



# Resident's Guide to Determining Property Maintenance Code Compliance

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Well-maintained homes are essential components of a healthy community. Preserving our housing stock, maintaining property values, and ensuring our properties are healthy and safe benefits not only individual property owners and tenants, but also the community at large.

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Each year, the City receives hundreds of calls from its citizens with property maintenance concerns. In response to these inquiries, the Code Enforcement Office has prepared this checklist as a guide to the most basic standards to comply with City ordinances about exterior housing, building, and property maintenance.

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This checklist is provided as a guideline for residents to use in evaluating their property. It is intended to assist you with commonly found maintenance issues. Should you require assistance or have a question pertaining to a condition not addressed in this checklist, please contact the Code Enforcement Office.

*A quality community begins with you!*

For more information about housing, building, or property maintenance please contact:

City of Warren Code Enforcement  
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Web: [www.cityofwarrenpa.gov](http://www.cityofwarrenpa.gov)

# Housing, Building, and Property Maintenance Checklist

## House/Building Maintenance

### Yes No I. Roofs and Chimneys

- Roofs are free of surface breaks, raised edges, curling, missing or damaged shingles, or holes.
- Roofs are free of missing, damaged or rotting eaves, fascias or soffits, and roof drains, gutters and downspouts are in good working condition.
- Roofs are free of sag and capable of supporting required loads.
- Chimneys are free of loose or unstable materials and have spark arrestors, and all exposed surfaces are protected from the elements.

### Yes No II. Foundation

- Buildings are structurally sound and do not lean or sag.
- Foundations are free of cracks and holes and maintained to prevent the entry of rodents and pests.

### Yes No III. Exterior Surfaces

- All exterior surfaces are free of blighting and deteriorating conditions such as cracks, tears, holes, or loose, missing or rotted boards or other materials, or peeling, cracked or blistered paint or stucco.
- Buildings shall have 4-inch address numbers positioned to be plainly legible and visible from street fronting property.

### Yes No IV. Exterior Walls

- The walls are weatherproof and watertight: protected from the elements by paint, protective covering or treatment.
- The walls are in sound condition and free from holes, breaks or rotting materials.

### Yes No V. Doors, Windows, & Screens

- All windows have window screens and unbroken window panes.
- All doors and windows are weatherproof, watertight, free of rot and in sound condition and repair
- The doors, windows and screens are free of cracks, tears, holes, or loose, missing or rotted boards. All missing windows or doors have been replaced.

### Yes No VI. Fences & Walls

- Are safe, structurally sound and not leaning.
- Are free of missing slats or parts, loose, or unstable materials.
- Are free of cracks and blistering that require patching and/or painting.

Yes No VII. Stairways, Decks, Porches, & Balconies

- Every stairway, deck, porch and balcony is structurally sound, in good repair, and is properly anchored.
- Every stairway, deck, porch and balcony is capable of supporting the imposed loads.
- Railings are provided for every stairwell, porch, deck and balcony with raised floor surface greater than 30" above grade.
- Handrails are installed on all steps with four or more risers.

**Property Maintenance**

Yes No VIII. Junk/Outdoor Storage

- The property is free of junk, debris, brush, equipment, appliances, indoor furniture or other personal property no longer used for the purpose it was made or manufactured.
- Trash cans are stored out of view when not set out for trash collection.

Yes No IX. Vehicles, Trailers, Boats, Campers, etc.

- The property is free of outdoor storage of inoperable, unlicensed, dismantled or extensively damaged vehicles.
- The property is free of trailers, campers, boats or motor vehicles parked or stored in front yards (other than driveways).
- The garage or carport is free of obstructions that would prevent parking of the required number of vehicles. All permanently stored camping or recreational equipment is stored in a garage or rear of the yard.

Yes No X. Weeds, Grass, & Vegetation

- The grass is less than 8" tall and free from noxious weeds.
- Flowerbeds and parkways are free from noxious weeds.
- The property is free of tree branches and bushes that obstruct sidewalk usage or impair driver visibility.
- All bushes and hedges are maintained at a maximum height of 4' in the front yard and 6' in side and rear yards.

If you answered YES to all of the items on the checklist, congratulations! You should be proud of your property's appearance and you are doing your part in maintaining the high standards that City of Warren residents enjoy!