

## Registration & Inspection Fees

### Registration for Non Owner-Occupied Properties

The registration fee will be due annually. Properties will be inspected every two years at no charge.

For the first 4 Units at the same property location.  
\$35.00 Per Unit Annually

For more than four (4) units at the same property location  
\$25.00 Per Unit Annually

### Inspections Based on Complaints

If violations are present \$35.00  
If no violations are found No Charge

### Voluntary Owner-Occupied Inspections

No Charge

If violations are found, owner will be notified and violation(s) must be corrected to avoid any further action.

### 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.

\$35.00 Per Unit Per Re-inspection

*Additional ticket fines may also apply.*

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

### Ticketing Fines

First Ticket	\$ 35
Second Ticket	\$ 50
Third Ticket	\$ 100
Fourth Ticket	\$ 300

*Citations may be filed following tickets.*

### Citation Fines

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

**Please make all checks payable to:  
City of Bradford**

**Reviewing your property 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 Property Maintenance Department 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

### Property Maintenance Office

Phone: 814-362-3884, ext. 126  
Fax: 814-368-3335

### Health Department

Phone: 814-368-6577

### Police Department

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

### Fire Department

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

### Public Works & Refuse Department

Phone: 814-362-3884, ext. 121

## CITY OF BRADFORD, PA

# PROPERTY MAINTENANCE INSPECTION CHECKLIST



**Department of  
PROPERTY MAINTENANCE**  
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)? Strongly recommend a carbon monoxide detector 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?

For more information and specific definitions of the Bradford City Code and Property Maintenance go to [www.bradfordpa.com](http://www.bradfordpa.com), Links and Bradford City Code. All questions regarding any specific property should be directed to the Property Maintenance Office. An Officer will respond to your questions.