

# PROPERTY MAINTENANCE CODE SUMMARY

This summary of the City of Reading Property Maintenance Code provides you with a checklist of some of the code standards Property Maintenance Inspectors will be looking at during the inspection. **This is not a complete copy of the Code.** The Property Maintenance Code is available on the City of Reading website at: [www.ReadingPA.gov](http://www.ReadingPA.gov).

**For additional information and where to call, please contact 877-727-3234.**

## FIRE AND SAFETY

- An ABC Fire Extinguisher is required in all kitchens as per code.
  - Smoke detectors:
    - Are required on all levels of premises including attics and basements.
    - Must be installed inside all sleeping areas, as well as one outside of all sleeping areas.
    - **In buildings with three or more units:** must be AC powered with battery back-up, inter-connected on every floor of public halls, basements, and common areas.
  - Carbon Monoxide Alarms:
    - Are required in all residential, apartment units and multifamily dwellings that use fossil fuel-burning appliances or have an attached garage.
    - Must be installed in a centrally located area near bedrooms and the fossil fuel-burning appliance and on every level of a dwelling, including basements.
      - Exception: unfinished attics and crawl spaces.
- IMPORTANT:** All systems, devices, and equipment must be installed in accordance with the City of Reading Property Maintenance Codes, International Fire Code, and the International Electrical Code.
- All buildings with three or more units and/or three or more floors must have an approved second means of egress (e.g., fire exit, fire escape).
  - All means of egress shall have an unobstructed path, proper walking surfaces, and safety rails.

## EXTERIOR – including abutting sidewalks and alleyways.

- Must be maintained free of all appliances, TV sets, car parts, indoor furniture, and all forms of rubbish and recyclables.
- All buildings must be in sound condition and in good repair.
- All accessory structures (e.g., fences, retaining walls, garages) shall be maintained in good repair.
- All surfaces must be free of rust, loose, rotted material, and peeling paint, and be properly coated to prevent deterioration.
- Street number must be visible at front of property.
- Rain gutters and down spouts and waste/sewer stack caps must be in place and in good repair and free from obstructions.
- Hand and safety rails must be in place.
- Steps and walking surfaces must be in good repair.
- Approved solid waste and recycling receptacles and containers with lids, which are to be stored in the rear of the property.
- Grass and weeds must be maintained at less than 6" throughout the entire property, and all trees/bushes/shrubbery shall be maintained as well.
- Graffiti must be covered or removed.
- All exterior openings must be protected against rodent entry.

## INTERIOR

- All floors, walls, and ceilings must be in good repair.
- All windows and window locks must be free of cracks and in good working order.
- Window/door screens are required and must be available from May 1 to September 30.
- All hand and safety rails must be in place.
- All exterior locks, including Hasp locks, must be removed from all interior doors.
- All basement walls must be in good repair.
- Water heater and furnaces must have proper pressure relief valve tube.
- Water meter must have grounding jumper.
- Plumbing fixtures must be supplied with public and/or approved private system.
- Heating facilities must be present to supply heat at 68° F in all habitable rooms and/or areas.
- All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.

**City of Reading  
Housing Inspection Fee Schedule**

**TO AVOID EXTENSION AND PENALTY FEES**  
**ALL VIOLATIONS MUST BE COMPLIED BY THE RE-INSPECTION**

<p><b><u>Health &amp; Safety ( Including Health &amp; Safety Fire) Inspection**</u></b></p> <p>Initial Inspection (Fee includes one Re-Inspection)      \$150 Subsequent H&amp;S Re-Inspections or Open Lot              \$75</p> <p><b><u>Failure to Appear or Gain Access for Health &amp; Safety Inspection</u></b></p> <p>Base Penalty</p> <p>    1st Offense    \$150     2nd Offense    \$250     3rd Offense    \$400     Subsequent Offenses    \$1000</p>	<p><b><u>Five and Six Unit Properties</u></b></p> <p>Initial Inspection (includes Health &amp; Safety re-check)*      \$295 Re-Inspection (with passed inspection)                              \$250 Extension Inspection(s)    \$200 + \$25 per open violation 2nd Non-Compliance Penalty    \$100 + \$25 per open violation 3rd Non-Compliance Penalty    \$100 + \$25 per open violation Subsequent Penalties    \$1,000 + \$25 per open violation Delinquency Fee    14% of billing</p>
<p><b><u>Single Family Property</u></b></p> <p>Initial Inspection (includes Health &amp; Safety re-check)*      \$150 Re-Inspection (with passed inspection)                              \$125 Extension Inspection(s)    \$350 + \$25 per open violation 2nd Non-Compliance Penalty    \$100 + \$25 per open violation 3rd Non-Compliance Penalty    \$100 + \$25 per open violation Subsequent Penalties    \$1,000 + \$25 per open violation Delinquency Fee    14% of billing</p>	<p><b><u>Seven to Fifteen Unit Properties</u></b></p> <p>Initial Inspection (includes Health &amp; Safety re-check)*      \$395 Re-Inspection (with passed inspection)                              \$300 Extension Inspection(s)    \$350 + \$25 per open violation 2nd Non-Compliance Penalty    \$100 + \$25 per open violation 3rd Non-Compliance Penalty    \$100 + \$25 per open violation Subsequent Penalties    \$1,000 + \$25 per open violation Delinquency Fee    14% of billing</p>
<p><b><u>Two Unit Property</u></b></p> <p>Initial Inspection (includes Health &amp; Safety re-check)*      \$200 Re-Inspection (with passed inspection)                              \$175 Extension Inspection(s)    \$350 + \$25 per open violation 2nd Non-Compliance Penalty    \$100 + \$25 per open violation 3rd Non-Compliance Penalty    \$100 + \$25 per open violation Subsequent Penalties    \$1,000 + \$25 per open violation Delinquency Fee    14% of billing</p>	<p><b><u>Properties with 16 or More Units</u></b></p> <p>Initial Inspection (includes Health &amp; Safety re-check)*      \$450 + \$10 per unit Re-Inspection (with passed inspection)                              \$400 + \$10 per unit Extension Inspection(s)    \$350 + \$25 per open violation 2nd Non-Compliance Penalty    \$100 + \$25 per open violation 3rd Non-Compliance Penalty    \$100 + \$25 per open violation Subsequent Penalties    \$1,000 + \$25 per open violation Delinquency Fee    14% of billing</p>
<p><b><u>Three and Four Unit Properties</u></b></p> <p>Initial Inspection (includes Health &amp; Safety re-check)*      \$225 Re-Inspection (with passed inspection)                              \$200 1<sup>st</sup> Non-Compliance Penalty    \$350 + \$25 per open violation 2<sup>nd</sup> Non-Compliance Penalty    \$100 + \$25 per open violation 3<sup>rd</sup> Non-Compliance Penalty    \$100 + \$25 per open violation Subsequent Penalties    \$1,000 + \$25 per open violation Delinquency Fee    14% of billing</p>	<p><b><u>Boarding House</u></b></p> <p>Initial Inspection (includes Health &amp; Safety re-check)*      \$200 Re-Inspection (with passed inspection)                              \$150 1<sup>st</sup> Non- Compliance Penalty    \$350 + \$25 per open violation 2<sup>nd</sup> Non-Compliance Penalty    \$100 + \$25 per open violation 3<sup>rd</sup> Non-Compliance Penalty    \$100 + \$25 per open violation Subsequent Penalties    \$1,000 + \$25 per open violation Delinquency Fee    14% of billing</p>
<p align="center"><b>* No additional inspections needed or fees billed if ALL violations identified at Initial inspection are in compliance at time of Health and Safety (H&amp;S) re-check *</b> <i>Owner must elect H&amp;S re-check if violations do not meet H&amp;S criteria.</i></p>	

**Failure to Appear or Gain Access**

1-15 Units (Base Penalty)	
1st Offense	\$150
2nd Offense	\$250
3rd Offense and subsequent	\$400
16-49 Units	\$200+ Base Penalty for Offense
50+ Units	\$300+ Base Penalty for Offense

\*\* Duties and Powers of the Code Official – Section 104.8: Coordination of inspections. Whenever in the enforcement of this code or another code or ordinance the responsibility of more than one code official of the jurisdiction is involved, it shall be the duty of the code officials involved to coordinate their inspections and administrative orders as fully as practicable so that the owner and occupants of the structure shall not be subjected to visits by numerous inspectors or multiple conflicting orders. Whenever an inspector from any agency or department observes an apparent or actual violation of some provision of some law, ordinance or code not within the inspector's authority to enforce, the inspector shall report the findings to the official having jurisdiction.