



1 E First Ave., Ste 3
Malvern, PA 19355

Request for Use & Occupancy Inspection – Residential
As required by the Code of the Borough of Malvern, Chapter 82, Section 82-1

Address: _____ Zoning District: _____ UPI #: _____

Type of Occupancy

___ Single Family Dwelling ___ Townhouse ___ Accessory Dwelling

___ Apartment ___ Condominium

Owner: _____ Phone No.: _____

Owner Address: _____

Change of Owner: _____ Change of Tenant: _____

Buyer or Tenant: _____ Phone No.: _____

Previous Occupant: _____ Move-out Date: _____

Agent: _____ Phone No.: _____

Company: _____ Fax No.: _____

Address: _____

Email Address: _____

Scheduled Settlement / Move-in Date: _____

Residential Inspection Fee Schedule: ___ \$75.00 Existing Residential ___ \$75.00 New Residential

Additional copies of the Certificate of Occupancy - \$10.00 ea.

Note – The amounts listed above are for an inspection and one reinspection, if needed. Each reinspection after that requires an additional fee, as listed above.

Applications and associated fees shall be submitted to the Borough prior to the inspection. No applications or fees will be accepted at the inspection, no exceptions. The Owner or Agent is responsible to contact Malvern Borough to schedule an inspection. A Certificate of Occupancy will only be issued upon passing the inspection and with all fees paid up to date.

Signature of Owner or Agent: _____ Date: _____

Date Received: _____ Fee Paid: _____

Date of Scheduled Inspection: _____

This inspection is based on the 2015 International Property Maintenance Code. Please review the attached list to ensure that the items listed are compliant with the Code. The items listed represent the most common non-compliant items found during an inspection however property owners are required to maintain their properties in accordance with the entire Property Maintenance Code. Signature above acknowledges receipt of attached Inspection list.



1 E 1st Ave, Ste 3
Malvern, PA 19355
610 644-2602 fax 610 644-4504

Residential Inspection Items List

The following is a list of items that are required to be functional in order to successfully pass inspection **prior** to the sale or transfer of property, change of tenant in a rental property or a five year Safety Inspection. This list is not meant to be all-inclusive. These items are required by the 2015 International Property & Maintenance Code and are most frequently not in compliance:

- All exterior property areas are required to be maintained by the owner / occupant and must be in a safe, sanitary condition.
- Address numbers shall be visible from the street. Each number shall be at least 4 inches in height with a minimum ½ inch stroke and must be Arabic numerals. Address numbers on doors are not acceptable.
- Exterior sidewalks and walkways shall have no trip hazards more than ½" high and be in good condition.
- Every bathroom must contain at least one GFCI receptacle. .
- Receptacles in a kitchen within six feet of the sink as well as all exterior receptacles less than six feet above grade must be GFCI receptacles.
- All electrical panels must be properly identified and circuit breakers labeled. Thirty inches clearance is required around circuit breaker panels at all times.
- A smoke detector is required on each level of the house, including the attic and basements, as well as one in each sleeping room. They may be mounted on the ceiling at least 1 foot from any wall or on the wall at least 6 inches from the ceiling.
- All bathrooms must have either a window or a functioning exhaust fan
- All means of egress (exterior and interior stairs, hallways, exit paths) must be in a safe condition and clear. This includes handrails as required.
- All water heaters and boilers (furnaces) must have the required pressure-relief device (PRD) installed and be piped down to within 6" of the floor.
- All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except as provided for in Sections PM-702.11.1
- Exterior: per section 302 of IPMC all exterior property and premises shall be maintained in a clean, safe and sanitary condition.