



CODE ENFORCEMENT AGENCY
1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952 www.cea-code.com

2025 RENTAL & REAL ESTATE TRANSFER APPLICATION

RESIDENTIAL (single family, Duplex) / COMMERCIAL

Date of Application: _____

CURRENT OCCUPANT & LOCATION INFORMATION:

Occupant Name: _____

Address: _____

Suite # _____

City: _____ Zip Code: _____ Email: _____

Contact # () _____

Lot Block # / Tax Map #: _____ Owner / Rental / Lease _____

NEW OCCUPANT / OWNER (Name on New Placard)

Name: _____

Contact Name: _____

Address: _____ City / Zip Code: _____

Phone# () _____ Email: _____

TRANSFER INFORMATION:

RENTAL

SALE OF PROPERTY

LEASE / (sub lease)

PROPOSED TRANSFER DATE: _____

BUILDING INFORMATION:

Vacant / Occupied Vacant Date: _____

Is the Building used for any other purpose? _____

Change in Use in Occupancy? _____

Where is / As is point of Transfer? _____ Do you have a notarized affidavit? _____

Are the Utilities connected? Electric _____ Gas _____ Water _____ Sewer _____ Other: _____

Smoke / Carbon Monoxide Detectors in proper areas? _____ Fire / Panic _____

Fire Extinguisher been Tested & Tagged? (if applicable) _____

Emergency Lights (if applicable) working? _____

Main Electric Panel been inspected? _____ 4" (min) address sign on building? _____

Any known or open violations? _____

Any known or open issues: _____

PLEASE READ before Signing:

Please note, the Building Code Official, Code Enforcement Officer, as well as any inspector or plans examiner, are not authorized to offer design advice or assist in qualifying repair details in relation to this application.

Any changes in this application submitted during application, must be properly communicated and approved by the Building Code Official or Code Enforcement Officer prior to implemented such changes.

All local Zoning Ordinances and other local ordinances apply to this application as deemed by the jurisdiction.

THIS APPLICATION IS A LEGAL DOCUMENT: Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be completed and legible before acceptance of the application at the Building Department.

Signature of the Applicant (legible)

Date

Rental & Real Estate Transfer Information Sheet

The local jurisdiction has required you to get an occupancy inspection based upon a real estate transfer or occupant / tenant turnover request. The following is intended to help communicate the process and give the best information for the upcoming inspection. Please make sure the following items are prepared and ready for the inspector PRIOR to scheduling.

The intention of this inspection is to ensure the minimum code standard for an occupancy permit (prior to issuance). This is NOT a home inspection and is not intended to replicate a civil home inspection process. Deficiencies found during the inspection process are reported to the onsite applicant or representative verbally and may be recorded directly to help resolve any issues or deficiencies. Once the inspector has all areas of the inspection completed, an electronic version shall be sent to the local jurisdiction for processing and final certificate distribution. CEA does not have the authority to issue a certificate of use or occupancy directly. Please review the final requirements with the local municipality.

Exterior

- 1) All unsafe conditions and hazards are repaired or in good working condition.
Example: Gutters, storm water drainage, sidewalks, steps (including handrails) landings, gates / fences & exterior lighting or illumination.
- 2) A visible exterior address marker must be displayed in at least 4" minimum from the street.
- 3) All proper egress entryways, exit ways and windows operate properly.

Interior

- 1) Smoke detectors are present and operable in every sleeping area, hallway, basement.
- 2) Proper rated separations between garage and livable spaces or basements.
- 3) Carbon Monoxide detection must be present near any gas fired appliance such as hot water tanks, furnace or boiler systems. Also required in hallway area nearest any sleeping area.
- 4) Combination smoke/carbon monoxide detectors may be used in residential dwellings.
- 5) All pathways and emergency egress paths are opened and unobstructed. This also may include doors, windows (ventilation) and basement egress windows.
- 6) All necessary mechanical and plumbing systems must be operable and in good working condition. This includes hot water and heat sources.
ALL gas valves must be properly affixed and operational. All plumbing features such as backflow preventer, check valves, drain and waste systems or thermal expansion tanks must be properly installed and operable (please consult a licensed plumber if needed).
- 7) Proper ventilation & light must be operable.
- 8) No open, exposed or unsafe wires, cords or electrical junction boxes.
- 9) All electrical wiring must be properly installed and of a proper design and material.
- 10) Ground faults (GFCI) must be present where applicable: basements, garages, open areas near water source.
- 11) All handrails must be graspable and installed properly near any steps or stairwells.
- 12) If you require a fire extinguisher – must be properly certified, inspected & tagged.
- 13) All main electrical panels MUST be certified by an approved CEA Electrical Inspector. Commercial dwellings, storefronts and buildings must use CEA Electrical Department for inspections by contacting CEA office to schedule.

- 14) Commercial areas must have proper life safety equipment, extinguishers, illuminations, exit signs, pathways and egress. This also includes any panic hardware and proper accessible knobs and handles. NOTE: if you need additional advice on existing life safety code or accessibility codes, please refer directly with a Pennsylvania design professional such as an Architect or Engineer. You may also use a certified commercial inspector to help answer many questions. CEA cannot advise or recommend any services or design advice.
- 15) Any residential or commercial change of use of an existing space or vacant space must be reviewed by and approved by a PA design professional. Applications must be accompanied with a sealed design plan.
- 16) NOTE: Unsafe areas, structures, unpermitted or uninspected areas, uncertified structures or change of use within the structure will require a sealed set of design plans to accompany the application. NO exceptions.

A notarized AFFIDAVIT may be completed and issued to the Building Code Official for approval for any “where is / as is” properties. A conditional permit will be issued to the buyer. The affidavit must be signed and notarized by the buyer only. All exiting conditions, deficiencies, code violations, notice of violations, citations or property maintenance violations shall transfer from the seller (deed holder) to the BUYER (deed recipient). CEA nor the local municipality is responsible or liable for any exiting issues present or after such transfer of certificate. A full certificate of use / occupancy shall be issued only upon full and final inspection of the new property owner. Please consult with your realtor or legal representative for legal advice concerning the civil process. CEA cannot help advise, consult, inspect or offer any conditional permissions to an affidavit process.

The inspector may add items as necessary based upon physical observation.



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Property Maintenance Affidavit

On behalf of the community which you seek to purchase or transfer real estate, you may be asked for an affidavit to be signed and notarized to attach to the application. Whenever a property, structure or occupied area may have violations of the property maintenance code, jurisdictional ordinances or perhaps the fire code, it may not be possible to abate all the known or unknown violations prior to a real estate closing date and time.

What is the Affidavit for?

The affidavit is a legal form which requires the “buyer” of a perspective new structure to sign before a Pennsylvania Notary Public for the protection of community of violations which may exist or be present during a real estate transfer.

Why is a PA Notary Required?

This is also a legal protection that provides the community an understanding of who is signing for the violations. The violations will transfer to the new buyer upon the real estate transfer, so having the proper legal person sign in front of a notary is best.

Can I still close on my property with violations?

In most circumstances, yes. The final decision is up to the Building Code Official or the Code Enforcement Officer (Property Maintenance), but most communities will allow a transfer to take place if the “buyer” assumes responsibility and complies with the violations upon purchase.

How much time do I have after the affidavit?

Once the transfer has taken place, the new “buyer” should present plans to the building department to rectify the violations and move toward a full occupancy or use certificate. Most conditional permits for transfer are valid for up to six months, but extended time may be granted if progress of code compliance is being made.

Do I need a Building permit?

Check with the local Building Code Official, depending on the level of alterations, you may not need a permit. The BCO will help interpret this with you.

Can I live in the building without an occupancy? (Including rent to someone?)

NO. It is never safe or assumed by the local community to be legal to occupy a structure of dwelling without a valid certificate of occupancy or valid use certificate.



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REAL ESTATE TRANSFER INSPECTION AFFIDAVIT

Based upon the local Ordinance established by the jurisdiction named herein, this affidavit is signed and notarized between the agreeing parties mentioned as being a “**where is / as is**” point of sale and transaction. Whereby the current status and inspection of this property does not meet or exceed the minimum code requirement for occupancy according to the Commonwealth of Pennsylvania Uniform Construction Code. The community recognizes the party acquiring the residential or commercial structure shall comply with all local codes and standards as described in the International Property Maintenance Code (IPMC), the International Building Code (IBC), National Electrical Code (NEC) and the Commonwealth of Pennsylvania Uniform Construction Code (PA UCC).

The acquiring representative understands and agrees this inspection agency, nor the local governing jurisdictions have made or shall make any assumptions, corrections or changes to any language specifically to the word “Occupancy” until such time as all required codes in the have been satisfied to the minimum standard.

Jurisdiction of Property: _____

Address: _____ Lot & Block# _____

Signature of BUYER (only)

Notary of Record

Date

Seal:

**** Must be attached to the application or Conditional Use Permit****

Signature of Building Code Official

Date



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REAL ESTATE CONDITIONAL USE AFFIDAVIT

Property Name: _____

Address: _____

City _____ PA Zip Code: _____

Municipal Jurisdiction: _____

Contact Name (Responsible Party Buyer): _____

Contact Phone # () _____ EMAIL: _____

On behalf of the jurisdiction a rental or real estate transfer inspection has been performed and conditionally approved for real estate transfer or temporary occupancy. This Conditional Use Permit has deficiencies of the minimum code requirements for a full occupancy certificate to be approved. The applicant hereto acknowledges the deficiencies and requirements for corrective actions to gain a full certificate of use or occupancy.

ALL local zoning and proper Pennsylvania Uniform Construction Code (PA UCC) apply. Consult with the Building Code Official if any UCC permits are required.

The timeline is **60-days** from the date of this affidavit to complete all repairs, corrections and deficiencies noted and described. Further time may be granted if required with the permission of the Building Code Official in writing by request of this applicant and based solely on progress of actions of this conditional use permit.

FAILURE to comply with the **60-days** granted for full certificate of use or occupancy shall result in an issuance of a notice of violation and potential citations for each violation present. Additionally, the suspension of this Conditional Use Permit.

**** Please note any unsafe conditions or structures deemed appropriate by the Building Code Official or Code Enforcement Officer may result in the issuance of violation notice and the immediate posting of an “unsafe structure” which shall prohibit any occupancy until the legal posting is properly removed.**

Signature of BUYER

Notary of Record

Date

SEAL: