

SOUTHAMPTON TOWNSHIP, CUMBERLAND COUNTY
200 AIRPORT ROAD, SHIPPENSBURG, PA 17257-9690
PHONE 532-9646 or FAX 530-9537

Fees For Registration Of Residential Rental Properties

Payable to Southampton Township — Address above

Single Family Units	\$25.00
Duplex Units and Multi-Units	\$25.00 plus \$10.00 each additional unit

Property Maintenance Regulations Fee Schedule

Owner or Municipality Requested - Inspection to be billed to Property Owner

Single family dwelling.....\$65

Duplex & Two unit apartment \$110

Apartment houses.....\$110, plus \$25 for each unit over 3

Hotel.....\$160,, plus \$5 for each unit over 5

Commercial and Industrial

0 to 2500 Sq. Ft.....\$60

2500 to 5000 Sq. Ft.....\$85

5001 to 12000 Sq. Ft.....\$110

5000 to 12000 Sq. Ft.....\$160

12000 to 22000 Sq. Ft.....\$260

Over 22000 Sq. Ft.....\$260 + \$40 per hour

Occupancy of Property After Notice of Housing Violation

Per structure or portion thereof - per occurrence\$55 per trip

Code Enforcement Fees

Trip charges.....\$50 each trip per unit

Court Appearance.....\$75 per hour

Filing Fees.....Actual Cost to file

Additional Service not covered in this fee schedule\$40 per hour unless negotiated

Residential Properties with any Non-Residential Use..\$50 per visit

Properties with only Non-Residential Use.....\$60 per site visit

Nuisance Abatements Performed by the Municipality

Abatement Charges.....Cost to remove nuisance

Civil Penalty.....As per Ordinance

Administrative Charges.....\$40 per hour for jobs not otherwise
accounted for in this fee schedule

Disabled Vehicle Fees and Penalties

Removal of Vehicle.....Cost to remove vehicle

Civil Penalty.....As Per Ordinance

Administrative Charges.....\$40 per hour for jobs not otherwise
accounted for in this fee schedule

Additional Fees

Hearing Filing Fee.....\$40 per hour

Title Reports.....Equal to the cost of a title report

County Recording Fee.....Equal to the cost of charges

- Other fees may be included from time to time by agreement and adoption with the Municipality and PMCA

Property Maintenance Fee Schedule

Pennsylvania Municipal Code Alliance, Inc.
405 Wayne Avenue
Chambersburg, PA 17201
717-496-4996 Phone
717-446-0586 Fax

Items you should have for inspection: Batteries for smoke detector; a way to check smoke detectors, light bulbs, fire extinguisher, carbon monoxide detector.

This is not a complete list of Property Code requirements

1. Need 1 type 2A1OBC fire extinguisher per rental unit with CURRENT INSPECTION TAG or proof of recent purchase, visible and accessible in kitchen area.
2. Smoke detectors *needed* in every bedroom, and one on *every* floor including the basement, excluding the attic if used for storage only. Common hallways need smoke detector.
3. One carbon monoxide detector per dwelling unit if there is a fuel-burning appliance or attached garage.
4. Handrails required on stairs with 4 or more risers. This includes interior, exterior, and basement stairs. Handrails need to be secured tightly to the wall and graspable.
5. Guards are required on every open portion of a stairway, landing, balcony; porch, deck, ramp or other walking surface, which is more than 30 inches above the floor or grade below. This includes basement stairways and exterior stairways to second and third floor levels. Guards are to have opening of 4 inches or less.
6. Two electrical outlets are required in every habitable room except bathrooms, laundry rooms and basements which requires one outlet each.
7. Bathrooms and kitchens require one openable window or a mechanical vent. Windows are required to have screens from May 1 to October 31.
8. Bathrooms, kitchens, laundry room, boiler room, furnace room, public hall, interior stairway are required to have lighting fixtures.
9. Common halls and stairways shall be lighted at all times.
10. Every exterior means of egress stairway shall be lighted.
11. Stairs with six or more risers shall have lights with switches located at top and bottom of stairway.
12. Chimneys need to be airtight. Check for openings where vents enter chimney.
13. Hot water heater *needs* a drip pipe from the *relief valve* to be 6 inches or Closer to the floor.
14. Clothes dryer vents need to be vented directly outside.
15. All means of egress doors shall be readily openable from the side from which egress is to be made without the use of a key, special knowledge or effort. Twist type lock is acceptable.
16. Combustible material is to be kept 3 feet or more from furnaces and gas water heaters.
17. Electrical panel boxes are not to have an opening. Example: openings where breaker has been removed. Close opening with plastic/metal approved closers, not tape.
18. Electrical wires are to be secured to structure, junction boxes must have covers, and splices made in closed junction boxes. Electric covers need to be used and in good repair on all receptacles and switches.
19. Single family *dwelling requires* 100 amp service. Multi family dwelling require 50 amps per dwelling unit.
20. Emergency escape and rescue openings for basement bedrooms.
21. Sidewalk in good state of repair.
22. Address numbers on door or beside door.