

## Registration and Occupancy License Information

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### Multi-Family Dwelling

Initial Registration Fee = \$200 per building  
Annual Occupancy License = \$50 per unit

### One/Two Family Dwelling

Initial Registration Fee = \$50 per unit  
Annual Occupancy License = \$50 per unit

### Room/Boarding House, Dormitory, Hotel

Initial Registration Fee = \$200 per building  
Annual Occupancy License = \$25 per unit

### Transient Dwelling (verbal leases or leases of less than one month)

Initial Registration Fee = \$200 per building  
Annual Occupancy License = \$50 per unit

## Other Fees

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If violations are identified at the initial inspection a notice will be issued and follow-up inspection(s) will be scheduled. If additional re-inspections must be scheduled because the work is not complete, a \$75 per unit fee will be charged.

Reviewing your rental units for compliance with this list could save you from costly re-inspection fees.

### Note:

This brochure lists commonly found violations. 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 contact the Bureau of Code Compliance and Inspection at 291-4706.

## City of Lancaster

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### City Hall

120 North Duke Street  
PO Box 1599  
Lancaster, PA 17608-1599  
Phone: 291-4711  
[www.cityoflanasterpa.com](http://www.cityoflanasterpa.com)

### Bureau of Code Compliance and Inspections

Southern Market Center  
100 South Queen Street, Suite 213  
Phone: 291-4706

### Bureau of Police

Emergency - 911  
Non-Emergency: 664-1180

### Bureau of Fire

Emergency - 911  
Non-Emergency: 291-4869

CITY OF LANCASTER, PA

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## RENTAL PROPERTY INSPECTION CHECKLIST

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### BUREAU OF CODE COMPLIANCE & INSPECTIONS

Southern Market Center  
100 South Queen Street, Suite 213  
Phone: 291-4706

## **OUTSIDE THE DWELLING**

- Is the property properly identified with street numbers that are at least 4 inches tall and easily visible from the street?
- Are the premises free from weeds or excessive plant growth? Is grass maintained at a height of less than 6 inches?
- Is all rubbish and garbage properly stored and removed on regular basis?
- Is the exterior (siding, brick and/or paint) in good condition?
- Are all accessory structures (sheds, garages, fences, etc.) in good condition?
- Is the roof in good repair with no leaks?
- Are the gutters and/or downspouts in a good state of repair and directing rainwater away from the structure?
- Are the steps, decks, landings and fire escapes functional and in good condition?
- Do all stairs with more than 4 risers have a handrail on one side?
- Do all balconies, porches, or landings 30 inches or more above grade have guardrails?
- Is the yard and porch free of junk, trash, or debris?
- Are there items being used or stored outside that belong indoors (includes stuffed indoor furniture)?
- Is the property free of inoperable, junk or unlicensed vehicles?

## **INSIDE THE DWELLING**

### **Fire Safety**

- Are all smoke detectors hardwired with a battery backup or have a 10-year lithium, sealed tamper proof battery?
- Are smoke detectors located one in every sleeping area and on each level including basement and attic (not including kitchen and bathroom)?
- Are all combustible materials stored at least 3 feet away from sources of ignition?
- Are all liquid fuels properly stored outside of habitable spaces?

### **Doors/Windows**

- Do the exterior doors have deadbolt locks designed to be readily operable without the need for a key?
- Are all exterior doors weather tight and in good working order?
- Are there any broken or badly cracked windows?
- Are all windows lockable, weather tight and in good working condition (capable of remaining open without a means of support)?
- Do the required operable windows have screens without rips, tears or holes?
- Does every habitable space have an operable window?

### **Walls, Ceilings and Floors**

- Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition?
- Are the floors structurally sound?
- Do overhead lights have proper globe covers in place?

### **Electrical System**

- Does every habitable room have at least 2 separate working outlets?
- Do the bathrooms, kitchen, laundry, garage and exterior areas have ground fault circuit interrupter (GFCI) outlets?
- Are all cover plates for outlets, switches and junction boxes in place?
- Are all switches, outlets and electrical fixtures in good working order?
- Is there adequate circuitry in the unit?
- Are electrical panel/circuits properly labeled?

### **Mechanical**

- Does each room including bathrooms have adequate heat?
- Are all combustion gases vented to the outside?
- Are clothes dryers properly vented?

### **Plumbing**

- Do plumbing fixtures have adequate water pressure and do they operate properly?
- Are supply and drain lines free of leaks?
- Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?

### **Basement**

- Are the steps and handrails in good repair?
- Do basement sleeping areas meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress.
- Do clean-out openings and floor drains have proper covers?

### **Bathrooms**

- Are all bathroom fixtures working properly?
- Is the floor easily maintained in a clean, dry condition?
- Is there an operable window or adequate mechanical ventilation?

### **Miscellaneous**

- Are all structures free from insect and rodent infestation?
- Are all interior and exterior premises free from any accumulation of rubbish or garbage?
- Are all interior and exterior spaces kept in clean and sanitary condition?
- Have any and all repairs been done in a workmanlike manner?
- Are there too many people occupying the dwelling unit (200 SF per person, kitchens bathrooms and hallways excluded and only 3 unrelated people).
- Is there adequate sleeping space for the number of occupants?
- Has the owner properly registered all the units in the building?
- Is a Residential Rental Occupancy License posted inside each unit?
- Are executed leases available for each unit?
- Has out-of-county property owner designated a local responsible agent with the treasury office?