

Rental Housing Permit Application Packet

For the Townships of
College, Ferguson, Harris & Patton and
the Boroughs of Bellefonte & State College



COMPLETED PACKETS MUST BE SUBMITTED TO THE
MUNICIPAL ZONING OFFICE FOR REVIEW

Centre Region Code Administration

Rental Housing

2643 Gateway Dr, Ste 1, State College, PA 16801

Phone: 814-234-3812

CRCA Website: www.crcog.net

Procedure for Applying for and Retaining a Rental Housing Permit

When applying for a new rental permit or updating information on an existing permit, the application is the same. It is imperative to notify the Municipality and Centre Region Code Administration (CRCA) of any change in ownership or property management **within 15 calendar days of the property transfer**. Rental housing permits are transferable upon change of ownership, providing the permitted use has not changed. Failure to obtain a new permit or change information on an existing permit could result in legal action.

Rental housing permit applications are available from the municipal zoning office, the CRCA office, online at www.crcog.net, and on municipal websites. Please see page 5 for contact information for the municipal offices.

ALL APPLICATIONS MUST BE SUBMITTED DIRECTLY TO THE ZONING OFFICE OF THE MUNICIPALITY FOR REVIEW. Centre Region Code Administration (CRCA) cannot accept applications without zoning approval.

1. Required Rental Housing Permit Application Packet Forms:

All the required forms in the application packet must be completed and submitted. Incomplete applications will be returned, resulting in permit delays. **Municipal application fees may apply.** (See page 5)

- a. **Rental Housing Permit Application** – Please complete all sections of the form and sign. Please indicate on page 1 of the application whether the unit will be used long-term or short-term. Additional fees may apply. See page 5 for municipal contact information. **Please refer to the municipal websites for additional information regarding short-term rentals.**
- b. **Property Grid** – Please complete the top section and the drawing at the bottom. The property grid is required for all new applications, changes of ownership, and increase/decrease of units.
- c. **Person In Charge Form** - If the property owner resides more than 25 air miles from the property, a person-in-charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the enclosed form. **Consent of the person-in-charge is required.**
- d. **College Township Rental Property Application Checklist** – If the property is located in College Township, please complete and return the College Township rental property application checklist along with the CRCA rental housing permit application.
- e. **Ferguson Township Application for Short-Term Rental** – If the property is located in Ferguson Township and you intend to use the property for short-term use, please complete and return the Zoning Application for Short-Term Rental along with the CRCA rental housing permit application. Ferguson Townships Zoning Application is **NOT REQUIRED** for long-term rentals.
- f. **Bellefonte Borough Zoning Permit Application** – If the property is located in Bellefonte Borough, please complete and return the Bellefonte Borough zoning permit application along with the CRCA rental housing permit application.

2. Municipal Information and Fees:

Completed rental housing permit applications must be **submitted directly to the municipal zoning office** for review. (See page 5 for municipal contact information) **Applicable application fees must be paid when submitting the application.** **Bellefonte and State College Boroughs and College, Harris, and Patton Townships require application fees.** Payment should be made payable to the municipality.

The zoning office will determine whether the property is zoned for the proposed use and the allowable occupancy for new applications and record changes of ownership or management for revised applications.

- a. **Ferguson Township requires a Rental Housing Permit when the day of stay is one (1) consecutive day or more.** No application fee applies. (Multiple units on the same tax parcel, one application). Ferguson Township does have a short-term rental policy. A Zoning application for short-term use may be required with a \$25 application fee, made payable to **Ferguson Township**.
- b. **Bellefonte Borough requires a Rental Housing Permit when the day of stay is one (1) consecutive day or more.** A \$50 Zoning permit application fee is required for new applications or for any change to an existing rental housing permit. (Multiple units on the same tax parcel, one application, one fee) **Applicable fees must be included with the application and made payable to the Bellefonte Borough.**
- c. **State College Borough requires a Rental Housing Permit when the day of stay is one (1) consecutive day or more.** A \$25 application fee is required for new applications or for any change to an existing rental housing permit. (Multiple units on the same tax parcel, one application, one fee) **Applicable fees must be included with the application and made payable to the Borough of State College.** State College Borough does have a short-term rental policy. A Zoning application for short-term use may be required.
- d. **College Township requires a Rental Housing Permit when the day of stay is one (1) consecutive day or more.** Applications are required for all new rentals and for any changes to existing rental housing permits. (Zoning Permits are not transferable). College Township will process a change of ownership as a “new” rental. College Township also requires annual renewals for short-term rentals. Fees for Long-Term Rentals are \$35 per unit, and Short-Term Rentals are \$165 per unit (e.g., Airbnb, weekend rental homes). **Applicable fees must be included with the application and made payable to the College Township.** (A separate application must be submitted for each unit.)
- e. **Harris Township requires a Rental Housing Permit when the day of stay is one (1) consecutive day or more.** A \$25 application fee is required for new rentals or for any change to an existing rental housing permit. (Multiple units on the same tax parcel, one application, one fee) **Applicable fees must be included with the application and made payable to the Harris Township.** Harris Township does have a short-term rental policy. A license application for short-term use may be required with a \$250.00 application fee, made payable to **Harris Township**.
- f. **Patton Township requires a Rental Housing Permit when the day of stay is one (1) consecutive day or more.** A \$30 application fee (per unit) is required for new applications or a change of ownership only. (A single application can be submitted for multiple units on the same tax parcel.) **Applicable fees must be included with the application and made payable to Patton Township.** Patton Township does have a short-term rental policy. A Zoning application for short-term use may be required.

3. Municipal Zoning Approval:

When municipal approval is granted, the application will be forwarded to the Centre Region Code Administration for inspection (if required) and permitting.

4. New Rental Housing Permit Applications: Advanced payment of the rental housing permit fee, along with a \$75.00 CRCA application fee, is required for all **NEW** rental housing permit applications prior to the rental housing inspection being scheduled. **These fees are non-refundable.** An invoice will be mailed to the designated property manager/bill to contact. Once payment is received, a rental housing inspector will contact the person-in-charge to schedule a housing inspection date and time. If the person-in-charge is not present within 10 minutes of the scheduled inspection start time, the inspector will assess a \$100.00 no-show fee.
 - i. **Occupied Units:** Payment must be received and an inspection must be completed within **30 days** of the zoning-approved application. The application becomes invalid after 30 days of non-payment or unscheduled inspection. A new application would be required.
 - ii. **Non-Occupied Units:** Payment must be received and inspection must be completed within **90 days** of the zoning-approved application. The application becomes invalid after 90 days of non-payment or unscheduled inspection. A new application would be required.

5. Inspections:

The designated **person-in-charge** will receive the notice of inspection, inspection reports, violation notices, warnings, fines, and other correspondence not listed above. It will be the responsibility of the person-in-charge to forward this information to the owner of the property. The notice of inspection is sent via email. A valid email address for the person-in-charge is required.

- a. **EXISTING RENTAL HOUSING PERMITS:** If an inspection is required, a fire and life safety inspector will contact the person-in-charge via email with notice of a housing inspection date and time. (Inspections on existing rental housing permits are valid for 3 years) If the person-in-charge is not present within 10 minutes of the scheduled inspection start time, the inspector will assess a \$100.00 no-show fee.
- b. The fire and life safety inspector will be inspecting the property for life, health, and safety issues. Please refer to the **Common Corrections List for Rental Housing** for additional information about the inspection process. All rental properties are inspected at least once every 36 months. The next regular inspection will be scheduled no later than 36 months from the last regular inspection, not the reinspection date.
- c. A **Fire Safety Certificate** shall be provided to all tenants at the beginning of each lease period and annually thereafter. The certification states that the smoke alarm(s), carbon monoxide detectors, and fire extinguishers have been installed and are functional at the beginning of the lease. It shall also include instructions on how to report deficiencies with fire safety systems. A signed copy of the Fire Safety Certificate shall be maintained by the person-in-charge and made available to the tenant(s), Code official, or municipality upon request.
- d. A **Tenant Notification Acknowledgement** form shall be provided to all tenants at the beginning of each lease period and annually thereafter. The person-in-charge shall provide all tenant(s) on the lease with information regarding their requirements and a reference to the municipal ordinances. A signed copy of the acknowledgment form shall be maintained by the person-in-charge and made available to the tenant(s), Code official, or municipality upon request.

6. Rental Housing Permit Fees:

- a. **NEW RENTAL HOUSING PERMITS:** Once prepayment of the rental housing permit is received and the inspection is completed, the rental housing permit will be mailed to the designated property manager/bill to contact. Please review the information on the permit and notify CRCA immediately of any errors. Rental Housing permit fees are billed annually. The fee is based on the municipality and the type of rental unit. Please see page 6 for the fee information. Rental housing permits expire one year from the date of issuance.
- b. **EXISTING RENTAL HOUSING PERMITS (change of ownership or management ONLY):** if the permit fee is due, an invoice will be mailed to the property manager/bill to contact indicated on the application. If the permit fee was paid by the previous owner, a copy of the permit will be mailed to the property manager indicated on the application.
 - i. A rental housing permit shall become null and void upon the permittee's failure to submit the required rental housing permit fee. The property owner is subject to a citation for non-compliance with the unpaid rental housing fee. There will be no deduction in permit fees for partial annual permits. A late fee charge of 20% of the base fee per unpaid unit shall be imposed after the invoice due date and every 30 days thereafter. The rental permit will be considered willfully abandoned after 90 calendar days of non-payment.
 - ii. A rental housing permit will not be issued or renewed until all outstanding reinspection, no-show, and annual permit fees have been paid.

- iii. The rental housing permit will be generated and mailed to the property manager/bill to contact indicated on the application after payment is received. Please review the permit for errors and contact CRCA if changes are required. Rental permits need not be displayed but must be made available to an inspector upon request.

7. Violations:

- a) Unsafe Condition Violations: The Code official is authorized to issue field fines for unsafe condition violations. All unsafe condition violations and associated fines are not less than \$150.00 nor more than \$300.00 per occurrence. Please refer to the *Centre Region Rental Housing & Building Safety Code, 2023 Edition*, for additional information.

Violation Information

Resource: Centre Region Building Safety & Property Maintenance Code

1. Egress:

- a. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort. Nothing shall obscure the exit sign or door which may cause confusion to the occupant. The egress path may not be used for storage.
- b. All interior fire doors shall be maintained in an operable condition. Fire doors shall not be held open, obstructed, propped open or otherwise made inoperable.
- c. A safe, continuous and unobstructed path of travel shall be provided from any point in a building to the public way.
- d. Emergency lighting and exit signs where required for compliance shall be continuously maintained.

2. Tampering with life safety equipment:

Tampering or interfering with life safety systems in a structure is prohibited.

3. Unsanitary Conditions:

Owners or occupants are required to keep that part of the structure which they occupy or control in a clean and sanitary condition at all times.

4. Fire / Safety:

- a. Highly combustible or flammable materials, including overstuffed furniture, shall not be displayed on or under eaves, canopies, projections, overhangs or porches.
- b. Storage of flammable or combustible liquids or gases is prohibited unless stored in accordance with the fire code.
- c. The owner is required to provide a functional smoke alarm at the beginning of each lease period. Interconnection of more than one alarm is required. The tenant is responsible for the maintenance of this alarm at all times after taking occupancy.
- d. Where required, the owner is required to provide a functional carbon monoxide alarm at the beginning of each lease period. The tenant is responsible for the maintenance of this alarm at all times after taking occupancy.
- e. A Fire Safety Certification signed by the owner and tenant is to be provided upon request. Failure to provide this form upon request or failure of either party to sign is a violation.

Fire Protection Systems:

All fire protection systems are required to be tested and maintained in accordance with the National Fire Protection Association standard specific to the type of system.

- b) No Show and Re-Inspection Fees: Fees are \$100.00 per incident. A no-show fee will be assessed when an owner or person in charge fails to provide interior access for a scheduled inspection. A re-inspection fee will be assessed if the abatement of the original violation has not been completed or the owner or person in charge is not present for the scheduled re-inspection.

Zoning Office Information & Application Fees:

Rental Permit Required:

A Rental Housing Permit is required when the day of stay is one (1) consecutive day or more.

STATE COLLEGE BOROUGH

Zoning Office
243 S. Allen St.
State College, PA 16801
814-234-7193

www.statecollegepa.us

***Application fee of \$25**

New applications & any change to an existing permit.

Payable to the Borough of State College

Please refer to the municipal website for information regarding short-term rentals and Student Home Licenses.

COLLEGE TOWNSHIP

Zoning Office
1481 E College Ave.
State College, PA 16801
814-231-3021

www.collegetownship.govoffice.com

***Long Term Rental: Application fee of \$35 (per unit)**

***Short Term Rental: Application fee \$165 (per unit)**

New applications (a change of ownership will be treated as a “new” rental/application)

Payable to College Township

Rental Property Application Checklist Required

Please refer to the municipal website for information regarding short-term rentals.

PATTON TOWNSHIP

Zoning Office
100 Patton Plaza
State College, PA 16803
814-234-0271

www.twp.patton.pa.us

Application fee of \$30 (per unit)

New applications & change of ownership only.

Payable to Patton Township

Please refer to the municipal website for information regarding short-term rentals.

FERGUSON TOWNSHIP

Zoning Office
3147 Research Dr.
State College, PA 16801
814-238-4651

www.twp.ferguson.pa.us

***No Application Fee, however, if the unit is short-term rental, a Zoning permit may be required - \$25 Zoning Permit Fee.**

Please refer to the municipal website for information regarding short-term rentals.

HARRIS TOWNSHIP

Zoning Office
224 E Main St.
Boalsburg, PA 16827
814-466-6228

www.harristownship.org

***Application fee of \$25**

New applications & any change to an existing permit. Payable to Harris Township

****Short-Term License Application Fee, \$250.00
Effective 12/8/25**

Please refer to the municipal website for information regarding short-term rentals.

BELLEFONTE BOROUGH

Zoning Office
301 N Spring St, Ste 200
Bellefonte, PA 16823
814-355-1501

www.bellefonte.net

Zoning permit required, application fee \$50

New applications & any change to existing permit. Payable to Bellefonte Borough

Please refer to the municipal website for information regarding short-term rentals.

Centre Region Code Administration (CRCA)

Rental Housing Permit Fees – Annual Renewal

(Rental Housing Permit Fees are Non-Refundable)

Ferguson, Harris* & Patton Townships:

(Permit Fee includes a \$3.00 Municipal Ordinance Enforcement Fee)

\$55.00 Apartment, house, townhouse, duplex, or mobile home (per unit)

\$50.00 Room (per unit)

*The ordinance enforcement fee for **Harris Township** was approved on 1/5/2026.

College Township:

(Permit Fee includes a \$5.00 Municipal Ordinance Enforcement Fee)

\$57.00 Apartment, house, townhouse, duplex, or mobile home (per unit)

\$52.00 Room (per unit)

Bellefonte Borough:

(Permit Fee includes a \$5.00 Municipal Ordinance Enforcement Fee)

\$57.00 Single dwelling unit, townhouse, mobile home, apartment, or duplex (per unit)

\$52.00 Lodging house, boarding house, tourist home or room (per unit)

State College Borough:

(Permit Fee includes a \$25.00 Municipal Ordinance Enforcement Fee)

\$77.00 Apartment, house, townhouse, duplex, or mobile home (per unit)

\$72.00 Room (per unit)

\$60.00 Fraternity (per room fee).

(Includes the CRCA fee of \$47.00 plus the State College Borough ordinance enforcement fee of \$13.00 per room.)

NEW RENTAL HOUSING PERMITS: Advanced payment of the rental housing permit fee is required for all **NEW** rental housing permit applications prior to the rental housing inspection being scheduled. **This fee is non-refundable.** An invoice will be issued upon municipal approval of the rental housing permit application. See the information above regarding rental permit fees.

A CRCA **\$75.00 Application Fee** is required for all **NEW** rental housing permit applications as approved by the municipal zoning office. This is a CRCA application fee separate from the municipal application fees. An invoice will be issued upon municipal approval of the rental housing permit application and will be included with the prepayment of the rental housing permit fee.

EXISTING RENTAL HOUSING PERMITS (change of ownership or management ONLY): if the permit fee is due, an invoice will be mailed to the property manager indicated on the application. If the permit fee was paid by the previous owner/property manager, a copy of the permit will be mailed to the property manager indicated on the application.

Revised 1/6/2026



CENTRE REGION COUNCIL OF GOVERNMENTS
Centre Region Code Administration
 2643 Gateway Dr, Ste 1, State College, PA 16801
 814-234-3812

2026 Rental Housing Permit Fees

Effective January 1, 2026

The Centre Region Code Administration (CRCA) rental housing permit fee **increased \$5.00 per permit.**

<u>House, Apartment, Townhouse, Duplex, Mobile Home</u>	\$52.00 (Was \$47.00)
<u>Room</u>	\$47.00 (Was \$42.00)

The municipal offices each elect to add on their own municipal enforcement fee. The fees for Bellefonte and State College Borough increased for 2026. The fee table below includes the increase.

Please refer to the table below for the 2026 Rental Housing Permit Fees

Harris Township	New Fee
House, Apartment, Townhouse, Duplex, Mobile Home	\$52.00
Room	\$47.00
College Township	
House, Apartment, Townhouse, Duplex, Mobile Home <i>(Permit Fee includes a \$5.00 Municipal Ordinance Enforcement Fee)</i>	\$57.00
Room <i>(Permit Fee includes a \$5.00 Municipal Ordinance Enforcement Fee)</i>	\$52.00
Ferguson & Patton Townships	
House, Apartment, Townhouse, Duplex, Mobile Home <i>(Permit Fee includes a \$3.00 Municipal Ordinance Enforcement Fee)</i>	\$55.00
Room <i>(Permit Fee includes a \$3.00 Municipal Ordinance Enforcement Fee)</i>	\$50.00
Bellefonte Borough	
House, Apartment, Townhouse, Duplex, Mobile Home <i>(Permit Fee includes a \$5.00 Municipal Ordinance Enforcement Fee)</i>	\$57.00
Room <i>(Permit Fee includes a \$5.00 Municipal Ordinance Enforcement Fee)</i>	\$52.00
State College Borough	
House, Apartment, Townhouse, Duplex, Mobile Home <i>(Permit Fee includes a \$25.00 Municipal Ordinance Enforcement Fee)</i>	\$77.00
Room <i>(Permit Fee includes a \$25.00 Municipal Ordinance Enforcement Fee)</i>	\$72.00
Fraternities – State College Borough Only	
Per Room Fee <i>(Permit Fee includes a \$13.00 Municipal Ordinance Enforcement Fee)</i>	\$60.00

2026 CRCA & Municipal Rental Housing Permit Application Fees

Effective 1/1/2026 - CRCA now requires a **\$75.00 application fee** for all NEW rental housing permit applications as approved by the municipal zoning office. This fee is separate from the municipal zoning application fees listed below. An invoice will be issued by CRCA upon municipal approval of the rental housing permit application and will be included with prepayment of the rental housing permit fee.

<u>Municipality</u>	<u>Requirement:</u>	<u>Fees</u>
College Township	A Zoning application checklist and fee is required for all New rentals (Zoning Permits are not transferable). A change of ownership is processed as a “new” rental. College Township also requires annual renewals for short-term rentals. Fees for <u>Long-Term Rentals \$35 per unit</u> , and <u>Short-Term Rentals \$165 per unit</u> (<i>Example: Air B&B, weekend rental homes, etc.</i>). Payable to College Township	Long Term Fee \$35.00 per unit Short Term Fee \$165.00 per unit
Harris Township	A fee is required for New applications & any change to an existing permit . Payable to Harris Township.	\$25.00 per tax parcel
Patton Township	A fee is required for New applications & change of ownership applications. Payable to Patton Township.	\$30.00 per unit
Bellefonte Borough	A fee is required for New applications, change of ownership, change of management, change in classification . Any change to the permit requires an application fee. (Multiple units on same tax parcel, 1 fee) Payable to Bellefonte Borough	\$50.00 per tax parcel
State College Borough	A fee is required for New applications, change of ownership, change of management, change in classification . Any change to the permit requires an application fee. (Multiple units on same tax parcel, 1 fee) Payable to the Borough of State College.	\$25.00 per tax parcel

SEE MUNICIPAL ZONING OFFICE WEBSITES REGARDING SHORT-TERM RENTAL PROCESS & FEES.

MUNICIPAL ZONING OFFICE USE ONLY

Review Date: _____ Zoning Rental Permit # _____
(If applicable)

Property Address: _____

Tax Parcel # _____
(MUST SUPPLY COUNTY FORMAT FOR TAX PARCEL)

Zoning Classification/Notes: _____

Zoning District: _____ Occupancy regulated by Zoning: Yes No
 Standard Occupancy **Borough of State College Only**

Occupancy may not exceed a family plus _____ persons not related to the family, or in lieu of a family,
_____ unrelated persons.

Application Approved **Application Denied**

Application Approved By: _____
(Authorized Signature)

Comments: _____

College Township: Approved Rental Duration of the Unit: Long Term Short Term
Ferguson Township: Approved Rental Duration of the Unit: Long Term Short Term
Harris Township: Approved Rental Duration of the Unit: Long Term Short Term
Patton Township: Approved Rental Duration of the Unit: Long Term Short Term
Borough of State College*: Approved Rental Duration of the Unit: Long Term Short Term*

*Approval of a Centre Region Code Rental Housing Permit is Required before the Borough of State College approves a Short-Term Rental License.

Borough of State College ONLY: Approved Student Home License on file: Yes No

CENTRE REGION CODE ADMINISTRATION USE ONLY

Reviewed By: _____
(Authorized Signature)

Date Approved: _____

- Approved Classification:
- R-2 Multi-family (apartment, rooming house, fraternity)
 - R-3 Townhouse
 - Duplex
 - Single Family Dwelling

Approved Occupancy: _____ Restricted by: Zoning CRCA
 Standard Occupancy – **Borough of State College Only**

Comments: _____

CRCA PERMIT HISTORY
(If applicable)

New Existing

Permit #: _____

Total Units on file: _____

Occupancy on file: _____

Notes: _____

Application for Rental Housing Permit

Applicant/Owner: _____

Rental Address: _____

Unit Type: _____ Unit Size: _____ sqft Ceiling Height: _____

of Bedrooms: _____ Percentage of home to be rented : _____ %

of Parking Spaces Available (New Rentals Only): _____ (Zoning Requirement)

Please sketch an approximate floor plan of your rental unit in the graph area below. Please attach a separate sheet if more drawing space is needed. Please label all rooms. **Please include room dimensions if possible.** Please note that garages do not count as part of the habitable area of a home and should not be used when calculating the size of an accessory

A large grid area for sketching a floor plan. The grid consists of 20 columns and 20 rows of small squares, providing a space for drawing and labeling rooms.



Centre Region Code Administration
2643 Gateway Dr, Ste 1, State College, PA 16801
Phone: 814-234-3812
Email: kjw@crcog.net
Webpage: www.crcog.net/crca

Person-in Charge Information & Consent Form

All property owners who reside more than 25 air miles from the rental property must designate a person-in-charge who resides within 25 air miles of the property and is at least 25 years old. This person shall reside in the required radius for the majority of the year, not leaving the region for more than 45 continuous calendar days. Please provide the person-in-charge name, address, phone number(s) and email address for the rental property(ies) listed below. Please send the information to the Centre Region Code Administration office at the address listed above. **Please notify the code office within 3 calendar days regarding any change in person-in-charge information.**

Rental Property Address:

Municipality:

Owner's Information:

Owner's Name: _____

Owner's Address: _____

Telephone number(s): _____

Email Address: _____

Person-In-Charge Information:

Person-in-Charge: _____

(At least 25 years old)

(Please print)

Consent of Person-In-Charge: _____

(Signature of Person-In-Charge Required) ***

Address of Person-In-Charge: _____

Telephone Number(s): _____

Email Address: _____

***The person-in-charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines, and other correspondence. **It will be the responsibility of the person-in-charge to forward this information to the owner of the property.** This person must be present for the inspection to take place. Failure to show up for an inspection may result in a No-Show Fee of \$100.00.

Please see the reverse side for additional information regarding the duties & responsibilities of the person-in-charge.

-OVER-

Per the **Centre Region Rental Housing & Building Safety Code, 2023 Edition**,
the duties and responsibilities of the person-in-charge are as follows:

SECTION 802 HOUSING PERMIT

802.8.1 Contact address. *The contact address provided to the Centre Region Code Administration in accordance with Section 802.8 must be a valid address for the receipt of United States mail and shall be checked by the owner or person-in-charge on a regular basis.*

802.8.2 Telephone number. *The telephone number provided to the Centre Region Code Administration in accordance with Section 802.8 must be a valid telephone number capable of receiving and recording voice mail at all times. This number is considered the emergency contact number for this individual. A response to a voice mail left on this number by a representative of the Municipality or the Centre Region Code Administration shall be returned or responded to within 3 hours. A response to a voice mail left on this number by a tenant shall be returned or responded to within 3 hours.*

802.8.3 E-Mail address. *A valid e-mail address for the owner and person-in-charge shall be provided to the Centre Region Code Administration. The e-mail address shall not be considered an emergency contact and response to an e-mail for the owner or person-in-charge by a staff member of the Centre Region Code Administration Municipality or tenant and shall be responded to within 48 hours.*

SECTION 803 PERSON-IN-CHARGE

803.1 Person-In-Charge. *All owners of residential rental property shall designate a person-in-charge for each of their residential properties. The code official shall be notified as to who the person-in-charge is and of any changes to information required by this code within 3 calendar days.*

803.2 Maintenance. *The person-in-charge shall maintain all rental property under their control in compliance with the occupancy limits, as specified in the Zoning Ordinance of the Municipality. Further, the person-in-charge shall notify the owner of rental property of any and all violations issued against said property by the code official.*

803.3 Tenant notification. *The person-in-charge shall be required to distribute to each tenant, information regarding the following requirements, including reference to any ordinances. A signed copy of this form or proof of form delivery shall be maintained by the person-in-charge and shall be made available to the tenant, code official, or municipality upon request:*

- ✓ Maximum occupancy for the residential property
- ✓ Maximum number of persons who can reside in the rental property
- ✓ If the property is a student home
- ✓ Regulations regarding dogs (if present)
- ✓ Regulations regarding property maintenance
- ✓ Regulations regarding refuse, parking, weeds, and removal of snow and ice from sidewalks
- ✓ Information on the handling of recyclable materials
- ✓ Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration
- ✓ Signed copy of the fire safety certification
- ✓ Regulations regarding tampering with fire protection equipment
- ✓ Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date and 1 calendar day prior to reinspection
- ✓ Notice of regulations regarding roof occupancy and possible penalties
- ✓ Notice of regulations regarding interior furniture and possible penalties
- ✓ Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties
- ✓ Notice of information regarding tenants' rights as published by the municipality
- ✓ Notice of information regarding fire safety as published by the municipality
- ✓ For units where the tenant is responsible for payment of utilities (electricity, natural gas, propane, fuel oil, water, etc.), the owner shall make available to the tenant the prior 24 months of utility costs prior to signing the lease agreement. The tenant is responsible for providing utility cost information to the owner within 60 days of the receipt of the bill from the utility.

For additional information on the **Centre Region Rental Housing & Building Safety Code, 2023 Edition**, please visit our website at www.crcog.net/crca.



CENTRE REGION CODE ADMINISTRATION

2643 Gateway Dr, Ste 1, State College, PA 16801

Phone: 814-234-3812 Email: kjw@crcog.net

Website: www.crcog.net/crca

RENTAL HOUSING COMMON CORRECTIONS LIST

This list is for reference purposes only and is not a complete list of all items checked during routine inspections. In addition, not all of the items listed below may apply to every rental property. This information may be used to prepare for the inspection or for tenant move-in. Please visit our website www.crcog.net for additional information regarding the ***Centre Region Rental Housing & Building Safety Code, 2023 Edition (CRRH&BSC, 2023 Edition)*** *

MECHANICAL & ELECTRICAL

- Furnace and chimney have been serviced/inspected within the last year with current tag/report on equipment
- Furnace flue pipe has no visible holes or corrosion and is tightly sealed at the chimney connection using an approved material
- Heat is available to tenants October 1 through May 15
- Electric panel box is completely labeled, and cover is in place and accessible with proper clearance
- Fuses in fuse box are "S"-type
- Water heater is not leaking and has proper own tube (3/4" copper or CPVC)

STAIRWAYS (INTERIOR & EXTERIOR)

- All stairways with more than four risers have a graspable handrail (1 1/4- 2 5/8" diameter)
- Guardrail spacing may not exceed a maximum of 4 inches
- Stairways, fire escapes, and other means of egress must remain clear and unobstructed

EXTERIOR

- All gutters, downspouts, and shingles are intact and securely mounted
- Exterior is free of refuse and sidewalks are free of obstructions
- House number is clearly visible from the street. Numbers must be at least 4 inches in height
- Exterior is free of peeling paint and penetrations
- Covered porches are free of upholstered furniture and storage

LAUNDRY AREA

- Washing machine is plugged into a grounded receptacle
- Dryer is vented to the exterior with a rigid or flexible-rigid metal dryer vent (**NO FOIL or VINYL**)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

KITCHEN

- 2 ½ lb. minimum, ABC-type fire extinguisher inspected or new within the past year and mounted in a visible location

BATHROOMS

- Contains a functioning GFCI receptacle
- Exhaust fan is operational, or bathroom has an openable window
- Walls, ceilings, and surfaces are free of mold and mildew

BEDROOMS

- A functioning smoke alarm is located in each sleeping room. **(See General Notes)**
- Basement sleeping rooms meet egress requirements. All windows are operational and not obstructed by furniture or other items **(*SEE CRRH&BSC/2023 edition).**

GENERAL

- Woodstove, fireplace, and chimney inspected within the past year, if used by tenants
- Any habitable space on the 3rd floor or higher has access to 2 approved exits
- Grounded (3-prong) appliances are not plugged into ungrounded (2-prong) receptacles
- A functioning smoke alarm is located on every floor of the dwelling unit and in each sleeping room. All smoke alarms must be interconnected. *Smoke alarms in **new rental** properties must be electric with battery backup.* Smoke alarms may not exceed the life span, which is 10 years.
- Functioning carbon monoxide alarms are properly located, if required. Life span may not exceed the life span, which is 7-10 years depending on manufacturer.
- Screens are in at least one window in every habitable room (May 15 through October 1) and not torn or loose
- Property is maintained in a clean and sanitary manner
- Deadbolts required on all entry doors to dwelling unit
- All interior door locks operate without keys or special tools
- Extension cords may not be run under rugs, doorways, or through windows nor be used as permanent wiring
- Closet lights must be approved-type fixtures
- Ceilings are free of tapestries and other combustible fabrics
- All plumbing and fixtures are free of leaks



Centre Region Code Administration
2643 Gateway Dr, Ste 1, State College, PA 16801
Phone: 814-234-3812
Email: kjw@crcog.net
Webpage: www.crcog.net/crca

PATTON TOWNSHIP FIRE SAFETY CERTIFICATION AGREEMENT

In accordance with *Section 704.9* of the *Centre Region Rental Housing & Building Safety Code, 2023 Edition*, at the beginning of each lease period and at least annually thereafter, the person in charge shall provide all tenants on the lease with a signed Certification that all fire extinguishers, smoke alarms, and carbon monoxide detectors, where required, are in working condition.

It shall be the responsibility of the tenant(s) to verify that the life safety equipment, smoke alarms, and carbon monoxide detectors, where provided, are in working condition and the fire extinguisher is inspected and charged. All tenants on a lease shall sign the Certification and return it to the person in charge.

The person in charge shall maintain the original Certification and make it available to the Fire and Life Safety Inspector upon request. A signed copy should be provided to each tenant. In addition to the Tenant Notification requirements contained in *Section 803.3* of the *Centre Region Rental Housing & Building Safety Code, 2023 Edition*, the person in charge shall provide the tenant(s) with instruction on how to report deficiencies with these fire safety systems.

Any tenant or person in charge failing to execute the Certification shall be in violation of this section and subject to the penalties set forth in *Section 107.3* of the *Centre Region Rental Housing & Building Safety Code, 2023 Edition*. Neither the person in charge nor the tenant(s) shall be responsible for any other party's failure to execute the Certification.

A Fire Safety Certification Agreement is provided on the reverse side of this document.

The completed agreement does not need to be returned with the application packet.
Please be prepared to provide access to the signed form at the time of inspection.

- OVER -

Patton Township Fire Safety Certification Agreement

THE PERSON IN CHARGE of the rental unit at (address) _____ hereby certifies to all tenants that effective(date) _____ all fire extinguishers, smoke alarms, and carbon monoxide detectors were in working condition and the fire extinguisher has been inspected within the last year and is in a ready condition in the above mentioned rental unit.

In accordance with provisions of Patton Township Ordinance # 2023-630 the person in charge hereby informs the tenant(s) that it shall be the responsibility of the tenant(s) to verify that the life safety equipment, smoke alarms, and carbon monoxide detectors, where provided, are in working condition and the fire extinguisher is inspected and charged. All tenants on a lease shall sign the Certification and return it to the person in charge.

As stated in Patton Township Ordinance # 2023-630 any tenant or person in charge failing to execute the Certification shall be in violation of *Section 704.9* of the *Centre Region Rental Housing & Building Safety Code, 2023 Edition* and subject to the penalties set forth in *Section 107.3* of the *Centre Region Rental Housing & Building Safety Code, 2023 Edition*. Neither the person in charge nor the tenant(s) shall be responsible for any other party's failure to execute the Certification.

As per Patton Township Ordinance # 2023-630 the tenant(s) is required to report a deficiency to management or maintenance immediately after the deficiency is detected or if the system is malfunctioning. (Attached are the person in charge instructions to report deficiencies of these fire safety systems).

IN WITNESS WHEREOF, the parties have executed this Certification Agreement:

_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____		
Date	Person in Charge Signature		



Centre Region Code Administration

2643 Gateway Dr, Ste 1, State College, PA 16801

Phone: 814-234-3812

Email: kjw@crcog.net

Website: www.crcog.net/crca

PATTON TOWNSHIP TENANT NOTIFICATION ACKNOWLEDGEMENT

In accordance with *Section 803.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*, at the beginning of each lease period and at least annually thereafter, the person in charge shall provide all tenant(s) on the lease, information regarding the following requirements, including reference to any ordinances.

- Maximum occupancy for the residential property
 - Maximum number of persons who can reside in the rental property
 - Regulations regarding dogs (if present)
 - Regulations regarding property maintenance
 - Regulations regarding refuse, parking, weeds, and removal of snow and ice from sidewalks
 - Information on the handling of recyclable materials
 - Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration
 - Signed copy of the fire safety certification
 - Regulations regarding tampering with fire protection equipment
 - Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date and 1 calendar day prior to reinspection
 - Notice of regulations regarding roof occupancy and possible penalties
 - Notice of regulations regarding interior furniture and possible penalties
 - Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties
 - Notice of information regarding tenants' rights as published by the municipality
 - Notice of information regarding fire safety as published by the municipality
 - For units where the tenant is responsible for payment of utilities (electricity, natural gas, propane, fuel oil, water, etc.), the owner shall make available to the tenant the prior 24 months of utility costs prior to signing the lease agreement. The tenant is responsible for providing utility cost information to the owner within 60 days of the receipt of the bill from the utility.
- 1) A signed copy of the acknowledgment shall be maintained by the person in charge and made available to the tenant(s), code official, or municipality upon request.
 - 2) It is the responsibility of the tenant(s) to review the documents referenced and be familiar with the requirements for the rental property. All tenants on the lease shall sign the acknowledgment and return it to the person in charge.
 - 3) Any tenant or owner failing to execute the acknowledgment shall be in violation of this section and subject to the penalties set forth in *Section 107.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*. Neither the owner nor the tenant(s) shall be responsible for any other party's failure to execute the acknowledgment.
 - 4) A Tenant Notification Acknowledgement is provided on the reverse side of this document.

The completed agreement does not need to be returned with the application packet.
Please be prepared to provide access to the signed form at the time of inspection.

Patton Township Tenant Notification Acknowledgment

THE PERSON IN CHARGE of the rental unit at (address) _____ hereby certifies that tenant(s) effective (date) _____ have been provided with all required rental property information in accordance with *Section 803.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*.

In accordance with the provisions of Patton Township Ordinance # 2023-630 the person in charge hereby provided the tenant(s) with the following information, or provided a webpage where the information could be found:

- ✓ Maximum occupancy for the residential property
- ✓ Maximum number of persons who can reside in the rental property
- ✓ Regulations regarding dogs (if present)
- ✓ Regulations regarding property maintenance
- ✓ Regulations regarding refuse, parking, weeds, and removal of snow and ice from sidewalks
- ✓ Information on the handling of recyclable materials
- ✓ Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration
- ✓ Signed copy of the fire safety certification
- ✓ Regulations regarding tampering with fire protection equipment
- ✓ Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date and 1 calendar day prior to reinspection
- ✓ Notice of regulations regarding roof occupancy and possible penalties
- ✓ Notice of regulations regarding interior furniture and possible penalties
- ✓ Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties
- ✓ Notice of information regarding tenants' rights as published by the municipality
- ✓ Notice of information regarding fire safety as published by the municipality
- ✓ For units where the tenant is responsible for payment of utilities (electricity, natural gas, propane, fuel oil, water, etc.), the owner shall make available to the tenant the prior 24 months of utility costs prior to signing the lease agreement. The tenant is responsible for providing utility cost information to the owner within 60 days of the receipt of the bill from the utility.



Additional information can be found on the Centre Region Code Administration Website. Visit www.crcog.net/crca and review the tenant information under rental housing.

All tenants on a lease shall sign the acknowledgment and return it to the person in charge.

As stated in Patton Township Ordinance # 2023-630 any tenant or owner failing to execute the acknowledgment shall be in violation of *Section 803.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*, and subject to the penalties set forth in *Section 107.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*. Neither the owner nor the tenant(s) shall be responsible for any other party's failure to execute the acknowledgment.

IN WITNESS WHEREOF, the parties have executed this Acknowledgment:

Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Person in Charge Signature		