



Code Enforcement Department

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COMMERCIAL OCCUPANCY INSPECTOR CHECKLIST FOR SALE, TRANSFER OR RENTAL OF A COMMERCIAL UNIT

All exterior property areas.

- ❖ Sidewalks and or Driveway in good repair (no tripping hazards).
- ❖ Accessory structures in good repair (sheds, fences, detached garages).
- ❖ Proper exhaust venting
- ❖ Grass trimmed no weeds, free of debris or trash.
- ❖ No unlicensed or uninspected vehicles on the property.

All exterior surfaces in good repair.

- ❖ Foundation & Exterior walls in good condition and weathertight.
- ❖ All exterior wood surfaces free of chipping paint and with proper protective treatment from the weather, all door and window frames in good repair and weathertight.
- ❖ Roof in good repair and weathertight, gutters & downspouts in good repair and free of debris.
- ❖ Doors & windows must open and close without excessive force.
- ❖ Porches & decks in good repair with required guards, decks must have a protective treatment.
- ❖ Stairs in good repair with proper graspable handrails and guards where required.
- ❖ All outside receptacles must be ground fault circuit interrupter receptacles (GFCI) protected and in a proper weather resistant outlet box with cover.
- ❖ Premises identification (Address number) Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street.
- ❖ Multi-unit buildings must have proper address numbers on each unit or unit identification numbers.

All Interior surfaces in good repair.

- ❖ Interior walls in good condition with no peeling or chipping paint, cracked or loose plaster.
- ❖ Floors & stairs in good repair (structurally solid).
- ❖ Handrails and guards on stairs, landings or other required areas.
- ❖ Doors & windows must open and close without excessive force.
- ❖ All Interior surfaces in a sanitary condition.
- ❖ Fire protection systems in proper working order and tested as required including smoke detectors, heat detectors, strobes as required. Sprinklers when required by code.
- ❖ Fire separation where required.
- ❖ Fire extinguishers were required and with current inspection tags properly mounted and labeled.
- ❖ Emergency lighting in good working order.
- ❖ Properly illuminated exit signs showing all means of egress.
- ❖ Panic hardware as required on all egress doors.
- ❖ Proper storage of combustible materials.
- ❖ Clear access to all electrical panels.
- ❖ Electrical system receptacles in kitchens, bathroom or other areas within 6 feet of a water source must be ground fault circuit interrupter receptacles (GFCI), cover plates must be in place, no exposed wiring or other electrical hazards.

Continued on reverse

- ❖ Gas fired appliances must have a shut off valve located at the appliance and be properly vented (furnace, water heater, clothes dryer, heaters, ovens, etc.).
- ❖ Water heaters must have a drain tube on the pressure relief valve that comes to within 6 inches of the floor.
- ❖ Plumbing no broken or leaking pipes, drains, or other hazards.

Cooking facilities if present

- ❖ Hood system in proper working order, cleaned as required, properly vented with working exhaust fans.
- ❖ Fire suppression system in proper working order with current inspection tag.
- ❖ Shut of valves at all gas fired appliances.

Note: This checklist is not all inclusive the inspector will also check for any visible safety hazards and violations not listed above. Any follow-up or re-inspections are billed at \$50.00 per inspection.

If you have any questions, please contact the White Oak Code Enforcement Department.

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