

PROPERTY MAINTENANCE – EXTERIOR

Protective Treatment

All exterior surfaces including, but not limited to doors, door and window frames, porches, trim, balconies, decks, and fences need to be maintained in good condition. Wood surfaces must be protected with paint or other protective covering. Peeling or chipped paint must be removed and surfaces re-painted.

Premises Identification

Buildings are required to have approved address numbers placed in a position visible from the street. Numbers need to be a minimum of 4 inches high with a minimum stroke width of ½ inch.

Structural Members

All structural members must be maintained free from deterioration and be capable of safely supporting loads.

Foundation Walls

All foundation walls must be maintained free from deterioration, cracks, breaks or bulges, and be maintained to prevent the entry of rodents and pests.

Exterior Walls

Walls need to be free from holes, breaks and loose or rotting materials, and maintained weatherproof.

Roofs and Drainage

The roof, eaves, soffits, and flashing must be free from defects that admit rain. Drainage should be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts need to be maintained in good repair and free from obstructions.

Stairways, Decks, Porches and Balconies

Every stairway, deck, porch, and balcony must be maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads.

Handrails and Guards

Every handrail and guard is required to be firmly fastened and capable of supporting normally imposed loads and need to be maintained in good condition. Railings are required for any raised floor surface or deck greater than 30" above grade. Handrails are required on steps with four or more risers.

Windows and Doors

Every window, door, and frame must be kept in sound condition, good repair, and weather tight. All windows must be maintained free from cracks and holes. Any missing window or door must be replaced.

PROPERTY MAINTENANCE - INTERIOR

Property owners and/or tenants are required to maintain the interior of buildings and all equipment in good repair, structurally sound, and in a sanitary condition. The property should be free of the accumulation of rubbish or garbage. Trash or garbage must be properly stored.

Interior Surfaces

All interior surfaces must be maintained in good, clean, and sanitary condition, free from holes or structural damage. Peeling, flaking, or abraded paint must be repaired, removed, or covered. Cracked or loose plaster, decayed wood and any other defective surface conditions must be corrected.

Smoke Alarms

Smoke detectors are required in the following locations:

- On the ceiling or wall outside of each sleeping area in the immediate vicinity of bedrooms.
- In each room used for sleeping purposes.
- In each story within a dwelling unit, including basements.

Interior Doors and Windows:

Windows and doors should be in good working condition, with the proper hardware, and free of broken or cracked glass, or improper locking mechanism. Windows must be operable and not be sealed shut.

Plumbing System

All plumbing fixtures must be maintained in a safe, sanitary, and functional condition. Fixtures must be kept free from obstructions, leaks and defects. Every required fixture must be connected to the public water system and also be supplied with hot running water.

Heating Facilities

All dwellings must be provided with heating facilities capable of maintaining a room temperature of 68° F in all habitable rooms, bathrooms, and toilet rooms. Cooking appliances must not be used to provide space heating. Unvented gas or kerosene heaters are not permitted as the sole source of heat for a dwelling.

Electrical System:

The electrical system must be adequate. Dwelling units must be served by a three-wire, 120/240 volt, single-phase electrical service with a minimum rating of 60 amperes. All electrical equipment, wiring, and appliances must be installed and maintained in a safe and approved manner.

A CITIZENS GUIDE TO BUILDING PERMITS & PROPERTY MAINTENANCE



Homeowners, landlords and tenants share a responsibility for creating and maintaining safe, clean and attractive properties and neighborhoods. This brochure highlights various City of Warren codes and ordinances pertaining to the maintenance of buildings and properties in addition to building and zoning code regulations.

For more information or to file a complaint, contact:

CITY OF WARREN BUILDING & ZONING CODE DEPARTMENT



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www.cityofwarrenpa.gov

The Building & Zoning Code Department is responsible for the enforcement of minimum standards for the protection and maintenance of property, and for the health, safety, and welfare of all residents and the general public within the City of Warren. This is achieved through the enforcement of various codes and ordinances including the Pennsylvania Uniform Construction Code (UCC), City of Warren Zoning, Property Maintenance and Property Nuisance Ordinances.

It is recommended that the Building & Zoning Code Department be consulted to confirm whether a permit is required for any planned projects.

BUILDING PERMITS

Building permits are required for projects such as new homes, additions, attached garages, sunrooms, permanent and storable swimming pools, hot tubs, decks and porches. Projects such as minor repairs of a non-structural nature, carpeting, door and window replacement, painting, and roofing do not require a building permit. In most cases, detailed plans will be required to be submitted to ensure compliance with applicable building codes.

ZONING PERMITS

The purpose of the zoning permit is to ensure the proposed project meets the requirements of the City of Warren Zoning Ordinance which regulates the City's orderly development. Zoning regulations dictate such things as what kinds of structures can be attached to homes, such as decks or fences, the height and size of buildings or structures, setback requirements, the placement of signs, and ultimately how property is utilized, inside and out. They also tell the business operator where he/she can legally locate a business or any other commercial activity. While all projects require zoning approval before a building permit can be issued, some small projects such as sheds or fences, may only require a zoning permit. Other projects within the City right-of-way such as sidewalks, driveways, or sewers also require permits.

PROPERTY NUISANCES

Minimum property nuisance standards are enforced by the Department on a complaint and observation basis.

Accumulation of Garbage, and Debris - The improper accumulation of garbage not only causes blight within a neighborhood, but it can also harbor rodents, vermin and mosquitoes. Garbage must be removed from the property at regular weekly intervals. Garbage must be stored in approved containers with lids at all times prior to scheduled pickup. Garbage and recycling containers are not permitted to be stored in the front yard areas of the property. Garbage may be placed at the curb no earlier than 7:00 PM on the evening prior to the day of scheduled collection. The permanent placement of dumpsters on residential property is not permitted. Permission may be granted on a temporary basis during a construction project or the removal of miscellaneous debris.

Accumulation of Clutter - The accumulation of clutter in the exterior property areas, including decks and porches, is not permitted. Examples of clutter include, but are not limited to, construction materials not associated with a current construction project, appliances, discarded or indoor furniture, automobile parts, or an excessive amount of any material that is considered a nuisance by reasonable living standards.

Brush and Yard Refuse - Brush and yard refuse is not permitted to accumulate in the yard areas of property. Brush is permitted to be placed in the terrace along the street during the designated Spring pickup time period only. City residents may dispose of yard refuse at the City Sewage Treatment Plant on Harmer Street. A dumpster is provided for the disposal of leaves, branches and shrubbery clippings only. Separate barrels are provided for the disposal of grass clippings. These materials are accepted between the hours of 7:30 AM and 2:30 PM, Monday through Friday.

Grass and Weeds - Grass and weeds must be cut at regular intervals. The height of grass or weeds cannot exceed 8 inches. Vegetation or flowers planted for decorative purposes are excluded.

Sidewalk Maintenance - Sidewalks provide a safe place for pedestrians to travel along streets. All sidewalks must be constructed of concrete and they must be kept in a safe and usable condition by the owners of the abutting property. Sidewalks that are broken, missing, uneven, or uplifted are a tripping hazard. Any missing, unsafe or unusable sidewalk must be repaired or replaced. Permits are required when installing or replacing sidewalks. Property owners with substandard sidewalks may be eligible to receive assistance through the City Pridewalk program. Property owners are also required to keep sidewalks clear of all dirt, rubbish, and refuse matter at all times. During the winter months, sidewalks must be kept clear of snow and ice at all times.

Storage of Non-Operating Motor Vehicles Non-operating motor vehicles are not permitted to be stored on private property unless properly stored in a private garage. A non-operating motor vehicle is a vehicle that lacks current registration and/or inspection or, due to its condition, is not permitted on public streets.

Camping and Recreational Equipment – The permanent storage of camping and recreational equipment is only permitted in a garage or rear yard area. Unregistered, inoperable and/or derelict equipment may only be stored in the rear yard for a maximum period of 6 months.

Front Yard Parking - The parking or storage of motor vehicles, recreational vehicles, or equipment in the yard area between the front of a dwelling and the right-of-way is not permitted. This area extends the full width of the dwelling and excludes driveways leading to a garage or surfaced driveways located outside of the front yard parameters.

Wood Piles - The storage of wood for use as fuel is permitted when stacked in the side and rear yard areas and if they do not exceed six (6) feet in height.

Bushes, Hedges and Fences - Bushes, hedges, and fences must be properly maintained and are not permitted to encroach on the sidewalk or other right of way. Hedges and fences are permitted at a maximum height of four (4) feet in the front yard and a maximum height of six (6) feet in side and rear yards.