

TOWNSHIP OF RIDLEY
Code Enforcement Department
100 E. MacDade Boulevard
Folsom, Pennsylvania 19033-2511
Phone: 610-534-4803 | Fax: 610-534-2545
www.ridleytpw.org | email: contact@ridleytpw.org

Date: _____

APPLICATION FOR RENTAL DWELLING UNIT CERTIFICATE OF USE
Chapter 225 of the Code of the Township of Ridley

ADDRESS OF PROPERTY: _____

DWELLING UNIT ADDRESS OR UNIT NUMBER: _____

TYPE OF BUILDING: SINGLE FAMILY \$100.00 APARTMENT \$50.00

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMERGENCY CONTACT PHONE NUMBER: _____

EMAIL: _____

NAME OF MANAGER OR SUPERINTENDENT: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL: _____

DWELLING UNIT IS: VACANT OCCUPIED. LIST NAMES OF OCCUPANTS BELOW: [MARK BOX NEXT TO EACH NAME OF A LESSEE]

NAME: _____ LESSEE

PHONE NUMBER: _____

NAME: _____ LESSEE

PHONE NUMBER: _____

NAME: _____ LESSEE

PHONE NUMBER: _____

NAME: _____ LESSEE

PHONE NUMBER: _____

NAME: _____ LESSEE

PHONE NUMBER: _____

** USE REVERSE SIDE OF THIS FORM TO LIST ADDITIONAL OCCUPANTS AND THEIR PHONE NUMBER **

THIS AREA IS FOR CODE ENFORCEMENT DEPARTMENT USE ONLY

DATE RECEIVED: _____ FEE PAID: \$50.00 \$100.00

RENTAL LICENSE # _____ RECEIPT # _____

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CODE ENFORCEMENT DEPARTMENT

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Folsom, PA 19033
Fax: 610-534-2545

DWELLING UNIT INSPECTION CHECKLIST

The following are the items that are to be inspected to insure that the dwelling unit is in a habitable condition and in compliance with all of the applicable Township of Ridley Codes and Ordinances:

1. The kitchen has a sink with available hot water. Electrical outlets and switches within 6 feet of the faucet must be GFCI outlets. A fire extinguisher with a visible gauge and date stamp must be located in the kitchen and be accessible in case of fire.
2. The bathroom is private and contains a water closet, sink, shower and/or bath tub with available hot water. Electrical outlets and switches within 6 feet of the faucet must be GFCI outlets. Outlets in lighting fixtures must be disabled or fixture replaced.
3. Electrical wall outlets are in good condition with covers in place. Electrical switches are operational and in good condition with covers in place. Electrical junction box covers are in place. All lighting fixtures must have covers on the bulbs.
4. Windows have adequate glazing area and are operational. Window frames, sashes, panes and screens are in good condition with no cracks in the glass and no tears or holes in the screens. All windows must have screens.
5. There is no evidence of rain water entry through windows, doors, roof or ceiling.
6. Required temperature of 68 degrees is maintained throughout the unit during the heating season.
7. Wall and ceiling surfaces are free of breaks, holes, not loose or sagging and not in need of paint.
8. Floor surfaces are free of deep wear, not broken or loose and are free of tripping hazards caused by flooring materials.
9. Door frames and thresholds are in good condition. Door hardware is the proper type and is operational. Doors are free of any damage and not in need of paint.
10. Stairway support members, treads, handrails and balusters are in good condition and secure. All stairs must have a top rail, middle rail or balusters and a toe kick on the side of the stairs if it is open. No opening on the stairs can be greater than 4 inches.
11. Water to the unit is turned on and there are no leaks.
12. Smoke detectors and/or heat detectors are properly installed and are operational. One smoke detector is required for each bedroom, one in the living area, one in the basement and one in the common areas (stairways, hallways, etc.).
13. Carbon monoxide detectors are properly installed and are operational. One carbon monoxide detector is to be located outside of the bedrooms, one in the living area, one in the basement and one in the common areas (stairways, hallways, etc.).
14. Unit is sanitary and free of any infestation.
15. Water heater and hot water boiler (if applicable) must have a pressure relief valve discharge pipe installed and pipe must be no more than 6 inches from the floor. Pipes venting from the heaters to the chimney must be secure and in good condition. Heating must have a recent inspection sticker or invoice showing last date of service.
16. All common hallways and stairways must have emergency lighting installed.
17. House numbers must be a minimum of 3 inches in height and must be visible from the street.
18. If a sump pump is installed, it must drain to the outside of the building and not into the sanitary sewer system. The outlet where the sump pump is plugged in to must be GFCI protected if the distance is 6 feet or less.