



CENTRE REGION CODE

RENTAL HOUSING APPLICATION PACKET



Centre Region Code Administration
2643 Gateway Drive, Suite #2
State College, PA 16801
Phone: (814) 234-3812 Fax: (814) 231-3088
Web: www.centregioncode.org

Procedure for Applying for and Retaining a Rental Housing Permit

Whether you are applying for a new rental permit or changing information on an existing permit the same application must be completed. It is very important that the Centre Region Code Administration office receive notification of all changes in ownership and/or management of your rental property. Rental housing permits are transferable upon change of ownership, providing the permitted use has not changed.

1. The new owner or person-in-charge is required to notify the Centre Region Code Administration office within 30 days after the change of ownership. Failure to comply will result in the cancellation of the rental housing permit. **Failure to obtain a rental housing permit will result in legal action against the owner.**
2. A Rental Housing application can be obtained at the Municipal zoning offices, the Centre Region Code Administration office, or online at www.centregioncode.org. (see reverse side for contact information for these offices)
3. You must complete all the required sections of the application. Incomplete applications will be returned resulting in delays in your permit. If the property owner resides more than 25 air miles from the property, a person-in-charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the enclosed form. **Consent of the person-in-charge is required. Please complete and submit the Person-In-Charge Information & Consent form.**
4. Completed applications should be sent to the Centre Region Code Administration office. The code office will then forward the application to the zoning office for approval. **College Township and the State College Borough have adopted a \$25 application fee. College Township requires a fee for new applications and change of ownership only. The State College Borough requires a fee for new applications and for any change of the existing rental housing permit. This fee must be included with the application. Payment should be made payable to the municipality.** The zoning office will determine if the property is zoned for the proposed use, what the allowable occupancy is for new applications, and record change of ownership or management for revised applications.
5. After zoning approval is obtained, a rental housing inspector will contact the person-in-charge by letter with notice of the housing inspection date and time. If the person-in-charge fails to be present within ten minutes after the start time of the scheduled inspection, a \$75.00 no show fee will be assessed.
 - a. The rental housing inspector will be inspecting the property for life, health and safety issues. Please refer to the Common Corrections List for Rental Housing for additional information about your inspection. All rental properties shall be inspected at least once every 36-months. The next regular inspection will be scheduled no later than 36-months from the last regular inspection, not the last reinspection date.
 - b. A Fire Safety Certificate should be provided to all tenants at the beginning of each lease period and annually thereafter. This certification states that the smoke alarm(s), carbon monoxide detectors, and fire extinguishers have been installed and are functional at the beginning of the lease. It shall also include instructions on how to report deficiencies with the fire safety systems. Please refer to the "Sample" Fire Safety Certification document.
6. After your final inspection a rental permit invoice will be generated. The invoice will be mailed to the "Billing/Property Manager" indicated on your application. When the invoice is received, please review and notify the Centre Region Code Administration office immediately of any errors. This is an annual permit fee, and the fee is dependent on the type of rental unit. (see reverse side for fee information) Your rental housing permit expires one year from the date the permit was issued. An invoice will be generated and mailed 30 days prior to the expiration of the housing permit.
 - a) A housing permit shall become null and void upon permittee's failure to submit the required or proper rental housing fee. The owner is subject to a citation for non-compliance of the unpaid rental housing fee. No

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reduction shall be made for fractional yearly permits. A late charge of \$3.00 per unpaid unit shall be imposed after the date of permit payment due, and with each additional notice every 30-days thereafter until paid.

- b) A rental housing permit will not be issued or renewed until all outstanding “reinspection”, “no-show”, and “annual permit fees” have been paid.
- 7. After your payment is received a rental housing permit will be generated and mailed to the “Billing/Property Manager” indicated on your application. Review the permit for errors and contact our office if changes are required. The permits do not need to be displayed but must be made available to an inspector upon request.
- 8. The person-in-charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines and other correspondence not listed above. **It will be the responsibility of the person-in-charge to forward this information to the owner of the property.**

Zoning Office Information & Application Fees:

State College Borough
Zoning Office
243 S. Allen Street
State College, PA 16801
814-234-7193
www.statecollegepa.us

**(Application fee of \$25 per unit
Payable to the Borough of State College)**

Ferguson Township
Zoning Office
3147 Research Drive
State College, PA 16801
814-238-4651
www.twp.ferguson.pa.us

(No application fee)

College Township
Zoning Office
1481 E College Ave
State College, PA 16801
814-231-3021
www.collegetownship.govoffice.com

**(Application fee of \$25 per unit
Payable to College Township)**

Harris Township
Zoning Office
224 E Main Street
Boalsburg, PA 16827
814-466-6228
www.harristownship.org

(No application fee)

Patton Township
Zoning Office
100 Patton Plaza
State College, PA 16803
814-234-0271
www.patton@twp.patton.pa.us

(No application fee)

Centre Region Code Rental Housing Permit Fees (Payable to COG at the completion of the inspection):

COG Permit fees for rentals in College, Harris & Patton Township:

\$30.00 Apartment, house, townhouse or mobile home (per unit)
\$25.00 Room (per unit)

COG Permit fees for rentals in Ferguson Township:

\$32.00 Apartment, house, townhouse or mobile home (per unit)
\$27.00 Room (per unit)

(Fee includes \$2.00 Ferguson Township ordinance enforcement fee)

COG Permit fees for rentals in State College Borough:

\$45.00 Apartment, house, townhouse or mobile home (per unit)
\$40.00 Room (per unit)

(Fee includes \$15.00 State College Borough ordinance enforcement fee)



Centre Region Code Administration
2643 Gateway Drive, Ste # 2
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Phone: 814-234-3812 Fax: 814.231.3088
Email: kwoods@centreregioncode.org
Website: www.centreregioncode.org

PERMIT TRACKER	
Permit #:	_____
Zoning Approved:?	Yes No
Last Inspected:	_____
Inspection Type:	Interior Exterior
Inspector Assigned:	_____
Date Assigned:	_____
Reviewed by:	_____

Rental Housing Permit Application

ALL sections of this application **MUST** be completed.

Incomplete applications will be returned to the applicant. A separate application is required for each rental unit on a tax parcel.

- | | | |
|---|--|---|
| <input type="checkbox"/> New Rental Permit | <input type="checkbox"/> Change of Ownership | <input type="checkbox"/> Change of Management |
| <input type="checkbox"/> Increase/decrease of units | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Student Occupied |

RENTAL ADDRESS:

Street Name _____ Unit # _____ Bldg Name _____ City _____ Zip Code _____

OWNER'S NAME: _____

Address: _____
Street Name _____ City _____ State _____ Zip Code _____

Phone: _____ Email: _____

(If the property owner resides more than 25 air miles from the property, a Person-In-Charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the attached Person-In-Charge Information & Consent Form. The signed consent of the Person-In-Charge is required or the application will be rejected.)

BILLING/PROPERTY MANAGER: _____

Address: _____
Street Name _____ City _____ State _____ Zip Code _____

Phone: _____ Email: _____

DESCRIPTION OF RENTAL UNIT(S):

- House Apartment Townhouse Duplex Mobile Home Room Fraternity
 Accessory Rental Unit Total Number of Units: _____

Please Note: A rental housing permit will be issued only if all property maintenance codes and zoning regulations are followed and permit fees are paid. The permit is the property of the Centre Region Council of Governments and may be revoked at any time for any violations of code or zoning regulations. The granting of a housing permit authorizes code officers to enter the premises to assure that the health, safety, and welfare of the occupants is not compromised. Failure to obtain a current housing permit will result in formal legal action being filed against the owner.

I hereby certify by signing this application that I am the owner and/or authorized agent of said property; and to the best of my knowledge, all provided information herein is complete, accurate, and true.

SIGNATURE OF APPLICANT: _____

PRINTED NAME: _____ DATE: _____

(PLEASE SEE REVERSE SIDE FOR ZONING/CODE OFFICE INFORMATION)

ZONING OFFICE USE ONLY

Application Approved

Application Denied

Application Review By: _____

Authorized Signature

Date: _____ Zoning Rental Permit #

Tax Parcel # _____ - _____ - _____ - _____ - _____ - _____
(MUST SUPPLY COUNTY FORMAT FOR TAX PARCEL #)

Zoning Classification: _____

Zoning District: _____

Occupancy regulated by Zoning: Yes No

Occupancy may not exceed a family plus _____ persons not related to the family, or in lieu of a family,
_____ unrelated persons.

Comments: _____

CODE OFFICE USE ONLY

Code Inspector: _____

Approved Date: _____

Classification:

- R-2 Multi-Family (apartment, rooming house, fraternity)
- R-3 Townhouse
- Duplex
- Single Family Dwelling

Occupancy Restricted by Codes to: _____

Comments: _____



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Person-in Charge Information & Consent Form

All property owners who reside more than 25 air miles from the rental property must designate a person-in-charge who resides within 25 air miles of the property and is at least 25 years old. This person shall reside in the required radius for the majority of the year, not leaving the region for more than 45 continuous calendar days. Please provide the person-in-charge name, address, phone number(s) and email address for the rental property(ies) listed below. Please send the information to the Centre Region Code Administration office at the address listed above. **Please notify the code office within 3 calendar days regarding any change in person-in-charge information.**

Address of Rental Property(ies):

Owner's Information

Owner's Name: _____

Owner's Address: _____

Telephone number(s): _____

Email Address: _____

Person-In-Charge Information

Person-in-Charge: _____
(At least 25 years old) (Please print)

Consent of Person-In-Charge: _____
(Signature of Person-In-Charge Required)***

Address of Person-In-Charge: _____

Telephone Number(s): _____

Email Address: _____

***The person-in-charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines, and other correspondence. **It will be the responsibility of the person-in-charge to forward this information to the owner of the property.** This person must be present for the inspection to take place. Failure to show up for an inspection may result in a No Show Fee of \$75.

Please see the reverse side for additional information regarding the duties & responsibilities of the person-in-charge.

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Per the Centre Region Building Safety & Property Maintenance Code, 2010 Edition, the duties and responsibilities of the person-in-charge are as follows:

SECTION 802 HOUSING PERMIT

802.8.1 Contact address. *The contact address provided to the Centre Region Code Administration in accordance with Section 802.8 must be a valid address for the receipt of United States mail and shall be checked by the owner or person-in-charge on a regular basis.*

802.8.2 Telephone number. *The telephone number provided to the Centre Region Code Administration in accordance with Section 802.8 must be a valid telephone number capable of receiving and recording voice mail at all times. This number is considered the emergency contact number for this individual. A response to a voice mail left on this number by a representative of the Municipality or the Centre Region Code Administration shall be returned or responded to within 3 hours. A response to a voice mail left on this number by a tenant shall be returned or responded to within 3 hours.*

SECTION 803 PERSON-IN-CHARGE

803.1 Person-In-Charge. *All owners of residential rental property shall designate a person-in-charge for each of their residential properties. The code official shall be notified as to who the person-in-charge is and of any changes to information required by this code within 3 calendar days.*

803.2 Maintenance. *The person-in-charge shall maintain all rental property under their control in compliance with the occupancy limits, as specified in the Zoning Ordinance of the Municipality. Further, the person-in-charge shall notify the owner of rental property of any and all violations issued against said property by the code official.*

803.3 Tenant notification. *The person-in-charge shall be required to distribute to each tenant, information regarding the following requirements, including reference to any ordinances. A signed copy of this form or proof of form delivery shall be maintained by the person-in-charge and shall be made available to the tenant, code official, or municipality upon request:*

- 1. Maximum occupancy for the residential rental property;*
- 2. Regulations regarding dogs (if present);*
- 3. Regulations regarding property maintenance;*
- 4. Regulations regarding refuse, parking, weeds and removal of snow and ice from sidewalks;*
- 5. Information on the handling of recyclable materials;*
- 6. Specific information regarding the State College Health Department and the Centre Region Code Administration including:*
 - a. Basic property maintenance code requirements*
 - b. Appropriate department to contact if a problem continues after notifying the landlord*
 - c. Telephone numbers of the departments, addresses of the departments and the business hours of the departments*

Contents of the tenant information material shall be developed by the Municipality and made available to property owners and managers. Tenant information shall be in writing and shall be separate from any written lease. Tenant information shall be distributed annually.

For additional information on the Centre Region Building Safety & Property Maintenance Code, 2010 Edition, please visit our website at www.centreregioncode.org.

Revised 3/2/12

COMMON CORRECTIONS LIST FOR RENTAL HOUSING

NOTE: This list is for reference purposes only and is not a complete list of all items checked during routine inspection. In addition, not all of the items listed below may apply to every rental property. This information may be used to prepare for and inspection or for tenant move-in. Any “no” item should be addressed when identified. Please visit our website for additional information regarding the Property Maintenance Code: www.centregioncode.org

Yes		No		
				Mechanical/Electrical
1				Furnace and chimney have been serviced/inspected within the last year
2				Furnace flue pipe has no visible holes or corrosion and is tightly sealed at the chimney connection using an approved material
3				Heat is available to tenants October 1 through May 15
4				Electric panel box is completely labeled and cover is in place
5				Fuses in fuse box are “S”-type
6				Water heater is not leaking and has proper down tube (copper or CPVC)
				Laundry Area
7				Washing machine is plugged into a grounded receptacle
8				Dryer is vented to the exterior with a rigid or flexible-rigid metal dryer vent
				Kitchen
9				2 ½ lb. minimum, ABC-type fire extinguisher inspected or new within the past year and mounted in a visible location
10				Faucets and drains are free of leaks
				Bedrooms
11				A functioning smoke alarm is located in each sleeping room. SEE ITEM 23
12				Basements meet egress requirements. All windows are operational and not obstructed by furniture or other items
				Bathrooms
13				Contains a functioning GFCI receptacle
14				Exhaust fan is operational or bathroom has an openable window
15				Faucets, drains, and toilets are free of leaks
16				Walls, ceilings, and surfaces are free of mold and mildew
				Stairways (Interior & Exterior)
17				All stairways with more than four risers have a graspable handrail (1 ¼- 2 5/8 ” diameter)
18				Guardrail spacing does not exceed a maximum of four inches
19				Stairways are not obstructed
				General
20				Fireplace chimney inspected within the past year, if used by tenants
21				Any habitable space on the 3 rd floor or higher has access to 2 approved exits
22				Grounded (3-prong) appliances are not plugged into ungrounded (2-prong) receptacles
23				A functioning smoke alarm is located on every floor of the dwelling unit and in each sleeping room. All smoke alarms must be interconnected. <i>Smoke alarms in new rental properties must be electric with battery backup</i>
24				Battery-powered smoke alarms are tamper resistant (existing rentals only)
25				Functioning carbon monoxide alarms are properly located, if required
26				Screens are in at least one window in every habitable room (May 15 through October 1) and not torn or loose
27				Property is maintained in a clean and sanitary manner
28				All interior door locks operate without keys or special tools
29				Extension cords are not run under rugs, doorways, or through windows
30				Closet lights must be approved-type fixtures
31				Ceilings are free of tapestries and other combustible fabrics
				Exterior
32				All gutters, downspouts, and shingles are intact and securely mounted
33				Exterior is free of refuse and sidewalks are free of obstructions
34				House number is clearly visible from the street. Numbers must be at least 4” in height
35				Exterior is free of peeling paint and penetrations
36				Covered porches are free of upholstered furniture and storage



CENTRE REGION CODE ADMINISTRATION

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FIRE SAFETY CERTIFICATION AGREEMENT:

In accordance with Section 704.9 of the Centre Region Building Safety & Property Maintenance Code, 2010 edition, at the beginning of each lease period and at least annually thereafter, the Owner shall provide all tenants on the lease with a signed certification that all fire extinguishers, smoke alarms, and carbon monoxide detectors where required are in working condition.

It shall be the responsibility of the tenant(s) to verify that the life safety equipment, smoke alarms, and carbon monoxide detectors where provided are in working condition and the fire extinguisher is inspected and charged, sign the certification and return it to the landlord. All tenants on a lease shall sign the Certification.

The Owner shall maintain the original Certification Document and make it available to the Code Officer upon request. A signed copy should be provided to each tenant. Additionally, the Owner is required to provide the tenant with instruction on how to report deficiencies with these fire safety systems.

Any tenant or Owner failing to execute the Certification shall be in violation of this section and subject to the penalties set forth in Section 106.3 of the Centre Region Building Safety and Property Maintenance Code, 2010 Edition. Neither the Owner nor the tenant(s) shall be responsible for the failure of any other party to execute the Certification.

In addition to the Tenant Notification requirements contained in Section 803.3 of the Centre Region Building Safety and Property Maintenance Code, 2010 Edition, the Owner shall provide the tenant with instruction on how to report deficiencies with these fire safety systems.

A “Sample” copy of the Fire Safety Certification Agreement is provided on the reverse side of this document. Please use this “Sample” copy as a guide in preparing the Fire Safety Agreement for your rental property. Please refer to the ordinance numbers listed below in completing the sections of the Fire Safety Certification Agreement.

ORDINANCE #'S

MUNICIPALITY	ORDINANCE #
Borough of State College	1948
College Township	O-10-03
Ferguson Township	932
Harris Township	288
Patton Township	2010-519

Fire Safety Certification Agreement (SAMPLE)

THE OWNER/MANAGEMENT OF the rental unit at _____ hereby certifies to all tenants that effective _____ all fire extinguishers, smoke alarms, and carbon monoxide detectors were in working condition and the fire extinguisher has been inspected within the last year and is in a ready condition in the above mentioned rental unit.

In accordance with provisions of the Municipal Ordinance # _____, Owner/Management hereby informs the tenant(s) that it shall be the responsibility of the tenant(s) to verify that the life safety equipment, smoke alarms, and carbon monoxide detectors where provided are in working condition and the fire extinguisher is inspected and charged, sign the certification and return it to the landlord. All tenants on a lease shall sign the Certification.

As stated in Ordinance # _____ any tenant or Owner failing to execute the Certification shall be in violation of this section and subject to the penalties set forth in Section 106.3. Neither the Owner nor the tenant(s) shall be responsible for the failure of any other party to execute the Certification.

As per Ordinance # _____ the tenant is required to report a deficiency to management or maintenance immediately after the deficiency is detected or if the system is malfunctioning. (Attached to or included as part of this "Fire Safety Certification are instructions for the tenants on how to report deficiencies of these fire safety systems).

IN WITNESS WHEREOF, the parties have executed this Certification Agreement:

Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Owner/Management Signature		