

## Rental Requirements

1. Every dwelling unit or rooming unit offered for rental in the City of Coatesville must be licensed.
2. A separate application and license is required for every rental unit.
3. When approved and signed by the Code Officer, the application shall serve, for the calendar year, as a license to operate the unit.
4. A ten percent (10%) penalty shall be levied on any Rental fee paid after the March 31<sup>st</sup>.
5. **RENTAL LICENSES ARE DUE JANUARY 1 of each year.** Failure to return completed application and fee by **March 31<sup>st</sup>** will result in the **revocation of your Rental License on May 1<sup>st</sup>.**
6. Continued non-payment of Rental fees will result in the issuance of summary citations starting May 2<sup>nd</sup>.
7. After revocation you will need to pay all fees due the city, apply for a new license and inspection.
8. The Codes Department must inspect any licensed unit that becomes vacant, prior to its being reoccupied.
9. **Any application not completely filled out will result in its return unprocessed and late fees and penalties will apply.**
10. All City taxes, trash fees and rental licenses must be current before any inspection is scheduled.
11. If the unit is not going to be used as a rental an affidavit of non-rental must be filed before March 1<sup>st</sup>.

## Pools

All Pools 24" or Deeper must comply with City Ordinance, ICC & UCC Codes. Informational pamphlets available at Code Office.  
Zoning and Building Permits Required.

*Note: This brochure may be used as a guide by landlords and tenants. The requirements are subject to change. You may contact the department for verification of fees and/or other requirements.*

# City of Coatesville Pre-Rental Inspection

## Checklist



Department of Urban Planning  
&  
Codes Enforcement  
[www.Coatesville.org](http://www.Coatesville.org)  
610.384.0300

## **Building Exterior**

1. Roof, fascia, and foundation walls all structurally sound and weather tight.
2. Walls are free of defects and wood surfaces must have protective covering.
3. Windows work properly, are weather tight and lockable.
4. All units must have screens and the landlord is to maintain those screens. Free of holes and defects.
5. Stairs with four or more must steps have handrails in accordance with building codes. Stairs and landings 30" or higher must have guards to meet IRC/IBC.
6. Exterior doors shall be designed for exterior use and of sufficient quality to support the weight of the door.
7. Building gutters are clear of debris.
8. Curbside lawn and storage areas are free of garbage and debris.
9. Lawn and shrubs are properly edged and trimmed on a regular basis.
10. Limited soil erosion.
11. Fencing, if any, is in good repair.

## **Systems**

1. All utilities are active and operating safely.
2. Water heater is properly installed and operating. Water heater must be equipped with a correct temperature-pressure relief valve according to the manufacturer's specifications, and those specifications are posted near the heater so the Inspector can verify them. A discharge pipe is installed on the valve with (6) inches of the ground. Water temp must be 120 degrees maximum.

3. Plumbing is properly installed, leak-free and vented in accordance with building codes.
4. Heating system is properly installed and operational.
5. Apartment buildings shall have properly marked fire exits that meet building codes.
6. No exposed wires or open electrical panels.
7. There must be an electrical outlet every twelve (12) feet throughout the dwelling (new construction) or two electrical outlets on opposite walls (existing).
8. Pilot lights on gas stoves are in proper working order.

## **Dwelling Unit**

1. Walls are clean, painted and free from holes, peeling, chipping or loose paint.
2. Unit is free of any trash or debris.
3. All appliances (e.g., stove) are clean, operable and in place at the time of inspection.
4. Each bedroom must have an area of at least seven (7) feet x ten (10) feet.
5. Each bedroom has at least one window that is designed to open far enough to allow a person to exit.
6. Stairs with four or more steps shall have handrails in accordance with building codes. Stairs and landings 30" or higher must have guards to meet IRC/IBC.
7. If the unit has two (2) or more bedrooms, the floor plan permits access to the bathrooms and commonly used rooms without passage through a bedroom or bathroom.

8. Electrical outlets, switches, and light fixtures must meet building codes.
9. Bathroom doors must have functioning locks.
10. Interior bedroom and bathroom doors are installed throughout the unit.
11. Smoke alarms are installed in every living room, bedroom, hall, common area, & attic.
12. A 2.5 lb. fire extinguisher rated "ABC" mounted in kitchen 42" from floor. Extinguisher age must be less than 12 years.
13. Carpet and rugs are clean and free of tears/trip hazards.
14. Ceilings are free cracks or holes, severe bulging, and loose or falling surface material.
15. Security bars, if provided, are a properly installed breakaway type.
16. All exterior and access doors into dwelling unit shall be equipped with single cylinder thumb locks.
17. Window and doors are operable and are not blocked, nailed shut or in any other condition that would prevent exit.
18. Unit is free of mold and mildew.
19. No propane, natural or methane gas odor or kerosene is detectable.
20. No sewer odor is detectable.
21. No Evidence of insect or vermin presence.
22. Abandoned oil tanks must be removed.