing shall be above the flood level rim of fixtures
- **Storm drainage** of roofs, paved areas, yards, courts and other open areas on the premises shall not be discharged in a manner that creates a public nuisance

## MECHANICAL AND ELECTRICAL REQUIREMENTS

The requirements of the BOCA Property Maintenance Code shall apply. Since they are rather detailed, a short synopsis is provided:

### **Heating**

Heating facilities must maintain habitable spaces at 65 degrees Fahrenheit

Rental units must have heat between October 15 and April 15

Temperature of rental unit must be maintained at 65 degrees between 6:30 a.m. and 10:30 p.m.

Temperature must be maintained at 60 degrees during other hours

### **Mechanical equipment**

- Chimneys and flue connectors for fuel fired equipment shall be properly maintained and tightly sealed
- Adequate combustion air shall be supplied to fuel burning equipment
- Adequate clearances must be maintained between fuel fire equipment and combustible storage or building components

### **Electrical Facilities**

Every dwelling shall be served by a **main service** of not less than 60 amperes, 3 wire

All electrical equipment, wiring, and appliances shall be installed in accordance with the requirements of the National Electrical Code

**Ground fault interrupter (GFI)** protection shall be installed on all receptacles in accordance with the requirements of the National electrical Code

Every habitable space shall be equipped with at least **two separate and remote receptacle outlets**

Every **laundry area** shall be equipped with at least one grounded receptacle

Every **bathroom** shall contain at least one GFI protected receptacle

## **FIRE & SAFETY REQUIREMENTS**

The requirements of the BOCA Property Maintenance Code shall apply. Since they are rather detailed, a short synopsis is provided:

Every story exceeding two stories above grade shall be provided with not less than **two independent exits**

In stories where more than one exit is required, **all occupants shall have access to at least two exits**

A **single exit** may be permitted under certain circumstances. An evaluation of such circumstances will be made by the code enforcement officer at the time of the use and occupancy inspection.

**Dead end corridors** shall not exceed 35 feet

The **minimum aisle width** in non-residential buildings shall be 44 inches except when the occupant load is less than 50 in which case the aisle may be reduced to 36 inches

**Stairways, handrails and guards**--Every exterior and interior flight of stairs having more than four (4) risers, and every open portion of a stair, landing, or balcony which is more than thirty (30) inches above the floor or grade below shall have guards. Handrails shall not be less than thirty (30) inches nor more than forty-two (42) inches high, measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches high above the floor of the landing or balcony

**Doors** in a means of egress shall be **readily operable** from the side from which egress is being made without the need for keys, special knowledge or effort. Manually operated edge or surface-molded flush bolts are prohibited. Locks or fasteners which cannot be readily opened with fire exit hardware (panic bars) shall not be installed upon an exit.

Every sleeping room shall have at least one window which meets the criteria for an **emergency escape window**

The **fire resistance ratings** of floors, walls, ceilings and other structural components shall be maintained. Openings into such surfaces created by contractors, building maintenance personnel, water damage, other such means shall be repaired.

**Fire doors** and their associated hardware shall be maintained in good working order. Door stops, wedges, and other inappropriate hold open devices shall be removed.



Installed **fire suppression and detection systems** shall be properly maintained and tested in accordance with applicable National Fire Protection Association standards. Certificates of current inspection and testing shall be furnished prior to issuance of a certificate of occupancy.

**Fire extinguishers** shall be properly maintained and tested in accordance with applicable National Fire Protection Association standards. Tags indicating current inspection and testing shall be displayed upon all extinguishers

Smoke detectors shall be furnished upon each level of the premises. In sleeping areas of residential properties, such detectors shall be located immediately outside sleeping areas.