

Registration & Inspection Fees

Rental registration

Registration must be completed by March 1 each year. Make checks payable to City of Bradford.

Voluntary Owner-Occupied Safety Inspections

No charge. If violations are found, owner will be notified and violation(s) must be corrected to avoid any further action.

For Non Owner-Occupied Properties

The annual registration fee includes a biennial inspection.

\$45.00 per unit annually

Additional units over four (4) at one property

\$35.00 per unit annually

Re-inspection Fees

If violations are identified when inspected, a notice will be issued and follow-up inspection(s) will be scheduled. If violations are not corrected, tickets will be issued and additional inspections scheduled.

Additional ticket fines may also apply.

Graduated fines and/or citations will be issued as listed below:

Ticketing Fines

First Ticket	\$ 35.00
Second Ticket	\$ 50.00
Third Ticket	\$100.00
Fourth Ticket	\$300.00

Citations may be filed following tickets.

Citation Fines

First Offense	\$300 - \$1,000
Second Offense	\$600 - \$1,000
Third Offense	\$1,000

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

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 Code Enforcement Office at 814-362-3884, Ext. 126.

CITY OF BRADFORD

City Hall

24 Kennedy Street
Bradford, PA 16701

Phone: 814-362-3884
Fax: 814-368-3335
www.bradfordpa.com

Code Enforcement Office

Phone: 814-362-3884, Ext. 126
Fax: 814-368-3335
m.schreiber@bradfordpa.com
(Property Maintenance Only)

Health Department

Phone: 814-598-2394

Police Department

Emergency—911
Non-Emergency: 814-368-6133

Fire Department

Emergency—911
Non-Emergency: 814-368-7350

CITY OF BRADFORD, PA

PROPERTY MAINTENANCE INSPECTION CHECKLIST



Department of PROPERTY MAINTENANCE AND INSPECTIONS

24 Kennedy Street
Bradford, PA 16701
Phone: 814-362-3884, Ext. 126

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 8 inches?
- Is all rubbish and garbage properly stored and removed on a 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?
- Are there adequate covered garbage containers?

INSIDE THE DWELLING

Fire Safety

- Are properly functioning smoke detectors located one in every sleeping area and on each level including basement and attic (not including kitchen and bathroom)? Carbon monoxide detector installed for each home?
- Are all combustible materials stored at least 3 feet away from sources of ignition?
- Are all liquid fuels properly stored outside of habitable spaces?
- Is there a second means of fire egress (e.g. throw-down ladder) on any third floor occupancy used for sleeping?

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 panels/circuits properly labeled?

Mechanical

- Does each room, including bathrooms, have adequate heat (no less than 68° between October 1 and May 15)?
- 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 visibly 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 a clean and sanitary manner?
- Have any and all repairs been done in a workman-like manner?
- Are there too many people occupying the dwelling unit (70 SF per person + 50 SF for each additional person, kitchens, bathrooms, and hallways excluded, and only 5 unrelated people)?
- Is there adequate sleeping space for the number of occupants?
- Has the owner properly registered all units in the building?
- Is emergency information and landlord/agent contact information posted?
- Are executed leases available for each unit?
- Has out-of-city property owner designated a local responsible agent with the rental/code office?