

**The Rental Unit  
Inspection Ordinance  
benefits Property  
Owners, Renters and  
ALL Borough Residents.**

-  Promotes safe and sanitary rental housing
-  Maintains and increases property values
-  Reduces deteriorating rental housing
-  Preserves neighborhoods and quality of life
-  Encourages owner and renter responsibility for the condition of rented properties

Visit our website,  
**www.CKCOG.com** to find:

- ◆ An Inspection Checklist
- ◆ The Application for Permit (for Landlords)
- ◆ Annual Renewal forms (for Landlords)
- ◆ Information about Codes (Building, Zoning & Property Maintenance)

**Are you ready for a Property  
Maintenance Code Inspection?**

✓  
Are there Smoke Detectors in EACH bedroom, in the hallway(s) outside the bedrooms and on each level, including the basement?

✓  
Does the Hot Water Heater have a temperature and pressure relief valve and a "drip-leg" extending to 6" from the floor?

✓  
Is the area (min 36") around the water heater and furnace clear of "junk", trash, boxes, belongings, etc?

✓  
Are all exits (doors *and* windows) free from obstruction inside and outside (personal belongings, furniture, shrubbery, etc).

✓  
Does every room used as a sleeping area have a window? Or two means of approved egress from such room?

✓  
Do all exterior doors open and close easily? Do they lock and *unlock from the inside without a key*?

✓  
Is all fuel burning equipment in good repair and safe condition, properly installed and connected to chimneys or vents?

✓  
Is the roof in good repair with no leaks?

✓  
Does each unit have address numbers that are clearly visible from the street (at least 4" high)?

**NOTE:** This is a list of commonly found violations that will be inspected for the initial Inspection Cycle. It is NOT intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific situation, please call us at the numbers on the front of this brochure.



Central Keystone Council of  
Governments

**Jersey Shore  
Borough**

**Rental  
Inspection  
Ordinance  
No. 2013-08**



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This Brochure in effect : 2014-2017

# Jersey Shore Borough Rental Inspection Ordinance



## Why is a Rental Unit Occupancy License required?

Your Borough has adopted an Ordinance which states that all persons offering structures for rent or occupancy in the Borough are required to obtain a Rental Unit Occupancy License for all existing properties currently being rented and for any new properties before they are offered for rent.

This Ordinance is intended to protect the Borough's standard of livability and helps prevent the deterioration of our neighborhoods. It promotes compliance with health and safety standards to ensure safe and sanitary housing for all our residents.

**The purpose of this Ordinance is to protect and promote the public health, safety and welfare of the residents of the Borough.**

## What do I need to do if I own a property in the Borough?

**You will receive a letter from the CKCOG when your property is due for registration and/or inspection.** You'll need to complete the "RENTAL PROPERTY APPLICATION AND REGISTRATION STATEMENT" for each building that you own in the Borough and return it to the CKCOG. The Registration fee is \$50.00 per unit and will be billed to you annually.

## How often will my property need to be inspected?

Each Borough has an inspection schedule mandated by their Ordinance, Jersey Shore requires an inspection every four (4) years. There is no fee for this inspection if your annual fees are up-to-date. However, if there are complaints regarding a unit, the Code Officer can require an inspection at any time, upon reasonable notice. Inspections due to complaints will be billed to the property owner at the CKCOG's hourly rate.

## What will the inspector be looking at during this inspection?

The Borough has adopted the current **International Property Maintenance Code**. This Code governs many health and safety issues both inside and outside of the property. There is a checklist on the back of this brochure to help you insure your property is compliant with this Code before you schedule an inspection.

## What happens after my property has been inspected?

If the unit(s) are found to meet all applicable codes, you will get a letter in the mail stating your property is now in compliance as well as a Certificate of Inspection placard. However, if there are issues that need to be corrected, you will get a letter listing these items and the time frame you have to repair those items. When the issues have been corrected, you will need to contact this office and schedule a re-inspection.

## How often is the Rental Occupancy License renewed?

The Rental Occupancy License is renewed annually, for a fee amount set by your Borough (\$50.00 per rental unit). You will be notified by mail when this renewal and/or an inspection is due. After your renewal fee has been paid and your inspection completed satisfactorily (when required), you will be sent a sticker with the current year to be placed on your Certificate of Inspection placard. Prospective tenants may ask to see this Certificate to verify that the unit is legally available for rent.

