



Inspection Checklist* for
Commercial Property
Resale or Change of Tenant

Inspections should take place before occupancy of the new owner/tenant. In order to expedite the issuance of a “*Certificate of Use & Occupancy*,” please take the time to review the following items prior to inspection. This list is provided as a courtesy; it is not all-inclusive. Some items on this list may only need changed at the time of remodeling, while other items *not* on this list may be noted at inspection time. **All items noted on an Inspection Report are to be corrected in order to be in compliance with the PA Uniform Construction Code (UCC) and Borough Ordinance.**

Please note: As a matter separate from obtaining a “*Use & Occupancy Certificate*” but possibly affecting the opening of your business, *changes in* or *expansion of* the current use** of the property requires application for “*Conditional Use*” approval by the Council of the Borough of Trappe prior to occupancy of the structure.

**See Borough Code §340-29 “Conditional Uses” for approved uses & further explanation

EXTERNAL OF BUILDING:

1. New and existing buildings shall have a minimum four (4) inch high address numbers visible from the street or road frontage.
2. The sidewalk is to be in good condition and free from trip hazards. Replacement may be required
3. Handicapped parking is to be striped and signed, including the PA penalty sign.
4. There must be an accessible route in and out of the building.
5. Stairways inside or out with four or more risers require guards on both sides and a handrail on at least one side, for the entire length of the stairway. Any porch, balcony or raised floor surfaces more than thirty (30) inches above the floor or grade shall have guards.
6. All signage must be in compliance with Borough Ordinance. A Zoning Permit Application (Permanent Sign) is to be made for any changes to building or freestanding signs.
7. Exterior lighting must be shielded if light escapes the property boundary, and be in compliance with the Borough Lighting Ordinance.
8. A Fire Marshall approved lock box is required.
9. An emergency contact form is to be completed.



INTERNAL OF BUILDING:

1. If required, two or more exits must be provided. Exit doors to swing outward with panic hardware fitted based on occupancy load.
2. Exits are to be free of storage. All ingress / egress paths must be clear, at all times. Storage or seating that blocks these paths is prohibited.
3. Illuminated exit signs are required.
4. All emergency lights must be working and adequately illuminate the exit path. (Remote emergency light heads are required to illuminate the area outside exit doors).
5. Bathrooms are to be accessible according to Code.
6. Tactile/braille signage is required at all exits and toilet rooms. Others may apply for certain circumstances.
7. Counters for the sale or distribution of goods and services should have a portion of the counter thirty-six (36) inches long minimum by thirty-six (36) inches high maximum above the floor or ground. (Accessibility Code requirement)
8. All plumbing will be visually checked for leaks. Blow down tubes extending to within six (6) inches of the floor are to be fitted to all pressure and temperature relief valves on water heaters and furnaces. Expansion tanks are required on water heaters.
9. Electrical wiring and breaker boxes will be visually checked. Breaker boxes need a minimum clear floor space of thirty (30) inches in front of them with all circuits clearly labeled.
10. GFCI receptacles are required in any unfinished areas and within 6 feet of any water source

FIRE PROTECTION:

1. A fire alarm system shall be tested with a copy of the dated test certificate presented to the Borough inspector. All alarm systems are to be monitored.
2. If required, interconnected smoke detectors are to be operational on each floor of the building.
3. Required fire extinguishers are to be mounted and inspection date labeled.
4. Sprinkler systems are to have a current inspection tag attached.
5. Commercial kitchen hood systems are to have a current inspection tag attached.
6. The tenant separation wall, if required, must be complete with no penetrations.

* Though attempt has been made to include all items on this list that are pertinent at time of printing, periodic changes are made to code that might not be reflected in this list. Nevertheless, properties will be inspected according to code as it is in effect at date of inspection, whether or not it is reflected here.

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[Trappe Borough Fire Dept](#)

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Trappe Borough, Montgomery County, PA
 525 West Main Street Trappe, PA 19426
 Phone: 610.489.7181 Fax: 610.489.8827
 Website: www.trappeborough.com



EMERGENCY CONTACT LISTING

The following information is needed in order to update our Emergency Listing. Please notify us in the event of any changes in the information. Please neatly print or type all information. Additional persons may be listed on the reverse side.

LOCATION INFORMATION

Business Name _____
 Address: _____ Date Filed: _____
 Knox Box Yes No Knox Box Location: _____
 Security Alarm Yes No _____
 Panic Alarm Yes No _____
 Alarm Company Name _____ Phone: _____
 Fire Department Connection Yes No Fire Department Location: _____

PROPERTY OWNER INFORMATION

Owner Name: _____ Home Phone: _____
 Address: _____ Work Phone: _____
 City, State Zip Code: _____ Cell Phone: _____
 Email: _____

TENANT INFORMATION

Tenant Name: _____ Home Phone: _____
 Address: _____ Work Phone: _____
 City, State Zip Code: _____ Cell Phone: _____
 Email: _____

EMERGENCY CONTACT INFORMATION

1. Name: _____ Home Phone: _____
 Address: _____ Work Phone: _____
 City, State Zip Code: _____ Cell Phone: _____
 Email: _____

2. Name: _____ Home Phone: _____
 Address: _____ Work Phone: _____
 City, State Zip Code: _____ Cell Phone: _____
 Email: _____

3. Name: _____ Home Phone: _____
 Address: _____ Work Phone: _____
 City, State Zip Code: _____ Cell Phone: _____
 Email: _____

COMMENTS

