

## PROPERTY MAINTENANCE - EXTERIOR

### Protective Treatment

All exterior surfaces including, but not limited to doors, 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 1/2 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.

### Carbon Monoxide Alarms

Provide and install an operational, centrally located & approved carbon monoxide alarm in the vicinity of the bedrooms & the fossil fuel-burning heater or fireplace.

### 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 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 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

### CITY OF OIL CITY BUILDING CODE AND ZONING DEPARTMENT

21 SENECA STREET  
OIL CITY, PA 16301  
PHONE (814) 678-3003  
FAX (814) 678-3086



The City of Oil City Building Codes and Zoning Department is responsible for the enforcement of minimum standard 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 Oil City. This is achieved through the enforcement of various codes and ordinances including the Pennsylvania Uniform Construction Code (UCC) and the City of Oil City Property Maintenance Code, other building codes and the Zoning Ordinance.

## **BUILDING AND ZONING PERMITS**

In general, building and/or zoning permits are required for any change of use or prior to any construction activity that involves rebuilding, moving, enlarging, or physically altering a building or other structure, including but not limited to:

- Any structural change to a building
- New home and additions
- Interior alterations or remodeling
- Basement or attic conversion to living space
- Changes to roofline
- Garages and carports
- Sheds and storage buildings
- Decks, porches, and sunrooms
- Pools & hot tubs (permanent or storable)
- Installation, alteration, or replacement of HVAC electrical or plumbing equipment or systems
- Demolition
- Signs

In most cases, detailed plans will be required to be submitted to ensure compliance with applicable zoning and building codes. Any new construction must also comply with City storm water regulations.

Other projects within the City right-of-way such as sewers, water lines, or curb cuts for driveways also require permits.

Projects such as minor repairs of a non-structural nature, carpeting, painting or landscaping do not require a permit.

This is not a complete list. Please contact the Code Office at (814) 678-3003, for specific answers to questions regarding your project.

## **PROPERTY MAINTENANCE**

Minimum property maintenance standards are enforced by the Code Office 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 on 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 properties is not permitted. Permission may be granted on a temporary basis during a construction project or for 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 standards.

**Grass and Weeds** - Grass and weeds must be cut at regular intervals. The height of grass or weeds cannot exceed 10 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 in the C-2 business district. 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 also 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 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.

**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. The 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. At no time can it be stored on the front porch of any house or other residential structure or in the front yard.

**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. Fences are permitted at a maximum height of four (4) feet in the front and side yard areas and a maximum height of six and one-half (6 1/2) feet in and rear yard areas.