

**MUNICIPALITY OF MONROEVILLE**  
**ALLEGHENY COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2690**

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE, ALLEGHENY COUNTY, PENNSYLVANIA, REPEALING ORDINANCE NOS. 2464, 2480 AND 2550 AND SETTING FORTH THE REQUIREMENTS FOR OBTAINING OCCUPANCY PERMITS PRIOR TO THE TRANSFER OF ONE AND TWO FAMILY DWELLING UNITS, ESTABLISHING INSPECTION REQUIREMENTS FOR MULTI-FAMILY DWELLINGS, ESTABLISHING PROCEDURES FOR OBTAINING SAID OCCUPANCY PERMITS, AND SETTING FEES FOR SAID PERMITS.**

**WHEREAS**, the Municipality of Monroeville wishes to promote the general health, safety and welfare of the citizens of the Municipality of Monroeville; and

**WHEREAS**, the Municipality of Monroeville has previously adopted the International Building Code, International Residential Building Code, International Fire Code, International Property Maintenance Code by Ordinance in its entirety; and

**WHEREAS**, it is the intent of this ordinance to promote the health and safety of the occupants of all dwelling units within the Municipality of Monroeville; and

**WHEREAS**, the above referenced codes and standards will be applied equally to all residential dwellings in the Municipality of Monroeville; and

**WHEREAS**, it is not the intent of the Municipality of Monroeville to require any structural modifications to said dwellings which do not comply with the current regulations; and

**WHEREAS**, the Municipality of Monroeville will continue to ensure that the above referenced standards are adhered to: and

**WHEREAS**, the Municipality of Monroeville hereby designates that the time for a determination of compliance with these requirements in one and two family dwelling units shall be when a residential dwelling unit changes occupants; and

**WHEREAS**, no occupancy of a one or two family residential dwelling unit may occur until an occupancy permit is issued by the Municipality of Monroeville, with the exception of those units which are currently occupied; and

**WHEREAS**, the Municipality of Monroeville hereby designates that multi-family dwelling, defined for the purpose of this ordinance as those structures with three or more dwelling units in one structure, shall be inspected on a cyclical basis not determined by change of occupancy for common areas, however will remain as part of the program of inspection for the change of occupant in the dwelling unit; and

**WHEREAS**, the occupancy permit requirement shall apply equally to both-owner occupied and rental units, as well as single family, two-family and multi-family dwellings, however differing requirements shall be attached to the different type of units.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Municipality of Monroeville, that the following codes and sections of codes shall be adopted and shall be the standards for maintenance of residential dwelling units in the Municipality of Monroeville.

- International Property Maintenance Code – 2015 Edition
- International Residential Code – 2015 Edition
- International Building Code – 2015 Edition
- International Fire Code – 2015 Edition

The above referenced Codes and Sections shall apply equally to single-family, two-family and multi-family dwellings regardless of construction type and design and shall be the basis for which all residential dwelling units are inspected.

**BE IT FURTHER ORDAINED AND ENACTED**, by the Municipality of Monroeville that the following procedures for ensuring compliance with the above referenced standards shall be followed:

**SECTION 1. PROCEDURES - One and Two Family Residences**

1. All residential structures, whether owner-occupied or rental units, single-family or two-family dwellings, shall be bound by these requirements. Each unit in a two-family dwelling shall be treated separately by this ordinance and each shall require its own occupancy permit.
2. All residential dwelling units must be inspected by the Municipality of Monroeville and brought up to the required standards prior to a change in the person or persons occupying the dwelling unit.
3. The property owner or agent for the property owner shall make application to the Municipality of Monroeville on the Municipality supplied form and return it to the Municipality along with the required application fees.
4. The Municipality of Monroeville shall conduct an inspection of the premises prior to a change in the person or persons occupying the dwelling unit and shall make note of all deficiencies from the applicable codes and standards adopted in this ordinance. If the dwelling unit is found to be in compliance with the aforementioned codes and standards then the property owner or agent shall be issued a Certificate of Occupancy for the dwelling unit.

5. If deficiencies are found, the Municipality of Monroeville shall re-inspect the property after notification that all deficiencies are corrected by the owner or agent. If all deficiencies are found to be corrected, the owner or agent shall be issued a Certificate of Occupancy for the structure.
6. A Certificate of Occupancy must be obtained prior to occupying the structure.

**SECTION 2. PROCEDURES – Multi-family Residences**

1. All multi-family residential dwellings shall be bound by these requirements. Each unit in a multi-family dwelling shall be treated separately by this ordinance and each shall require its own Certificate of Occupancy.
2. All dwelling units in a multi-family dwelling must be inspected by the Municipality of Monroeville and brought up to the requirements of the Codes and Standards outlined in this ordinance for each dwelling unit at the time of occupancy.
3. The property owner or agent for the property owner shall make application to the Municipality of Monroeville on a supplied Municipal form and returned to the Municipality along with the required fees prior to the requested inspection.
4. The Municipality of Monroeville shall conduct an inspection of the premises and shall make note of all deficiencies from the applicable codes and standards adopted in this ordinance. If the dwelling unit is found to be in compliance with the aforementioned codes then the property owner or agent shall be issued a Certificate of Occupancy for the dwelling unit.
5. Interior corridors of all multi-family dwellings whose units share common interior corridor are subject to inspection and code compliance at the same time as the inspection of the first unit in the structure requested for inspection and the common area will remain on a cyclical basis.

**SECTION 3. FEES**

1. Fees for Occupancy permits for one and two family dwelling units shall be set by the most recent fee schedule adopted by the Municipality of Monroeville.
2. Fees for Occupancy permits for units in buildings Multi-tenant in nature shall be set by the most recent fee schedule adopted by the Municipality of Monroeville.
3. The Municipality of Monroeville shall reserve the right to charge a re-inspection fee after two visits to the same dwelling or dwelling unit as set by the most recent fee schedule adopted by the Municipality of Monroeville.
4. Fees shall be due and payable at the time of application for a occupancy permit.

**SECTION 4. VIOLATION PENALTIES**

Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be sentenced to pay a fine of not more than \$500.00 and costs. Each day that a violation continues after due notice has been served shall be deemed a separate offense. The fine shall be forwarded to the Municipality of Monroeville.

**SECTION 5. MEANS OF APPEAL**

Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Turtle Creek Valley Council of Governments Joint Board of Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

**SECTION 6. EFFECTIVE DATE**

This Ordinance shall take effect July 1, 2010.

**SECTION 7. CONSTITUTIONALITY**

If any sentence, clause, section or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this ordinance.

**ORDAINED** and **ENACTED** this 13th day of November, 2018.

**ATTEST:**

**MUNICIPALITY OF MONROEVILLE**

  
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**Timothy J. Little**  
**Municipal Manager**

  
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**Dr. Nicholas J. Gresock**  
**Mayor**

**ENTERED INTO LEGAL BOOK ON: November 23, 2018**