



Borough of Chambersburg

*A full service municipality in Franklin County
celebrating over 65 years of consumer owned natural gas service
over 120 years of community electric and a
regional wastewater, water, and municipal solid waste utility*

June 1, 2015

Clem Malot
PA Municipal Code Alliance
405 Wayne Avenue
Chambersburg, PA 17201

Re: Third Party Code Enforcement Services

Dear Mr. Malot:

This letter pertains to the proposal you submitted for the operation of a Third Party Code Enforcement Services agency to perform the three services needed by the Borough:

- Uniform Construction Code Enforcement
- Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
- Health Code Enforcement

Proposals were received from the following agencies by the submission deadline of May 21, 2015:

Building Inspection Underwriters of Pennsylvania
Commonwealth Code Inspection Service
PA Municipal Code Alliance

I am pleased to let you know that your proposal was complete and thorough and staff will be recommending your proposal to Town Council on Monday, June 8, 2015 at 7 p.m. Please review carefully the enclosed Professional Code Enforcement Services Agreement and return two (2) signed copies to Jamia Wright, Borough Secretary no later than Thursday, June 4, 2015 at 5:00 p.m.

On behalf of the Borough staff, I want to thank you for submitting your proposal and look forward to working with you should Town Council approve the award of Third Party Code Enforcement Services to PA Municipal Code Alliance to your firm Monday night.

Sincerely,

Jeffrey Stonehill
Borough Manager

Agreement Enclosed

cc: David Finch, Assistant Borough Manager
Phil Wolgemuth, Assistant to the Borough Manager
Welton Fischer, Assistant Borough Solicitor

PROFESSIONAL CODE ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT made and entered into the 9th day of June, 2015, by and between the **BOROUGH OF CHAMBERSBURG**, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, with a principal address of 100 South Second Street, Chambersburg, Pennsylvania (hereinafter the “MUNICIPALITY”) and the **Pennsylvania Municipal Code Alliance (PMCA), Inc.**, a corporation organized and existing under the laws of the State of Pennsylvania with a principal address of 405 Wayne Avenue, Chambersburg, Pennsylvania 17201 (hereinafter “CODE AGENCY”).

WHEREAS, with respect to the Uniform Construction Code (“UCC”) the MUNICIPALITY has elected to administer and enforce Pennsylvania Legislative Act 45 of 1999, the Pennsylvania Uniform Construction Code and all related codes as therein referenced and requires the services of a qualified “Third Party Code Enforcement Agency” to assist the MUNICIPALITY with the supervision and administration of the permit and inspection system so as to properly enforce this Code;

WHEREAS, CODE AGENCY has personnel qualified and is certified by the Pennsylvania Department of Labor and Industry to perform plan reviews and inspections as required by Act 45 of 1999 and the related Codes therein referenced, as well as those services related to the administration of a permit system, to be provided on an as needed basis at a local “Third Party Code Enforcement Agency” office, to be located in Franklin County, in exchange for payment of fees as set forth herein and as may be retained by CODE AGENCY for these services;

WHEREAS, with respect to the International Property Maintenance Code (“IPMC”) the MUNICIPALITY has elected to administer and enforce the IPMC in the form of either SYSTEMATIC RESIDENTIAL RENTAL CODE ENFORCEMENT and/or AS NEEDED COMPLAINT BASED PROPERTY MAINTENANCE CODE ENFORCEMENT and requires the services of a qualified “Third Party Code Enforcement Agency” to assist the MUNICIPALITY with the inspection system so as to properly enforce this Code;

WHEREAS, CODE AGENCY has personnel qualified and certified and familiar with both the MUNICIPALITY LOCAL LAWS and the IPMC, so as to assist MUNICIPALITY with IPMC enforcement, in exchange for the terms and conditions in this AGREEMENT;

WHEREAS, with respect to Pennsylvania Act 106 of 2010, which established Chapter 57, Food Protection, in Title 3 of the Consolidated Statutes, which set statewide standards for retail and all other food safety inspections through two Laws to be known as THE RETAIL FOOD SAFETY ACT and THE FOOD SAFETY ACT as well as those related sections of Chapter 65, FOOD EMPLOYEE CERTIFICATION ACT; together known as the FOOD SAFETY, and as referred to collective in MUNICIPALITY LOCAL LAWS as the HEALTH CODE, the MUNICIPALITY has elected to administer and enforce all related codes locally and requires the services of a qualified “Third Party Code Enforcement Agency” to assist the MUNICIPALITY with the supervision and administration of the permit and inspection system so as to properly enforce this Code;

WHEREAS, CODE AGENCY has personnel qualified and certified and familiar with both the MUNICIPALITY LOCAL LAWS and the HEALTH CODE, so as to assist MUNICIPALITY with plan reviews and inspections as required by THE RETAIL FOOD SAFETY ACT and THE FOOD SAFETY ACT and the related Codes therein referenced, as well as those related services to the administration of a permit system, to be provided on an as needed basis at a local “Third Party Code Enforcement Agency” office, to be located in Franklin County, in exchange for payment of fees as set forth herein and as may be retained by CODE AGENCY for these services;

WHEREAS, CODE AGENCY has presented a proposal to the MUNICIPALITY for such SERVICES, having been reviewed by staff and indicating the ability of CODE AGENCY to provide these SERVICES to the MUNICIPALITY pursuant to the terms and conditions contained herein; and

WHEREAS, the legislative intent of entering into this AGREEMENT is to protect the property, health, safety and welfare of the citizens and businesses of the MUNICIPALITY;

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

1. **RECITALS.**

The above recitals are incorporated herein by reference thereto and made a part of this AGREEMENT.

2. **APPOINTMENT OF BUILDING CODE OFFICIAL.**

MUNICIPALITY herein appoints R, Clem Malot as its agent to represent MUNICIPALITY as its Building Code Official pursuant to the Pennsylvania Uniform Construction Code (Act 45 of 1999). When the Building Code Official is absent or incapacitated or there is a vacancy in the office, the duties of the office shall be discharged by alternate Building Code Official, which can be appointed at any time by act of the governing body of the MUNICIPALITY. While discharging the duties of the Building Code Official, the alternate Building Code Official may use the title Building Code Official. The Building Code Official may utilize as many field inspectors and plan reviewers as they feel necessary to represent the interests of the MUNICIPALITY.

3. **SCOPE OF SERVICES.**

The SERVICES, as provided for in APPENDIX A of this AGREEMENT, may also include, but are not limited to: ongoing matters involving the enforcement of those Codes and Local Laws detailed herein, which may be amended from time to time by the mutual consent of the parties.

3. **GENERAL STANDARDS.**

- A. CODE AGENCY shall perform all SERVICES in accordance with the general accepted standards and practices used in the profession. CODE AGENCY shall render diligently and competently all municipal SERVICES which shall be necessary or advisable for the expeditious, economical, and sound execution of the program, with due consideration given to applicable laws, regulations, and environmental requirements and the protection of the public health, safety, and welfare. The enumeration of specific duties and obligations to be performed by CODE AGENCY hereunder shall not be construed to limit the general ethical requirements in the undertakings of CODE AGENCY.
- B. Any opinions related to enforcement of those Codes and Local Laws as provided for in this AGREEMENT shall be made on the basis of CODE AGENCY's experience and qualifications and represent the best judgment of an experienced and qualified Code Official familiar with such Codes and Local Laws. MUNICIPALITY acknowledges that CODE AGENCY has great latitude in the proper enforcement of Codes and Local Laws, and that CODE AGENCY should exercise reasonable enforcement to protect the property, health and safety of the citizens of the MUNICIPALITY. In no way should the prosecutorial discretion used in enforcement of the Codes be construed to violate any local, state, or federal law.
- C. MUNICIPALITY shall not be responsible for discovering deficiencies in the accuracy of the CODE AGENCY's work. CODE AGENCY shall cause to be corrected, at no expense to the MUNICIPALITY, any deficiencies in the accuracy of the CODE AGENCY's work, except to the extent any such deficiencies are due to deficiencies in information or services provided by the MUNICIPALITY, its other consultants, agents or representatives, or other persons or entities not under the control of CODE AGENCY, unless such deficiencies should have been reasonably known to CODE AGENCY when acting with reasonable care and due diligence. Furthermore, CODE AGENCY shall correct, at no expense to the MUNICIPALITY, any and all defects resulting from the negligence of CODE AGENCY. The MUNICIPALITY shall within in a reasonable timeframe notify CODE AGENCY in writing of any defects which the MUNICIPALITY believes is attributable to the negligence of CODE AGENCY after discovery of the same.

4. **GENERAL SCOPE OF WORK.**

- A. At no time shall CODE AGENCY be represented as being synonymous in name, likeness or other as the MUNICIPALITY.

- B. CODE AGENCY shall appear on site by the following business day to perform all requested inspections or requests from applicants for site visits, as measured from the day that either a permit application is hand stamped accepted by CODE AGENCY or a telephone call is logged with a request for inspection or site visit, if said call is made during normal business hours.
- C. With respect to emergencies with imminent danger to property, health, safety and welfare (i.e. structure fire, building collapse, health emergency, etc.), CODE AGENCY shall respond within two (2) hours to all requested inspections or requests from authorized emergency responders for a site visit, as measured by duly appointed representatives of the MUNICIPALITY.
- D. MUNICIPALITY shall maintain the emergency cell phone (or similar) contact information for a minimum of two (2) qualified inspectors for each service provided. It is the responsibility of CODE AGENCY to notify MUNICIPALITY should new employees or new contact information be required.
- E. CODE AGENCY shall maintain open office hours at a location in Franklin County, for customers to visit in person and receive services not less than Monday through Friday from 8 am to 4 pm excluding holidays and unforeseen emergencies.
- F. CODE AGENCY shall maintain a website, at its own expense, and under its control, that should display no less than accurate contact information, address, email contact, links to State websites regarding Codes, and a list of member municipalities and the SERVICES performed for each.
- G. CODE AGENCY shall install either a digital computer based permit application software system or shall scan for MUNICIPALITY every permit application into a mutually agreed upon digital document format so that a digital copy of every permit application can be filed with its corresponding MUNICIPALITY within one business day from its receipt. Further, all building plans received for plan review must include one copy of said plans in a mutually agreed upon digital format on transportable digital media (i.e. memory stick) so that a full set of digital plans can be given to the corresponding MUNICIPALITY for record retention.
- H. The SERVICES provided by the employees, agents and representatives of CODE AGENCY under this AGREEMENT are provided as independent contractors. Nothing in this AGREEMENT shall be considered to create the relationship of employer and employee between the parties. All persons engaged in any of the SERVICES or ADDITIONAL SERVICES performed pursuant to this AGREEMENT shall at all times and places be subject to CODE AGENCY's sole direction, supervision, and control. CODE AGENCY shall exercise control over the means and manner in which it, its employees, and subcontractors perform the SERVICES. CODE AGENCY does not have the power or authority to bind the MUNICIPALITY in any promise, agreement, or representation unless expressly provided written agreement to do so.
- I. Those employees, agents, and representatives of CODE AGENCY shall be held to the same customer service performance standards as municipal employees and the management of CODE AGENCY shall take seriously all complaints as to the customer service performance of its employees, agents, and subcontractors.
- J. CODE AGENCY shall provide a representative to attend no more or less than one (1) public meeting of the MUNICIPALITY each month (either the governing body or a sub-committee meeting such as a Public Works Committee or Health Board) as needed. CODE AGENCY shall provide a representative to represent the municipality at all State Code Enforcement issue meetings, seminars, etc., as needed. There shall be no additional compensation for attendance.
- K. CODE AGENCY shall provide a representative to attend every Code Appeal Board (or similar) hearing and shall give testimony as needed at each Code Appeal Board issue as provided for those SERVICES as provided under this AGREEMENT. There shall be no additional compensation for attendance.

- L. CODE AGENCY shall provide a representative to attend every civil and criminal hearing and shall give testimony as an expert witness representing the interests of the MUNICIPALITY for each enforcement action taken under those SERVICES as provided under this AGREEMENT. There shall be no additional compensation for attendance.
- M. CODE AGENCY shall provide a representative to attend one staff meeting (or similar) per calendar quarter and shall be prepared to provide staff with information related to enforcement of the Codes and/or a report at activities underway at CODE AGENCY at the officers of the MUNICIPALITY. There shall be no additional compensation for attendance.
- N. CODE AGENCY shall provide technical assistance to the MUNICIPALITY in enforcement and consultation with reference to issues involving the Pennsylvania Uniform Construction Code, the International Plumbing Code and the International Fire Code as the same may be in effect in the MUNICIPALITY from time-to-time. There shall be no additional compensation for this technical assistance.
- O. The MUNICIPALITY may request, or CODE AGENCY may suggest additional consulting services (hereinafter "ADDITIONAL SERVICES") that are necessary to enforce various Codes. In the event MUNICIPALITY requests ADDITIONAL SERVICES or CODE AGENCY suggests ADDITIONAL SERVICES, CODE AGENCY shall prepare and submit to the MUNICIPALITY a proposal detailing the scope of work requested and the proposed maximum fee for such ADDITIONAL SERVICES (the proposed fee shall reflect estimated hours and reimbursable expenses). If the ADDITIONAL SERVICES proposal is approved by the MUNICIPALITY, the total fee charged by CODE AGENCY shall not exceed the accepted proposed fee for such ADDITIONAL SERVICES.

5. STOP WORK ORDERS AND NOTICES OF VIOLATIONS (NOV).

CODE AGENCY is herein authorized to prepare and execute Stop Work Orders and Notices of Violations (NOV) to protect the property, health, safety and welfare of the citizens and businesses of the MUNICIPALITY.

6. INVOICES FOR CHARGES PAID BY MUNICIPALITY.

- A. Invoices shall be submitted monthly by CODE AGENCY, are due upon presentation, and shall be considered past due if not paid within thirty (30) days of the invoice date. If payment is not received by CODE AGENCY within forty-five (45) days of the invoice date, the MUNICIPALITY shall pay as interest an additional charge of one percent (1.0%) or the maximum allowable by law, whichever is less, of the past due amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.
- B. If the MUNICIPALITY objects to any portion of an invoice, the MUNICIPALITY shall so notify CODE AGENCY in writing within twenty (20) days of receipt of the invoice. The MUNICIPALITY shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Interest as stated above shall be paid by the MUNICIPALITY on all disputed invoiced amounts resolved in CODE AGENCY's favor and unpaid for more than forty-five (45) days after date of the notice of the dispute.
- C. If the MUNICIPALITY fails to make payments when due and/or fails to dispute invoices in accordance with (B) above, or otherwise is in breach of this AGREEMENT, CODE AGENCY may suspend performance of services upon ten (10) days' notice to the MUNICIPALITY. CODE AGENCY shall have no liability whatsoever to the MUNICIPALITY for any costs or damages as a result of such suspension caused by any breach of this AGREEMENT by the MUNICIPALITY.
- D. CODE AGENCY will maintain accounting records and time records in accordance with generally accepted accounting principles and generally accepted corporate practices to substantiate all invoiced amounts.

7. CHARGES PAID BY PERMIT HOLDERS OR PERMIT APPLICANTS.

- A. CODE AGENCY is herein authorized to collect those fees and charges for permits, plan review, and inspections as detailed on the proposed fee schedule in APPENDIX B. These fees and charges shall be considered just compensation for the SERVICES performed in APPENDIX A, unless detailed otherwise.
- B. MUNICIPALITY shall, within a reasonable period of time, and from time to time as requested, adopt by motion or Resolution those fees and charges as recommended by CODE AGENCY. If, in the opinion of the MUNICIPALITY, the fees and charges as recommended by CODE AGENCY do not receive a majority approval of the governing body of the MUNICIPALITY, CODE AGENCY may suspend performance of services upon ten (10) days' notice to the MUNICIPALITY. CODE AGENCY shall have no liability whatsoever to the MUNICIPALITY for any costs or damages as a result of such suspension caused by any breach of this AGREEMENT by the MUNICIPALITY.
- C. Any failure by an applicant or permit holder to pay those fees and charges for permits, plan review, and inspections as detailed on the proposed fee schedule in APPENDIX B is sufficient grounds for CODE AGENCY to withhold performance of those SERVICES as detailed in APPENDIX A. All fees and charges must be paid in full in order for an applicant or permit holder to receive approval or authorization to proceed by CODE AGENCY. CODE AGENCY is herein authorized to use all legal means to collect said fees and charges.

8. CODE AGENCY'S PERSONNEL AND SUBCONTRACTORS.

The key personnel and subcontractors of CODE AGENCY as identified in the Proposal submitted by CODE AGENCY to the MUNICIPALITY, which is attached hereto and incorporated herein by reference as APPENDIX C, shall not be changed without the written consent of the MUNICIPALITY, which consent will not be unreasonably withheld, conditioned, or delayed, unless such personnel ceases to be employed by CODE AGENCY or otherwise becomes unavailable due to the illness, disability, or other cause beyond CODE AGENCY's control. In the event that CODE AGENCY changes key personnel or subcontractors without the consent of the MUNICIPALITY, the MUNICIPALITY shall retain the right to terminate this AGREEMENT if not satisfied with the change of key personnel.

9. AUTHORITY TO PRACTICE/LICENSES.

CODE AGENCY hereby represents and warrants that it and any subcontractors has and will continue to maintain all licenses and approvals required to conduct its business and to provide the SERVICES as required pursuant to this AGREEMENT.

10. NO SHARED EMPLOYEES OR AGENTS.

CODE AGENCY shall not employ or contract with any current employee of the MUNICIPALITY to provide SERVICES contemplated under the terms of this AGREEMENT without the express written permission of the MUNICIPALITY.

11. TERMINATION BY MUNICIPALITY.

- A. The MUNICIPALITY shall have the right to terminate this AGREEMENT at any time and for any reason, which termination shall be effective upon the MUNICIPALITY providing written notice to CODE AGENCY. In the event that the MUNICIPALITY elects to terminate this AGREEMENT during CODE AGENCY's performance of the SERVICES required hereunder CODE AGENCY shall be compensated for all SERVICES and ADDITIONAL SERVICES satisfactorily completed in an amount proportionate to the SERVICES actually provided by CODE AGENCY. Should fees and charges be "on account" yet not yet applied to SERVICES, CODE AGENCY shall remit the unexpended balances of fees and charges "on account" yet not yet applied to SERVICES so that MUNICIPALITY can transmit those "on account" fees and charges to the third party code administrator who shall be undertaking those SERVICES.

- B. CODE AGENCY shall have the right to terminate this AGREEMENT in the event of substantial failure by the MUNICIPALITY to perform in accordance with the terms hereof through no fault of CODE AGENCY. Without limiting the foregoing, if the MUNICIPALITY is more than ninety (90) days delinquent on any payment that is due and owing to CODE AGENCY, and which is not disputed by the MUNICIPALITY, such delinquency will constitute a substantial failure by the MUNICIPALITY to perform in accordance with the terms hereof. As a condition precedent to the CODE AGENCY's ability to terminate the AGREEMENT, CODE AGENCY shall have provided the MUNICIPALITY with written notice of the delinquency and provided the MUNICIPALITY with thirty (30) days in which to cure the delinquency. If CODE AGENCY terminates the AGREEMENT after meeting all conditions precedent, CODE AGENCY shall be compensated for all SERVICES and additional SERVICES satisfactorily completed in an amount proportionate to the SERVICES actually provided by CODE AGENCY.

12. INDEMNIFICATION OF MUNICIPALITY.

- A. CODE AGENCY and its subcontractors shall release, hold harmless, and indemnify the MUNICIPALITY, its officers, elected officials, agents, representatives, and employees acting within the scope of their official duties from and against damages, costs, and expenses (including reasonable attorneys' fees) caused by the negligent acts, errors, or omissions of CODE AGENCY, its employees, subcontractors, agents, servants, and/or anyone acting under CODE AGENCY's control and/or CODE AGENCY's direction, in the performance of the requirements of this AGREEMENT. CODE AGENCY shall defend any lawsuit commenced against the MUNICIPALITY and shall pay any judgments and costs connected with such proceeding which are based upon the negligent acts or omissions of CODE AGENCY or its subcontractors. If CODE AGENCY is successful in defending such a lawsuit, then MUNICIPALITY will reimburse CODE AGENCY for its costs and expenses associated with such defense only to the extent that such liabilities arise from an action which can be properly brought against the MUNICIPALITY as an exception to governmental immunity in accordance with the Political Subdivision Tort Claims Act, 42. Pa.C.S.A. §8541 *et. seq.* and in accordance with such limits of liability set forth in the Act, along with payment for any withheld invoices.
- B. The MUNICIPALITY agrees to release, hold harmless, and indemnify CODE AGENCY, its officers, agents, and employees acting within the scope of their official duties, from and against damages, costs, and expenses (including reasonable attorneys' fees) only to the extent that such liabilities arise from an action which can be properly brought against the MUNICIPALITY as an exception to governmental immunity in accordance with the Political Subdivision Tort Claims Act, 42. Pa.C.S.A. §8541 *et. seq.* and in accordance with such limits of liability set forth in the Act. The MUNICIPALITY does not in any manner waive its rights and immunities provided by applicable law and/or regulation by entering into this AGREEMENT.
- C. In the performance of this AGREEMENT, the MUNICIPALITY agrees to provide sufficient legal counsel to defend the MUNICIPALITY during any enforcement action taken on its behalf by CODE AGENCY. Legal counsel may be limited to a defense deemed to be in the best interest of the MUNICIPALITY. Said legal counsel shall not defend CODE AGENCY for liabilities other than those which are enjoined by both parties. CODE AGENCY may provide their own legal counsel in such circumstances. The MUNICIPALITY reserves the right to negotiate or enter into any settlement or agreement to resolve any potential litigation without the concurrence or approval of CODE AGENCY. Such determination is made in the sole judgment of the MUNICIPALITY.

13. INSURANCE.

- A. **INSURANCE TERMS.** Prior to and during the performance of any SERVICES covered by this AGREEMENT, CODE AGENCY shall provide the MUNICIPALITY within thirty (30) days of execution of this AGREEMENT, in a form reasonably acceptable to the MUNICIPALITY Solicitor, evidence that it has obtained and maintains in full force and effect during the term of this AGREEMENT a policy of professional liability insurance, providing coverage of at least One Million Dollars (\$1,000,000.00) per claim and in the aggregate against negligent acts, errors, or omissions in connection with the SERVICES to be provided by CODE AGENCY under this AGREEMENT. The MUNICIPALITY shall be provided thirty (30) days advance written notice of any cancellation of said professional liability insurance. In addition to professional liability insurance, CODE AGENCY shall obtain insurance of the types and amounts described as follows:

- ~~1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles with a combined single limit of at least One Million Dollars (\$1,000,000.00) for each occurrence.~~
2. Commercial General Liability insurance covering liabilities for death and personal injury and liabilities for loss of or damage to property with a combined single limit of not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate.
3. Worker's Compensation and Occupational Disease Disability Insurance as required by the laws of the Commonwealth of Pennsylvania.

B. **INSURANCE REQUIREMENTS.** CODE AGENCY shall cause the aforesaid insurance policies to be duly and properly endorsed by insurance underwriters as follows:

1. To provide that the MUNICIPALITY is endorsed as additional insured on CODE AGENCY's Automobile Liability and Commercial General Liability insurance to the extent necessary to implement the indemnity obligations contained in the Indemnification Section of this AGREEMENT, subject to all policy terms, conditions, and exclusions.
2. To contain a standard and cross liability and severability clause.
3. To provide that aforesaid insurance shall be primary in all instances with respect to the MUNICIPALITY insurance, which shall be considered secondary or excess at all times, but only to the extent necessary to implement the indemnity obligations contained herein.
4. To provide contractual liability coverage under CODE AGENCY's Commercial General Liability insurance for liability assumed under the terms of the contract, subject to all policy terms, conditions, and exclusions.
5. To provide at least thirty (30) days prior written notice of cancellation or change in coverage.

C. **CONTRACTOR'S INSURANCE.** The MUNICIPALITY may require each independent contractor and subcontractor engaged by the CODE AGENCY in the performance of this AGREEMENT to provide appropriate insurance and to name the MUNICIPALITY and CODE AGENCY as a named insured and to include MUNICIPALITY and CODE AGENCY as an indemnified party in the applicable contracts.

14. **FORCE MAJEURE.**

The MUNICIPALITY, CODE AGENCY, and CODE AGENCY's contractors shall not be held responsible for any delay, default, or nonperformance directly caused by an act of God, unforeseen adverse weather events, accident, labor strike, fire, explosion, riot, war, rebellion, terrorist activity, sabotage, flood, epidemic, act of federal or state government, labor, material, equipment, or supply shortage. Notwithstanding the foregoing, such delays, defaults, or nonperformance shall result from matters that would not be reasonably foreseen by CODE AGENCY exercising reasonable due diligence and/or care.

15. **DOCUMENT OWNERSHIP.**

- A. The MUNICIPALITY shall become the owner of all drawings, plans, specifications, and all other documents submitted initially by CODE AGENCY pursuant to this AGREEMENT (hereafter referred to as "Instruments of Service"), except for any internal designs, details, or documents of CODE AGENCY which are proprietary to CODE AGENCY. At the request of the MUNICIPALITY, CODE AGENCY shall provide copies of all non-proprietary drawings, plans, specifications, and other documents produced, generated, or in the possession of CODE AGENCY in connection with the performance of this AGREEMENT. All documents shall be provided to the MUNICIPALITY in the appropriate digital format.
 1. Notwithstanding the foregoing, CODE AGENCY does not convey to the MUNICIPALITY nor does the MUNICIPALITY obtain any right to any document or material utilized by CODE AGENCY that was created or produced separate from this AGREEMENT or was pre-existing material (not already owned by the MUNICIPALITY). To the extent that pre-existing materials are incorporated into the work, CODE AGENCY grants the MUNICIPALITY an irrevocable, non-exclusive, royalty-free right and/or license to use, execute, and reproduce the pre-existing material, but only as an inseparable part of the work. The MUNICIPALITY acknowledges and agrees that CODE AGENCY retains all rights to the know-how with respect to how to perform the services provided hereunder.
 2. Copies of any applicable Instruments of Service that may be relied upon by the MUNICIPALITY are limited to printed copies (also known as hard copies) that are sealed, signed, and dated by CODE

AGENCY's employees or the employee's of CODE AGENCY's subcontractors. Files in electronic format of text, data, graphics, or of other types that are furnished by CODE AGENCY to the MUNICIPALITY are only for the convenience of the MUNICIPALITY. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

3. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the MUNICIPALITY agrees that it will perform acceptance tests or procedures within sixty (60) days after receipt of such data, after which the MUNICIPALITY shall be deemed to have accepted the data thus transferred. CODE AGENCY shall correct any errors detected within the 60-day acceptance period at no additional cost to the MUNICIPALITY. However, CODE AGENCY shall not be responsible to maintain documents or data stored in electronic media format after acceptance by the MUNICIPALITY.
 4. When transferring documents or data in electronic media format, CODE AGENCY makes no representations as to long-term compatibility, readability or usability of documents or data resulting from the use of software application packages, operating systems, or computer hardware differing from those used by CODE AGENCY for this PROJECT.
 5. Under no circumstances shall delivery of the electronic files for use by the MUNICIPALITY be deemed a sale by CODE AGENCY, and, to the fullest extent permitted by law, CODE AGENCY makes no warranties, express or implied, in connection with such electronic files, unless set forth more fully herein.
- B. Any reuse by MUNICIPALITY of any document prepared by CODE AGENCY without written verification or adaption by CODE AGENCY for the specific purpose intended will be at the MUNICIPALITY's sole risk and without liability to CODE AGENCY or its subcontractors. Notwithstanding the foregoing, all drawings, plans, specifications, and other documents produced, generated, or in the possession of CODE AGENCY in the connection of the performance of this AGREEMENT may be reasonably relied upon by the MUNICIPALITY as having been prepared in accordance with the applicable standard(s) of care as such were paid for by the MUNICIPALITY for that purpose and thus may be relied upon in the future consistent with such standard(s) of care unless changes have been made.

In the event the MUNICIPALITY, its employees, permitted assigns, successors, other consultants or contractors, subsequently reproduces or otherwise uses CODE AGENCY's Instruments of Service or creates a derivative work based upon CODE AGENCY's Instruments of Service, the MUNICIPALITY shall, where permitted or required by law, remove or completely obliterate the original professional seals, trademarks, logos, and other indications on said Instruments of Service of the identity of CODE AGENCY, its employees and subcontractors.

16. REPORTS.

CODE AGENCY, at such times and in such forms as the MUNICIPALITY may require, shall furnish the MUNICIPALITY such reasonable periodic reports and documents as it may request pertaining to any SERVICES undertaken pursuant to this AGREEMENT.

17. REMEDIES.

No remedy herein conferred upon any party is exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or provided by law, equity, statute, or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other exercise or further exercise thereof.

18. ENFORCEMENT COSTS.

Before any litigation is brought pursuant to this AGREEMENT, the parties hereto agree to submit any dispute between them to mediation. Such mediation shall be a condition precedent to either party instituting litigation unless a stay of an applicable statute of limitations or repose is necessary. Such mediation may be initiated by written request and will occur within thirty (30) days of such request. A mutually agreeable impartial mediator may be retained, if requested by either party, to assist in the mediation process. In the event the parties cannot agree to a mediator, the president judge of the Franklin County Court of Common Pleas will be requested to appoint such mediator. In the event mediation does not result in the successful resolution of the dispute, either party may institute any and all actions necessary to protect their rights at law and/or equity in accordance with this AGREEMENT.

19. NOTICES.

Any notices required to be given in accordance with this AGREEMENT shall be in writing and delivered to the parties by certified mail or personal delivery. Notice that is mailed shall be sent to the following addresses:

If to the MUNICIPALITY:

Jeffrey Stonehill, Borough Manager
100 S Second Street
Chambersburg, PA 17201

With copy sent to the Solicitor:

G. Bryan Salzmann
Salzmann Hughes PC
79 St. Paul Drive
Chambersburg, PA 17201

If to CODE AGENCY:

R. Clem Malot
Pennsylvania Municipal Code Alliance, Inc.
405 Wayne Avenue
Chambersburg, PA 17201

20. APPLICABLE LAW / VENUE.

This AGREEMENT shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania, and in the event of dispute the venue of any action brought hereunder, upon the conclusion of mediation as set forth above, shall be in Franklin County Court of Common Pleas.

21. AUDIT OF CODE ENFORCEMENT RECORDS.

At any time during the term of this AGREEMENT, within fifteen (15) days of a written request from the MUNICIPALITY, CODE AGENCY agrees to make available to the MUNICIPALITY for audit and inspection such accounting and records maintained by CODE AGENCY in relation to the performance of SERVICES under this AGREEMENT.

22. NON-DISCRIMINATION.

CODE AGENCY shall not discriminate against any employee, applicant for employment, or any person seeking the SERVICES of the CODE AGENCY to be provided under this AGREEMENT on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

23. ASSIGNMENT.

This AGREEMENT (including, without limitation, any rights under or interest in this agreement) shall not be assigned by either party without the express written consent of the other party hereto. The provisions of this Section shall survive the completion or termination of this AGREEMENT for any reason and shall remain enforceable between the parties.

24. ENTIRE AGREEMENT / AMENDMENTS.

This AGREEMENT, together with all Appendices referenced in the text hereof, contains the entire AGREEMENT between the parties and no other agreements, oral or otherwise, regarding the subject matter of this AGREEMENT, shall be deemed to exist or bind any of the parties. This AGREEMENT cannot be modified, except by a written document signed by the parties hereto. MUNICIPALITY'S approval at a public meeting shall be required to amend this AGREEMENT unless otherwise delegated to its designees.

25. SEVERABILITY.

If any term, provision, covenant, or condition of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

26. CAPTIONS.

The captions used herein are for convenience only and are not a part of this AGREEMENT and do not in any way limit or amplify the terms and provisions hereof.

27. MULTIPLE COUNTERPARTS.

This AGREEMENT may be signed in counterpart originals.

28. NO OFFER.

This AGREEMENT does not constitute an offer and shall not be binding on the parties unless and until executed by both parties.

29. USE OF HEADINGS.

The use of headings within this AGREEMENT are for ease of reference and convenience only and shall not be used or construed to limit or enlarge the interpretation of the language hereof or the enforcement of this AGREEMENT.

30. EFFECTIVE DATE.

As used herein, the "Effective Date" shall mean the later of the MUNICIPALITY's execution date and CODE AGENCY execution date, each of which is set forth on the signature page hereof.

[Signature page follows.]

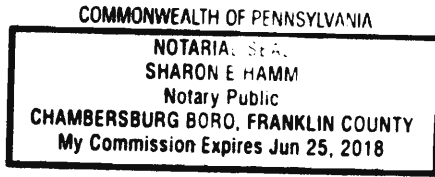
IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed on the dates written below.

APPROVED BY THE MUNICIPALITY on June 8, 2015.

ATTEST: Pennsylvania Municipal Code Alliance, Inc. (CODE AGENCY)

R Clem Malot

By: R. Clem Malot
Title: President



On this, the 2nd day of June, 2015, before me, R. Clem Malot, the above signed officer, personally appeared before me at 405 Wayne Avenue, Chambersburg, is known to me (or satisfactorily proven) to be the person whose name subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Sharon E Hamm
Notary Public

ATTEST: Borough of Chambersburg (MUNICIPALITY)

Allen B. Coffman

By: Allen B. Coffman
Title: Council President

Kristina Baker (SEAL)

APPROVED AS TO FORM:

Kellon Fischer

By:
Solicitor:

APPENDIX A
SCOPE OF SERVICES

Borough of Chambersburg, PA
THIRD PARTY CODE ENFORCEMENT SERVICES
SERVICES SPECIFIC TO THE BOROUGH OF CHAMBERSBURG

Uniform Construction Code

All Uniform Construction Codes administration, plan review, permitting, inspection, re-inspection, violation investigation, corrective action plans, and permit compliance system for:

1. Plan Review
 - a. Provide UCC Codes plan review services on an as needed basis.
 - b. CODE AGENCY shall review all new commercial and residential plans for conformance with applicable state and Borough codes and policies.
 - c. Maintain review related documentation which may include submitted plans, specifications, and communications.
2. Inspections
 - a. Provide inspection and documentation of inspections on an as needed basis.
 - b. Inspection Services are to include the following:
 - i. All code required plumbing construction, commercial and residential.
 - ii. Survey inspection of plumbing for violations of applicable state and local codes.
3. Additional services to include:
 - a. To serve in the capacity of the Borough Building Code Official
 - b. Assist the Chambersburg Fire Department in their administration of the Fire Code
 - c. Fire Code inspection and Fire Code plan review services to the Borough as needed
 - d. All fire alarm and suppression system plan review, permitting and related inspection services for new construction, remodeling for which provisions of the Pennsylvania Uniform Construction Code are applicable and changes of occupancy to which the Pennsylvania Uniform Construction Code is applicable.
 - e. All plan review, permitting and inspection services to which the Pennsylvania Uniform Construction Code is applicable and the same for which provision is otherwise made in the International Fire Code, both as are from time-to-time amended or supplemented including but not limited to:
 - i. Above and underground storage tanks,
 - ii. Motor vehicle body shop and repair garage operations,
 - iii. All activities involving the storage and/ or handling of hazardous activities,
 - iv. All tent and other temporary structures,
 - v. All activities involving welding and/ or cutting activities.
 - f. All occupancy inspections involving fire code issues.
 - g. Measuring sound levels with the use of sound level meters to provide assistance to the Zoning Enforcement Officer to enforce the Noise Performance Standards contained in the Zoning Code, Article XXVIII and any associated reporting or testimony required
4. Review of all related documentation which may include as-built drawings, inspection reports, and notices of noncompliance, photos, and communications.
5. Review and monitor all UCC building, fire, plumbing, HVAC, general contractor, sewer or water system, appliance installation or service, or any similar functions within the corporate boundaries of the Borough of Chambersburg during the term of this AGREEMENT.
6. For the Electric Department, issue cut-in cards signifying that all is clear for us to set a meter in a new meter base
7. For the Electric Department assure that only licensed electricians do electrical work in the Borough
8. For the Water/Sewer Department, work with the Borough's Plumbing Inspector to review municipal connections

Health Code Enforcement

1. Maintain inspectors and inspection standards required by the Commonwealth of Pennsylvania
2. Enforce on behalf of the Borough of Chambersburg the Retail Food Safety Act, the Food Safety Act, and the Food Employee Certification Act
3. Have at least one (1) State qualified inspector available, such that the inspector will be qualified to perform Restaurant/Commercial Kitchen inspections
4. Every permit holder within the limits of the Borough of Chambersburg will be fully inspected at least once per year. "Fully inspected" will include the initial on-site inspection and any follow-on inspections that are required to bring the facility into compliance with the Pennsylvania Code Chapter 78: Food Establishments
5. Enforce the Borough of Chambersburg Health Code
6. Be responsible for all subsidiary costs associated with this operation, including but not limited to CODE AGENCY staff salaries, the provision of licenses to the restaurants, office supplies, mailing, clerical support, etc.
7. Work with the Borough to provide good communication, training and information for permit holders and potential new permit holders involved in the program
8. When dispatched, conduct emergency inspections of facilities, and protect the public health.
9. Inspect all new facilities and temporary facilities prior to their opening to the public
10. Inform the Chambersburg Health Board of all matters and issues
11. Inspect and permit all special events in the Borough
12. Work with small permit holders such as farmers market booths to help them understand compliance
13. Work with non-profits, churches, flea markets and other community organizations to help them understand compliance

Residential Rental Unit Inspection Program

1. Serve in the capacity of the Borough's appointed Property Maintenance Code Enforcement Officer to perform the services referenced or implied in policies and procedures of the Residential Rental Unit Inspection Ordinance, as may be amended from time to time
2. Inspect all non-owner occupied residential units to determine compliance with the International Property Maintenance Code; at least 4400 must be inspected in a three year period
3. Provide assistance in enforcement proceedings and consultation services
4. Advise the Borough when Code Inspection has been completed and the results thereof
5. Provide one staff member as the primary agent responsible for carrying out these responsibilities; however, it is understood that other personnel may assist with this operation in an as-needed capacity
6. The Borough shall schedule CODE AGENCY to conduct residential rental unit inspections and re-inspections Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.
7. CODE AGENCY will be responsible for completing inspection reports to be mailed to property owner by the Borough
8. CODE AGENCY will schedule inspectors up to forty (40) hours per work week to complete necessary work
9. CODE AGENCY inspector will be responsible for all correspondence with property owners – whether telephonic or written – regarding questions pertaining to an inspection or inspection report
10. The Borough shall provide telephone, computer, printer and clerical support necessary to complete reporting and correspondence tasks
11. The Borough shall schedule time for CODE AGENCY to complete reporting and correspondence tasks from Borough Hall Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.
12. CODE AGENCY shall consult with Borough Property Maintenance Code Enforcement Officers and other staff regarding pertinent cases during this time
13. CODE AGENCY will follow the Borough of Chambersburg Rental Property Inspection Policy as approved by the Borough Manager on December 2, 2013, which may be amended from time to time

APPENDIX B
REQUEST FOR PROPOSAL DOCUMENT



Borough of Chambersburg

*A full service municipality in Franklin County
celebrating over 65 years of consumer owned natural gas service
over 120 years of community electric and a
regional wastewater, water, and municipal solid waste utility*

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code (“UCC”) Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement - Health Code Enforcement

PROJECT OVERVIEW

On April 27, 2015, The Borough of Chambersburg (the “Borough”) notified our existing Third Party Code Enforcement agencies that the Borough would be cancelling all existing agreements and accepting proposals for the operation of a Borough authorized Third Party Code Enforcement Services agency to perform the three (3) services needed by the Borough:

- Uniform Construction Code (“UCC”) Enforcement
- Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
- Health Code Enforcement

The Borough intends to award a contract on June 8, 2015, to conduct these services beginning on June 9, 2015, to the responsive, responsible proposer that meets the qualification and experience requirements; has a certifiable track record of managing and operating a Third Party Code Enforcement Agency; and submits a proposal that is most advantageous to the Borough and the citizens or other users of these services.

Please note that a proposer may select various ways of presenting the information requested of their proposal, which may include but should not be limited to: the type of services to which they are capable of performing, the resumes of those inspectors who would be performing these services, references from users of their inspection systems or other municipalities, and a willingness to agree to the proposed contractual agreement enclosed herein.

The contract will be in the form of a professional services agreement. The agreement shall detail all terms and conditions required by the Borough.

The Borough reserves the rights to reject any or all proposals; to waive any defects, errors, omissions, irregularities or informalities in a proposal or the proposal procedure; and to accept any proposal which it may deem to be for or in the best interest of the Borough.

Request for Proposal

BACKGROUND INFORMATION

For many years, the Borough of Chambersburg has utilized the services of Commonwealth Code Inspection Services (CCIS). CCIS has been invited to respond to this RFP as well as any other qualified proposer.

The Borough would prefer that one (1) firm provide all three (3) services detailed herein but, the Borough reserves the right to assign these services to more than one (1) service provider should this be in the best interest of the Borough, our residents, and businesses.

State law allows any applicant for inspection services to utilize a State certified inspector. This RFP would include the ability to perform inspections but, it is mainly a request for a Third Party Code Agency to perform administration and organization of the permit processing system; in addition to inspections. A proposer should emphasize their ability to manage the entire Code Enforcement system.

Specifically, one person at the Agency that is selected will be named the Borough's Building Code Official and will act in that capacity for the Borough. An alternate may be appointed as well.

The Borough of Chambersburg has trained and qualified employees who would work with the staff of the proposer to implement all three (3) services detailed herein. The ability to work together on the successful implementation of these programs is an important quality in selecting the appropriate independent contractor. A proposer should emphasize their ability to work with Chambersburg Borough employees.

Due to the organization of the Borough, each service may have a different point of contact but, in general, supervision will be by the Borough Manager, Assistant Borough Manager, Assistant to the Borough Manager, and the Fire Chief.

COMPENSATION

With respect to the administration of the Uniform Construction Code ("UCC") Enforcement system, the Third Party Code Enforcement Agency will be authorized to collect those fees and charges from permit holders and applicants as may be detailed in your proposed Fee Schedule. "No applicant fees will be paid to the Borough and no fees charged to an applicant for services will be paid by the Borough."

With respect to the administration of the Health Code Enforcement system, the Third Party Code Enforcement Agency will be authorized to collect those fees and charges from permit holders and applicants as may be detailed in your proposed Fee Schedule. "No applicant fees will be paid to the Borough and no fees charged to an applicant for services will be paid by the Borough."

Request for Proposal

With respect to the administration of the Systematic Residential Rental Code Enforcement system, the Third Party Code Enforcement Agency will be paid a lump sum per month (payable by the 15th of each month) by the Borough but:

- The Borough will be responsible for all billing and scheduling of inspections
- The Borough will be responsible for maintaining all records of inspections

With respect to inspections associated with the As Needed Complaint Based International Property Maintenance Code Enforcement services, the Third Party Code Enforcement Agency will be paid an hourly rate by the Borough for these Services.

With respect to Other Services, as may be requested from time to time, the Third Party Code Enforcement Agency will be paid by the Borough based upon prior agreed upon proposals for these Services.

Please note that for calendar year 2015, the Borough of Chambersburg and the whomever is selected as the Third Party Code Enforcement Agency with respect to Health Code enforcement will need to “meet and discuss” the 2015 Health Code license permit fees already collected by Commonwealth Code Inspection Services.

THIRD PARTY CODE ENFORCEMENT AGENCY REQUIREMENTS

The Third Party Code Enforcement Agency will have personnel qualified and certified by the Pennsylvania Department of Labor and Industry to perform plan reviews and inspections as required by Act 45 of 1999 and the related Codes therein referenced, as well as those services related to the administration of a permit system, to be provided on an as needed basis at a local “Third Party Code Enforcement Agency” office, to be located in Franklin County.

The Third Party Code Enforcement Agency will have personnel qualified and certified and familiar with both the MUNICIPALITY LOCAL LAWS and the INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC), so as to assist the Borough with both IPMC enforcement and a Systematic Residential Rental Inspection Program.

The Third Party Code Enforcement Agency will have personnel qualified and certified and familiar with both the MUNICIPALITY LOCAL LAWS and the HEALTH CODE, so as to assist MUNICIPALITY with plan reviews and inspections as required by THE RETAIL FOOD SAFETY ACT and THE FOOD SAFETY ACT and the related Codes therein referenced, as well as those related services to the administration of a permit system, to be provided on an as needed basis at a local “Third Party Code Enforcement Agency” office, to be located in Franklin County.

The Third Party Code Enforcement Agency will have personnel qualified and certified and familiar with both the MUNICIPALITY LOCAL LAWS and the National Fire Protection Association FIRE CODE (Fire Code), so as to assist the Borough with both Fire Code enforcement and the Borough Emergency Service’s

Request for Proposal

Department's Systematic Commercial Fire Code Inspection Program.

The Third Party Code Enforcement Agency will have personnel qualified to read and review design plans, engineering specifications, and architectural drawings.

The Third Party Code Enforcement Agency will have a retail location in Franklin County.

The Third Party Code Enforcement Agency will have a website and 24/7/365 emergency contact information.

The Third Party Code Enforcement Agency will have proper certifications and insurance.

The Third Party Code Enforcement Agency will have a demonstrated history of good customer service and a record of education on codes issues with the community.

PROPOSAL EVALUATION

Proposals received will be reviewed by a selection panel comprised of staff from the Borough Manager's office, which will evaluate the offer in the following areas:

1. The names and qualifications of the personnel who will be assigned to work with the Borough on these programs
2. The type and tenure of the experience of both the agency and the individuals who will perform these programs
3. The location, hours, layout, forms, etc., of the Third Party Code Enforcement Agency office, to be located in Franklin County
4. References from other municipalities
5. Interviews with primary point of contact with each proposer
6. Understanding of the needs of the Borough of Chambersburg, our residents, and businesses
7. Verbal and written skills of the proposer
8. Acumen in dealing with enforcement procedures
9. Presentation quality
10. Flexibility in managing the transition created by the proposal

Please note that the Borough reserves the right to modify this criteria by either adding additional criteria to the evaluation or deleting criteria found to be not applicable to the decision making process.

PROPOSAL SUBMISSION

The proposal must be received in hand by the Borough no later than **5:00 p.m., May 21, 2015**. Proposals may not be submitted electronically or by fax. All proposals must be in an envelope clearly marked "Proposal for Borough of Chambersburg", bearing the name of the proposer and "Third Party Code Enforcement Agency".

Request for Proposal

Proposers must provide at least three (3) municipal clients as references; preferably Franklin County municipalities.

Proposals shall be addressed to:
Jamia L. Wright, Borough Secretary
100 South Second Street
Chambersburg, PA 17201

Inquiries about this RFP shall be directed in writing to the Borough Secretary at the address above or e-mailed to jwright@chambersburgpa.gov. All questions and responses will be posted on the Borough's website at www.chambersburgpa.gov; click the "Important Documents & Forms" link on the home page, then scroll down to the "Sealed Bids & Proposals" section.

The Borough may issue an Addendum if deemed necessary by the Borough to address or clarify this Request for Proposal prior to the submission deadline. Only questions answered by formal written Addenda will be binding. Oral statements, interpretations or clarifications will not be binding or legally effective.

The following items must be included in your submission:

1. The Simple Proposal Cover Sheet completed, included herein, including:
 - * Proposed lump sum costs for those items being paid by the Borough
 - * Proposed hourly rate for those items being paid by the Borough
2. The Proposer's full and complete proposed fee schedule
3. The Borough Non Discrimination Notice acknowledged, included herein
4. The Borough Non Collusion Statement acknowledged, included herein
5. Any and all other information that the Proposer feels would be helpful including but not limited to:
 - * The names and qualifications of the personnel who will be assigned to work with the Borough on these programs
 - * The type and tenure of the experience of both the agency and the individuals who will perform these programs
 - * The location, hours, layout, forms, etc., of the Third Party Code Enforcement Agency office, to be located in Franklin County
 - * References from other municipalities
 - * Proof from State agencies that your firm can provide these services
 - * Proof of proper insurance

CONTRACTUAL AGREEMENT

A completed Professional Services Agreement form, which is customizable for inclusion in the final contract language, will be required of the successful proposer. A sample (template) Agreement is available for review, enclosed herein.

Appendix to the Request for Proposal

PROFESSIONAL CODE ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT made and entered into the _____ day of _____, 2015, by and between the **BOROUGH OF CHAMBERSBURG**, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, with a principal address of 100 South Second Street, Chambersburg, Pennsylvania (hereinafter the "MUNICIPALITY") and

_____ a corporation organized and existing under the laws of the State of Pennsylvania with a principal address of _____ (hereinafter "CODE AGENCY").

WHEREAS, _____ with respect to the Uniform Construction Code ("UCC") the MUNICIPALITY has elected to administer and enforce Pennsylvania Legislative Act 45 of 1999, the Pennsylvania Uniform Construction Code and all related codes as therein referenced and requires the services of a qualified "Third Party Code Enforcement Agency" to assist the MUNICIPALITY with the supervision and administration of the permit and inspection system so as to properly enforce this Code;

WHEREAS, _____ CODE AGENCY has personnel qualified and is certified by the Pennsylvania Department of Labor and Industry to perform plan reviews and inspections as required by Act 45 of 1999 and the related Codes therein referenced, as well as those services related to the administration of a permit system, to be provided on an as needed basis at a local "Third Party Code Enforcement Agency" office, to be located in Franklin County, in exchange for payment of fees as set forth herein and as may be retained by CODE AGENCY for these services;

WHEREAS, _____ with respect to the International Property Maintenance Code ("IPMC") the MUNICIPALITY has elected to administer and enforce the IPMC in the form of either SYSTEMATIC RESIDENTIAL RENTAL CODE ENFORCEMENT and/or AS NEEDED COMPLAINT BASED PROPERTY MAINTENANCE CODE ENFORCEMENT and requires the services of a qualified "Third Party Code Enforcement Agency" to assist the MUNICIPALITY with the inspection system so as to properly enforce this Code;

WHEREAS, _____ CODE AGENCY has personnel qualified and certified and familiar with both the MUNICIPALITY LOCAL LAWS and the IPMC, so as to assist MUNICIPALITY with IPMC enforcement, in exchange for the terms and conditions in this AGREEMENT;

WHEREAS, _____ with respect to Pennsylvania Act 106 of 2010, which established Chapter 57, Food Protection, in Title 3 of the Consolidated Statutes, which set statewide standards for retail and all other food safety inspections through two Laws to be known as THE RETAIL FOOD SAFETY ACT and THE FOOD SAFETY ACT as well as those related sections of Chapter 65, FOOD EMPLOYEE CERTIFICATION ACT; together known as the FOOD SAFETY, and as referred to collective in MUNICIPALITY LOCAL LAWS as the HEALTH CODE, the MUNICIPALITY has elected to administer and enforce all related codes locally and requires the services of a qualified "Third Party Code Enforcement Agency" to assist the MUNICIPALITY with the supervision and administration of the permit and inspection system so as to properly enforce this Code;

WHEREAS, _____ CODE AGENCY has personnel qualified and certified and familiar with both the MUNICIPALITY LOCAL LAWS and the HEALTH CODE, so as to assist MUNICIPALITY with plan reviews and inspections as required by THE RETAIL FOOD SAFETY ACT and THE FOOD SAFETY ACT and the related Codes therein referenced, as well as those related services to the administration of a permit system, to be provided on an as needed basis at a local "Third Party Code Enforcement Agency" office, to be located in Franklin County, in exchange for payment of fees as set forth herein and as may be retained by CODE AGENCY for these services;

WHEREAS, _____ CODE AGENCY has presented a proposal to the MUNICIPALITY for such SERVICES, having been reviewed by staff and indicating the ability of CODE AGENCY to provide these SERVICES to the MUNICIPALITY pursuant to the terms and conditions contained herein; and

WHEREAS, _____ the legislative intent of entering into this AGREEMENT is to protect the property, health, safety and welfare of the citizens and businesses of the MUNICIPALITY;

Appendix to the Request for Proposal

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

1. RECITALS.

The above recitals are incorporated herein by reference thereto and made a part of this AGREEMENT.

2. APPOINTMENT OF BUILDING CODE OFFICIAL.

MUNICIPALITY herein appoints _____ as its agent to represent MUNICIPALITY as its Building Code Official pursuant to the Pennsylvania Uniform Construction Code (Act 45 of 1999). When the Building Code Official is absent or incapacitated or there is a vacancy in the office, the duties of the office shall be discharged by alternate Building Code Official, which can be appointed at any time by act of the governing body of the MUNICIPALITY. While discharging the duties of the Building Code Official, the alternate Building Code Official may use the title Building Code Official. The Building Code Official may utilize as many field inspectors and plan reviewers as they feel necessary to represent the interests of the MUNICIPALITY.

3. SCOPE OF SERVICES.

The SERVICES, as provided for in APPENDIX A of this AGREEMENT, may also include, but are not limited to: ongoing matters involving the enforcement of those Codes and Local Laws detailed herein, which may be amended from time to time by the mutual consent of the parties.

3. GENERAL STANDARDS.

- A. CODE AGENCY shall perform all SERVICES in accordance with the general accepted standards and practices used in the profession. CODE AGENCY shall render diligently and competently all municipal SERVICES which shall be necessary or advisable for the expeditious, economical, and sound execution of the program, with due consideration given to applicable laws, regulations, and environmental requirements and the protection of the public health, safety, and welfare. The enumeration of specific duties and obligations to be performed by CODE AGENCY hereunder shall not be construed to limit the general ethical requirements in the undertakings of CODE AGENCY.
- B. Any opinions related to enforcement of those Codes and Local Laws as provided for in this AGREEMENT shall be made on the basis of CODE AGENCY's experience and qualifications and represent the best judgment of an experienced and qualified Code Official familiar with such Codes and Local Laws. MUNICIPALITY acknowledges that CODE AGENCY has great latitude in the proper enforcement of Codes and Local Laws, and that CODE AGENCY should exercise reasonable enforcement to protect the property, health and safety of the citizens of the MUNICIPALITY. In no way should the prosecutorial discretion used in enforcement of the Codes be construed to violate any local, state, or federal law.
- C. MUNICIPALITY shall not be responsible for discovering deficiencies in the accuracy of the CODE AGENCY's work. CODE AGENCY shall cause to be corrected, at no expense to the MUNICIPALITY, any deficiencies in the accuracy of the CODE AGENCY's work, except to the extent any such deficiencies are due to deficiencies in information or services provided by the MUNICIPALITY, its other consultants, agents or representatives, or other persons or entities not under the control of CODE AGENCY, unless such deficiencies should have been reasonably known to CODE AGENCY when acting with reasonable care and due diligence. Furthermore, CODE AGENCY shall correct, at no expense to the MUNICIPALITY, any and all defects resulting from the negligence of CODE AGENCY. The MUNICIPALITY shall within in a reasonable timeframe notify CODE AGENCY in writing of any defects which the MUNICIPALITY believes is attributable to the negligence of CODE AGENCY after discovery of the same.

4. GENERAL SCOPE OF WORK.

- A. At no time shall CODE AGENCY be represented as being synonymous in name, likeness or other as the MUNICIPALITY.

Appendix to the Request for Proposal

- B. CODE AGENCY shall appear on site by the following business day to perform all requested inspections or requests from applicants for site visits, as measured from the day that either a permit application is hand stamped accepted by CODE AGENCY or a telephone call is logged with a request for inspection or site visit, if said call is made during normal business hours.
- C. With respect to emergencies with imminent danger to property, health, safety and welfare (i.e. structure fire, building collapse, health emergency, etc.), CODE AGENCY shall respond within two (2) hours to all requested inspections or requests from authorized emergency responders for a site visit, as measured by duly appointed representatives of the MUNICIPALITY.
- D. MUNICIPALITY shall maintain the emergency cell phone (or similar) contact information for a minimum of two (2) qualified inspectors for each service provided. It is the responsibility of CODE AGENCY to notify MUNICIPALITY should new employees or new contact information be required.
- E. CODE AGENCY shall maintain open office hours at a location in Franklin County, for customers to visit in person and receive services not less than Monday through Friday from 8 am to 4 pm excluding holidays and unforeseen emergencies.
- F. CODE AGENCY shall maintain a website, at its own expense, and under its control, that should display no less than accurate contact information, address, email contact, links to State websites regarding Codes, and a list of member municipalities and the SERVICES performed for each.
- G. CODE AGENCY shall install either a digital computer based permit application software system or shall scan for MUNICIPALITY every permit application into a mutually agreed upon digital document format so that a digital copy of every permit application can be filed with its corresponding MUNICIPALITY within one business day from its receipt. Further, all building plans received for plan review must include one copy of said plans in a mutually agreed upon digital format on transportable digital media (i.e. memory stick) so that a full set of digital plans can be given to the corresponding MUNICIPALITY for record retention.
- H. The SERVICES provided by the employees, agents and representatives of CODE AGENCY under this AGREEMENT are provided as independent contractors. Nothing in this AGREEMENT shall be considered to create the relationship of employer and employee between the parties. All persons engaged in any of the SERVICES or ADDITIONAL SERVICES performed pursuant to this AGREEMENT shall at all times and places be subject to CODE AGENCY's sole direction, supervision, and control. CODE AGENCY shall exercise control over the means and manner in which it, its employees, and subcontractors perform the SERVICES. CODE AGENCY does not have the power or authority to bind the MUNICIPALITY in any promise, agreement, or representation unless expressly provided written agreement to do so.
- I. Those employees, agents, and representatives of CODE AGENCY shall be held to the same customer service performance standards as municipal employees and the management of CODE AGENCY shall take seriously all complaints as to the customer service performance of its employees, agents, and subcontractors.
- J. CODE AGENCY shall provide a representative to attend no more or less than one (1) public meeting of the MUNICIPALITY each month (either the governing body or a sub-committee meeting such as a Public Works Committee or Health Board) as needed. CODE AGENCY shall provide a representative to represent the municipality at all State Code Enforcement issue meetings, seminars, etc., as needed. There shall be no additional compensation for attendance.
- K. CODE AGENCY shall provide a representative to attend every Code Appeal Board (or similar) hearing and shall give testimony as needed at each Code Appeal Board issue as provided for those SERVICES as provided under this AGREEMENT. There shall be no additional compensation for attendance.
- L. CODE AGENCY shall provide a representative to attend every civil and criminal hearing and shall give testimony as an expert witness representing the interests of the MUNICIPALITY for each enforcement action taken under those SERVICES as provided under this AGREEMENT. There shall be no additional compensation for attendance.

Appendix to the Request for Proposal

- M. CODE AGENCY shall provide a representative to attend one staff meeting (or similar) per calendar quarter and shall be prepared to provide staff with information related to enforcement of the Codes and/or a report at activities underway at CODE AGENCY at the officers of the MUNICIPALITY. There shall be no additional compensation for attendance.
- N. CODE AGENCY shall provide technical assistance to the MUNICIPALITY in enforcement and consultation with reference to issues involving the Pennsylvania Uniform Construction Code, the International Plumbing Code and the International Fire Code as the same may be in effect in the MUNICIPALITY from time-to-time. There shall be no additional compensation for this technical assistance.
- O. The MUNICIPALITY may request, or CODE AGENCY may suggest additional consulting services (hereinafter "ADDITIONAL SERVICES") that are necessary to enforce various Codes. In the event MUNICIPALITY requests ADDITIONAL SERVICES or CODE AGENCY suggests ADDITIONAL SERVICES, CODE AGENCY shall prepare and submit to the MUNICIPALITY a proposal detailing the scope of work requested and the proposed maximum fee for such ADDITIONAL SERVICES (the proposed fee shall reflect estimated hours and reimbursable expenses). If the ADDITIONAL SERVICES proposal is approved by the MUNICIPALITY, the total fee charged by CODE AGENCY shall not exceed the accepted proposed fee for such ADDITIONAL SERVICES.

5. STOP WORK ORDERS AND NOTICES OF VIOLATIONS (NOV).

CODE AGENCY is herein authorized to prepare and execute Stop Work Orders and Notices of Violations (NOV) to protect the property, health, safety and welfare of the citizens and businesses of the MUNICIPALITY.

6. INVOICES FOR CHARGES PAID BY MUNICIPALITY.

- A. Invoices shall be submitted monthly by CODE AGENCY, are due upon presentation, and shall be considered past due if not paid within thirty (30) days of the invoice date. If payment is not received by CODE AGENCY within forty-five (45) days of the invoice date, the MUNICIPALITY shall pay as interest an additional charge of one percent (1.0%) or the maximum allowable by law, whichever is less, of the past due amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.
- B. If the MUNICIPALITY objects to any portion of an invoice, the MUNICIPALITY shall so notify CODE AGENCY in writing within twenty (20) days of receipt of the invoice. The MUNICIPALITY shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Interest as stated above shall be paid by the MUNICIPALITY on all disputed invoiced amounts resolved in CODE AGENCY's favor and unpaid for more than forty-five (45) days after date of the notice of the dispute.
- C. If the MUNICIPALITY fails to make payments when due and/or fails to dispute invoices in accordance with (B) above, or otherwise is in breach of this AGREEMENT, CODE AGENCY may suspend performance of services upon ten (10) days' notice to the MUNICIPALITY. CODE AGENCY shall have no liability whatsoever to the MUNICIPALITY for any costs or damages as a result of such suspension caused by any breach of this AGREEMENT by the MUNICIPALITY.
- D. CODE AGENCY will maintain accounting records and time records in accordance with generally accepted accounting principles and generally accepted corporate practices to substantiate all invoiced amounts.

7. CHARGES PAID BY PERMIT HOLDERS OR PERMIT APPLICANTS.

- A. CODE AGENCY is herein authorized to collect those fees and charges for permits, plan review, and inspections as detailed on the proposed fee schedule in APPENDIX B. These fees and charges shall be considered just compensation for the SERVICES performed in APPENDIX A, unless detailed otherwise.
- B. MUNICIPALITY shall, within a reasonable period of time, and from time to time as requested, adopt by motion or Resolution those fees and charges as recommended by CODE AGENCY. If, in the opinion of the MUNICIPALITY, the fees and charges as recommended by CODE AGENCY do not receive a majority

Appendix to the Request for Proposal

approval of the governing body of the MUNICIPALITY, CODE AGENCY may suspend performance of services upon ten (10) days' notice to the MUNICIPALITY. CODE AGENCY shall have no liability whatsoever to the MUNICIPALITY for any costs or damages as a result of such suspension caused by any breach of this AGREEMENT by the MUNICIPALITY.

- C. Any failure by an applicant or permit holder to pay those fees and charges for permits, plan review, and inspections as detailed on the proposed fee schedule in APPENDIX B is sufficient grounds for CODE AGENCY to withhold performance of those SERVICES as detailed in APPENDIX A. All fees and charges must be paid in full in order for an applicant or permit holder to receive approval or authorization to proceed by CODE AGENCY. CODE AGENCY is herein authorized to use all legal means to collect said fees and charges.

8. CODE AGENCY'S PERSONNEL AND SUBCONTRACTORS.

The key personnel and subcontractors of CODE AGENCY as identified in the Proposal submitted by CODE AGENCY to the MUNICIPALITY, which is attached hereto and incorporated herein by reference as APPENDIX C, shall not be changed without the written consent of the MUNICIPALITY, which consent will not be unreasonably withheld, conditioned, or delayed, unless such personnel ceases to be employed by CODE AGENCY or otherwise becomes unavailable due to the illness, disability, or other cause beyond CODE AGENCY's control. In the event that CODE AGENCY changes key personnel or subcontractors without the consent of the MUNICIPALITY, the MUNICIPALITY shall retain the right to terminate this AGREEMENT if not satisfied with the change of key personnel.

9. AUTHORITY TO PRACTICE/LICENSES.

CODE AGENCY hereby represents and warrants that it and any subcontractors has and will continue to maintain all licenses and approvals required to conduct its business and to provide the SERVICES as required pursuant to this AGREEMENT.

10. NO SHARED EMPLOYEES OR AGENTS.

CODE AGENCY shall not employ or contract with any current employee of the MUNICIPALITY to provide SERVICES contemplated under the terms of this AGREEMENT without the express written permission of the MUNICIPALITY.

11. TERMINATION BY MUNICIPALITY.

- A. The MUNICIPALITY shall have the right to terminate this AGREEMENT at any time and for any reason, which termination shall be effective upon the MUNICIPALITY providing written notice to CODE AGENCY. In the event that the MUNICIPALITY elects to terminate this AGREEMENT during CODE AGENCY's performance of the SERVICES required hereunder CODE AGENCY shall be compensated for all SERVICES and ADDITIONAL SERVICES satisfactorily completed in an amount proportionate to the SERVICES actually provided by CODE AGENCY. Should fees and charges be "on account" yet not yet applied to SERVICES, CODE AGENCY shall remit the unexpended balances of fees and charges "on account" yet not yet applied to SERVICES so that MUNICIPALITY can transmit those "on account" fees and charges to the third party code administrator who shall be undertaking those SERVICES.
- B. CODE AGENCY shall have the right to terminate this AGREEMENT in the event of substantial failure by the MUNICIPALITY to perform in accordance with the terms hereof through no fault of CODE AGENCY. Without limiting the foregoing, if the MUNICIPALITY is more than ninety (90) days delinquent on any payment that is due and owing to CODE AGENCY, and which is not disputed by the MUNICIPALITY, such delinquency will constitute a substantial failure by the MUNICIPALITY to perform in accordance with the terms hereof. As a condition precedent to the CODE AGENCY's ability to terminate the AGREEMENT, CODE AGENCY shall have provided the MUNICIPALITY with written notice of the delinquency and provided the MUNICIPALITY with thirty (30) days in which to cure the delinquency. If CODE AGENCY terminates the AGREEMENT after meeting all conditions precedent, CODE AGENCY shall be compensated

APPENDIX C
PMCA RESPONSE TO REQUEST FOR PROPOSAL DOCUMENT

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic
Residential Rental Code Enforcement and/or As Needed Complaint
Based International Property Maintenance Code Enforcement
Health Code Enforcement



R. Clem Malot,
President PMCA

May 21, 2015

Outline for Request for Proposal (RFP)
Borough of Chambersburg, PA
Third-Party Code Enforcement Services

- I. **Simple Proposal Cover Sheet (as provided by the Borough).**
 - a. **Explanation of costs associated with Residential Rental Unit Inspection Program**
 - b. **Hourly Rate proposal for as needed Complaint based IPMC enforcement.**
- II. **Proposer's Proposed Fee Schedules**
 - a. **Proposed Fee schedule for UCC enforcement.**
 - b. **Proposed fee schedule for Health Code Enforcement.**
- III. **Borough Nondiscrimination Notice-acknowledged.**
- IV. **Borough Non-collusion statement-acknowledged.**
- V. **Letter of introduction to PMCA.**
- VI. **Statement of proposal.**
 - a. **Uniform Construction Code ("UCC").**
 - b. **Systematic Residential Rental Code Enforcement system.**
 - c. **Property Maintenance Code Enforcement services.**
 - d. **Health Code Enforcement system.**
 - e. **Fire Code Technical Support**
 - f. **Other Services, as may be requested.**
 - g. **Statement of willingness to enter into a "professional code enforcement services agreement".**
- VII. **Sample of PMCA website.**
 - a. **Introduction.**
 - b. **<http://pacodealliance.com/>**
- VIII. **Sample of CityForce website.**
 - a. **Introduction**
 - b. **<http://www.cityforceinc.com/>**
- IX. **Third-Party Certification from L&I.**
- X. **Proof of Liability Insurance and Workmen's Compensation.**
- XI. **References.**
 - a. **Municipal references**
 - i. **Greencastle Borough Franklin County**
 - ii. **Metal Township Franklin County**
 - iii. **Shippensburg Borough**
 - iv. **Southampton Township Franklin County – Sam Cressler**
 - v. **Sam Worley – Former Franklin County Commissioner**
 - vi. **Bedford Borough – Bedford County**
 - vii. **Shirley Township – Huntingdon County**
 - viii. **North Woodbury Township**
 - b. **Professional references**
 - i. **Walton Davis, Esq.**
 - ii. **Wm. Defibaugh, P.E.**
 - iii. **Ed Bellock, P.E.**
 - iv. **Linkedin PDF for R. Clem Malot (with over 1700 connections and hundreds of endorsements)**

XII. Resumes.

- a. Introduction to staff
- b. R. Clem Malot, MCP CFM, President
- c. Wm. Chittester, MCP, Plan Review Chief
- d. Sharon E. Hamm, BCO, Administrative Services Manager
- e. Jana L. Malot, Corporate Secretary and Director
- f. Polly Sampson
- g. Deanna Johnson
- h. Natasha Brubaker
- i. Pam S. Neville
- j. Janet Strait
- k. Hollie Garlock
- l. Wesley Winner
- m. R. Clem Malot – Employee Data Sheet
- n. William Chittester – Employee Data Sheet
- o. Nelson Nead – Employee Data Sheet
- p. William Mellors – Employee Data Sheet
- q. Rosena Thomas – Employee Data Sheet
- r. Dale Gettel – Employee Data Sheet
- s. Randy Stoltz – Employee Data Sheet
- t. Patrick Bard – Employee Data Sheet
- u. Raymond Hankinson – Employee Data Sheet
- v. William Gardiner – Code Enforcement Officer
- w. Donna Somerville – Zoning and Code Enforcement Officer
- x. David Lutz – Regulated Rental Unit Inspector, Zoning and Code Enforcement Officer

XIII. Office locations and office hours.

XIV. Sample forms.

- a. Introduction to sample Forms.
- b. Residential permit application.
- c. Commercial permit application.
- d. Demolition permit application.
- e. Change of use and occupancy application.
- f. Sample electrical utility cut in card.
- g. FEMA elevation certificate.
- h. Stop Work Order.
- i. Sample Health Department Form

XV. Samples of professional writing.

- a. Southgate Mall Technical Report prepared for Chambersburg Borough 3-31-15
- b. Evaluation of Vacant Property for Compliance – Chambersburg Borough 4-23-15
- c. Explanation of Violations to Mr. Manikas, Capital Restaurant – Chambersburg 4-2-14
- d. Bombay Dining Health Code Violations - Chambersburg Borough 5-3-14
- e. Noise Complaint measurement and evaluation report – Chambersburg 8-4-14
- f. Order to Vacate 124 LWW – Chambersburg 1-6-12
- g. DCED request for technical support and response 5-14-15
- h. Upper Providence Twp Montgomery County Request for code interpretation 3-6-14
- i. Response to No Trespass letter – Chambersburg 6-20-15

XVI. Professional development and training involvement:

- a. PMCA is an ICC Preferred Provider of Continuing Education offering training opportunities in many aspects of the International Codes and in the Administration and Enforcement of the Pa. UCC. PMCA is approved "Preferred Provider" #1243 with the International Code Council.**
- b. Mr. Malot has participated in the development of the following professional or industry publications and/or training programs through various committees as appointed by DCED, PHRC, and PSATS/PCCA (copies of these publications will be provided upon request):**
 - i. Technical guidance for Pennsylvania's Alternative Energy Provisions-PHRC-2006.**
 - ii. Technical guidance for Pennsylvania's Alternative Energy Provisions-PHRC-2009.**
 - iii. Technical guidance for Installation Guidelines for Relocated Manufactured Homes-DCED-2012.**
 - iv. Technical guidance for Habitability guidelines for relocated manufactured homes-DCED-2012.**
 - v. Member of the Governors Pa Uniform Construction Code Review and Advisory Council 2009 – Present. Responsible to review and recommend the code adoption process for Pennsylvania.**

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



- i. Simple Proposal Cover Sheet (as provided by the Borough).**
 - a. Explanation of costs associated with Residential Rental Unit Inspection Program
 - b. Hourly Rate proposal for as needed Complaint based IPMC enforcement.

R. Clem Malot,
President PMCA

May 21, 2015

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

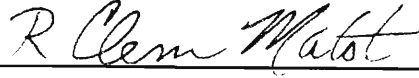
Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement - Health Code Enforcement

IMPORTANT TO INCLUDE THE FOLLOWING WITH YOUR PROPOSAL:

1. PROPOSAL COVER SHEET

Company Name **Pa. Municipal Code Alliance, Inc.**

Address **405 Wayne Avenue, Chambersburg, PA 17201**

Signature ****

Printed Name **R. Clem Malot, President**

Address: **1158 Trails End Road, Harrisonville, PA 17228**

Printed Name of person familiar with proposal preparation:

Printed Name **R. Clem Malot, President**

Phone Number **Cell: 717-377-8350**

Explanation of Cost associated with Residential Rental Unit Inspection Program:

The Regulated Rental Unit Inspection program (RRU) is priced to the Borough as a complete service as described in your RFP. We propose to supply the necessary inspection staff and senior inspection staff, as well as code consultants, enforcement experts, and Senior Administrative officials to efficiently and effectively administer the RRU Program as outlined in the proposal documents. This includes all required routine RRU inspections, completion and submittal of all inspection reports, administration and prosecution (In conjunction with Borough policy) of violations. We will have inspectors available for up to 40 hours per week to complete the necessary tasks. These inspectors will be supported by a competent and effective administrative staff that is familiar with the working relationship that is expected between the Borough and the RRU Inspection Team. The Inspector(s) and his/their Administrative Support Team understand they will be responsible for all correspondence, whether written or telephonic, regarding questions pertaining to an inspection or an inspection report.

Our Agency and Staff offer to provide unrestricted access from the Borough Property Maintenance Code Enforcement Officers and other Borough Administration, Staff, Solicitors, and Emergency First Responders regarding any pertinent cases or specific code and procedure related questions that may arise during the normal course of business. We further propose to provide a list of emergency or after hours contact numbers to the Borough; realizing that often the need for additional support comes at the most unusual times.

Submission

We have read, understand, and agree to follow the Chambersburg Borough Rental Property Inspection Policy (12/2/13 as may be amended). PMCA maintains not one but a staff of trained, experienced, competent, and reliable individuals who are prepared to administer this program on your behalf. PMCA currently provides similar services to several nearby communities including Shippensburg Borough, Gettysburg Borough and Southampton Township Cumberland County. The senior staff at PMCA personally assisted the Borough during the original outsourcing of this very important transition in 2011, as well as provided input to the Rental Property Inspection Policy drafted in 2013 as mentioned above.

PMCA proposes to provide these services at the rate of \$75,000.00 per year to be invoiced to the Borough monthly at a rate of \$6,250.00 per month.

Hourly Rate Proposal for As Needed Complaint Based International Property Maintenance Code Enforcement Program:

Pennsylvania Municipal Code Alliance, Inc. proposes to provide technical assistance and other services to the Borough's Administration, Staff, and Emergency First Responders on an as needed and as required basis at our usual rate. Currently we are pricing such services at \$40.00/hour for our routine involvements and field staff work/consultations, acknowledging we do not charge for routine and non-complex code questions.

We offer to provide the services of our Senior Staff as needed to assist the Borough. Senior Staff will handle routine questions via email, written, telephone, or face to face generally at no cost to the Borough. However, more complex time consuming jobs may be invoiced at our rate of \$75.00 per hour. An example of such an instance would be additional preparation required for an "Action in Equity", condemnation proceedings, or other complex enforcement and administrative jobs that would require measurable expenditures of staff resource.

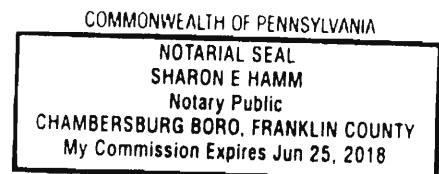
We are also offering on an "as requested basis" ICC approved training and continuing education credits through our recognition as an International Code Council Preferred Provider of continuing education. These trainings will be priced based on length, complexity, and class size. They may prove an added benefit to your Code Enforcement Staff and Emergency First Responders.

It is okay to add extra sheets to supplement this information

State of Pennsylvania, County of Franklin, on this, the 18 day of May, 2015, before me, SHARON E. HAMM, the undersigned officer, personally appeared, R. Clem Malot, who acknowledged himself to be the President of PA Municipal Code Alliance, Inc., a corporation, and that he, as such, being authorized to do so, executed the foregoing instrument for the purpose therein contained by signing his name as President of the corporation.

In witness whereof, I hereunto set my hand and official seal.

Notary: 



Submission

INSERT PROPOSER'S PROPOSED FEE SCHEDULE

(Subject to adoption by the Town Council of the Borough of Chambersburg)

Uniform Construction Code ("UCC") Enforcement

And

Health Code Enforcement

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



II. Proposer's Proposed Fee Schedules

- a. Proposed Fee schedule for UCC enforcement.
- b. Proposed fee schedule for Health Code Enforcement.

R. Clem Malot,
President PMCA

May 21, 2015

2015 PMCA Residential Fee Schedule

Including but not limited to:

Single Family Homes, Swimming Pools, Decks, Small Projects, Day Care, C.O., & Foster Home Inspection Prices

Residential (New Home or individual inspection pricing depending on the project)

Residential inspection prices are for dwellings 0 to 3500 square feet. Dwellings over 3500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee.

Footings.....	\$55	Sprinkler Rough in.....	\$65
Foundations.....	\$55	Electrical Service & Rough in.....	\$100
Framing.....	\$80	Energy.....	\$55
Plumbing Rough in.....	\$50	Wallboard.....	\$55
Mechanical Rough in.....	\$50	Final.....	\$65
Total Inspection fees:.....		\$565	
Total Inspection fees w/sprinkler:.....		\$630	

- All prices include rough and final inspections. Final must be ready within 1 year or an additional fee will apply.
- Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done.
- If Electric Service & Electric Rough In are not ready at the same time there will be an additional \$70 fee assessed for the extra required inspection.

ALL APPLICATIONS REQUIRE:

- Application / processing Fee:.....\$35 for Residential / \$50 for Commercial
- Plan Review Fee per hour for residential:.....\$40 (one hour minimum except for minor projects)
- Commercial fees appear elsewhere.

Small-scale projects will be priced depending on the complexity of the project. Some examples are:

- Mobile Homes on Piers (3 trips only).....\$190 (footer, electric service, final)
- Decks (2 trips).....\$120
- Fences and retaining walls (2 trips).....\$120
- Sheds (1 trip).....\$65 (small prefabricated utility structure under 500 sq. ft.)
- Demolition (1 trip).....\$65
- Swimming Pools
 - Above Ground (with bonding requires two trips).....\$120
 - Above Ground (rubber siding).....\$65
 - In Ground.....\$165

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids).....\$60 (1st trip), \$55 (each return trip)
- Daycares (over 6 kids up to 24 total).....\$100 (1st trip), \$55 (each return trip)
- Foster Homes.....\$80 (1st trip), \$55 (each return trip)
- **Change of Occupancies**
 - Under 8000 sq. ft.....\$150
 - Over 8000 sq. ft.....\$185
- **Electrical Service Upgrade**
 - Not Over 200Amp.....\$70
 - 200 Amp - 400 Amp.....\$80
 - Over 400 Amp Commercial Fee Schedule Applies
- Investigation/Stop Work Order/Notice of Violation, etc.....\$55 Postage(per/Certified/1st Class).....\$10
- Return Trips due to failed or incomplete inspections or field corrections.....\$55
- Duplicate Permit and Occupancy Certificate Issuance.....\$35
- Field investigations and complaints initiated by the municipality or for enforcement purposes are invoiced to the municipality directly at our standard per hour rate.....\$40
- Copies - \$2 per sheet and not to exceed \$10 for standard size (8½ x 11) documentation for residential plans. Commercial Fee is provided elsewhere.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate of \$40 per hour plus expenses. Expenses may include items such as copies, constable fees & supplies.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- | | | |
|--------------------------|--------------------|--|
| • Plan Review Fee | • State (DCED) Fee | • Added Fee(s) due to failed inspections |
| • Possible Municipal Fee | • Application Fee | |

2015 PMCA Residential Fee Schedule

2015 PMCA Supplemental Fee Schedule

Residential

- Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done.
- **Electrical Service Upgrade**
 - Not Over 200 Amp \$70
 - 200 Amp - 400 Amp \$80
 - Over 400 Amp - Commercial Fee Schedule Applies
- Decks or Porches (2 trips)..... \$120
 - Under 30" but attached to structure..... \$120
 - Deck or Porch **with** Roof..... \$165 (footer, framing, final @ \$55 each)
- Fences and retaining walls (2 trips)..... \$115 (fences over 6 feet high & retaining walls over 4 feet high)
- Sheds (1 trip)..... \$65 (small prefabricated utility structure under 500 sq. ft.)
- Demolition (1 trip)..... \$65
- Swimming Pools
 - Above Ground (with bonding requires 2 trips)..... \$120
 - Above Ground (rubber siding)..... \$65
 - In Ground..... \$170 (footer, plumbing, final)
- Residential Re-Roof..... \$120 (with structural repairs or change of materials)
- Outside Wood Stoves (2 trips maximum)..... \$120 (includes siting, underground piping, & final)

Commercial Projects (Small Projects not otherwise defined)

- Cell Tower..... See Commercial Fee Schedule
 - Antenna Colocation..... \$350 (with added Plan Review, Application Fee, DCED)
- Change Door(s) if structural change..... \$65 (could vary depending on how many are changed)
- Change Windows(s) if structural change..... \$65 (could vary depending on how many are changed)
- Demolition..... \$65 (only if ALL of structure is being demolished)

Fees below are dependent on if local Ordinances require permitting:

- Sewer Laterals..... \$40 per trip
- Zoning Field Inspections..... \$40 per trip
- Explosive/Blasting (per site)
 - Up to 5 Days..... \$200
 - Add for each additional day beyond 5..... \$85
- Explosive/ Blasting Magazine Placement
 - Up to 5 Days..... \$325
 - Add for each additional day beyond 5..... \$80
- Fireworks Sales Tent..... \$65
- Fireworks Display/Discharge..... \$200 evenings and weekends
 - Holidays..... \$265 Holidays
- Welding and Cutting Permit – Commercial job sites..... \$65

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids)..... \$60 (1st trip), \$55 (each return trip)
- Daycares (over 6 kids up to 24 total)..... \$100 (1st trip), \$55 (each return trip)
- Foster Homes..... \$80 (1st trip), \$55 (each return trip)
- **Change of Occupancies**
 - Under 8000 sq. ft..... \$150
 - Over 8000 sq. ft..... \$185

Complex inspections and multiple trips are charged accordingly.

Inspection time for all permits is for 1 site visit for a total accumulated time of 1 hours, unless otherwise noted. Each subsequent hour required shall be at the rate of forty dollars (\$40.00) per hour of the inspector's time. This amount shall be paid in full prior to issuance of the Certificate of Occupancy.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- | | | |
|--------------------------|--------------------|--|
| • Plan Review Fee | • State (DCED) Fee | • Added Fee(s) due to failed inspections |
| • Possible Municipal Fee | • Application Fee | |

2015 PMCA Supplemental Fee Schedule

▶ COMMERCIAL FEE SCHEDULE ◀

Our standard fee schedule for inspections is derived from the latest building valuation data report of square foot construction costs published by the International Code Council, with a regional modifier applied. Actual cost submitted to, and accepted by, the Building Code Official may also be used. There is a \$50 Application/Processing charge applied to all projects submitted on this fee schedule.

Refer to the PMCA Supplemental Fee Schedule as needed.

Large projects that require long term multiple inspections (progressive inspections) are calculated as follows:

1.) Standard Building Inspection Fee Schedule:

A.) Projects with a total construction cost of \$0.00 to \$499,999.99*

$$\begin{aligned} & \text{Total construction cost X .002 = insurance cost} \\ + & \text{ Estimated length of project in weeks X \$50. = labor \& travel cost} \\ = & \text{ Total } \underline{\text{OR}} \text{ no less than \$50. Per trip based on scope and complexity of the project.} \end{aligned}$$

B.) Projects with a total construction cost of \$500,000.00 to \$2,000,000.00*

$$\begin{aligned} & \text{Total construction cost X .002 = insurance cost} \\ + & \text{ Estimated length of project in weeks X \$50. = labor \& travel cost} \\ = & \text{ Total } \underline{\text{OR}} \text{ no less than \$50. Per trip based on scope and complexity of the project.} \end{aligned}$$

C.) Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00*

$$\begin{aligned} & \$4000.00 + [(Total construction cost - \$2,000,000) X .0009] = insurance cost \\ + & \text{ Estimated length of project in weeks X \$45. = labor \& travel cost} \\ = & \text{ Total} \end{aligned}$$

D.) Projects with a total construction cost of >\$6,000,000.00 to \$10,000,000.00*

$$\begin{aligned} & \$7600.00 + [(Total construction cost - \$6,000,000) X .0008] = insurance cost \\ + & \text{ Estimated length of project in weeks X \$40. = labor \& travel cost} \\ = & \text{ Total} \end{aligned}$$

E.) Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00*

$$\begin{aligned} & \$10800.00 + [(Total construction cost - \$10,000,000) X .00075] = insurance cost \\ + & \text{ Estimated length of project in weeks X \$40. = labor \& travel cost} \\ = & \text{ Total} \end{aligned}$$

F.) Projects with a total construction cost of >\$30,000,000.00 to \$50,000,000.00*

$$\begin{aligned} & \$25800.00 + [(Total construction cost - \$30,000,000) X .0007] = insurance cost \\ + & \text{ Estimated length of project in weeks X \$40. = labor \& travel cost} \\ = & \text{ Total} \end{aligned}$$

G.) Projects with a total construction cost of >\$50,000,000.00 to \$100,000,000.00*

$$\begin{aligned} & \$39800.00 + [(Total construction cost - \$50,000,000) X .00065] = insurance cost \\ + & \text{ Estimated length of project in weeks X \$40. = labor \& travel cost} \\ = & \text{ Total} \end{aligned}$$

Building Inspection Fee, cont.:

H.) Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00*

$$\begin{array}{r}
 \$72300.00 + [(Total\ construction\ cost - \$100,000,000) \times .0006] = \text{insurance cost} \\
 + \quad \underline{\text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}} \\
 = \quad \text{Total}
 \end{array}$$

I.) Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00*

$$\begin{array}{r}
 \$132000.00 + [(Total\ construction\ cost - \$200,000,000) \times .00055] = \text{insurance cost} \\
 + \quad \underline{\text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}} \\
 = \quad \text{Total}
 \end{array}$$

J.) Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00*

$$\begin{array}{r}
 \$214500.00 + [(Total\ construction\ cost - \$350,000,000) \times .0005] = \text{insurance cost} \\
 + \quad \underline{\text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}} \\
 = \quad \text{Total}
 \end{array}$$

2.) Standard Trades Inspection Fee:

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility and Fire Protection are computed at 25 percent of the Building inspection fee for each discipline. Multiple prime contracts will be computed the same as a building inspection fee and combined prime contract fees shall be no less than a single contract fee, distributed on a percentage of total basis.

Inspection Fee Example (excluding plan review and application fee):

Type of Construction: 2B Height: 1 story, 12 feet Use Group: B Area/Floor: 9,000 sq. ft.

Solution		
1	Gross square footage: 1 story X 9,000 square feet	9,000 sq. ft.
2	Compute estimated construction value	
	Type of construction factor	1.02
	Gross area modifier	67
	Estimated construction value (30000 X 1.02 X 67)	\$615,060.00
3	Compute basic inspection fee	
	Building: \$615,060.00. X .002	\$1,230.12
	Mechanical, Plumbing, Electrical: (.25 X \$1230.12) X 3	\$922.59
4	Total inspection fees	\$2,152.71
5	PMCA Discount fee: X .80 (if applicable**)	\$1,722

* Pricing schedules assume that the project will not cause an increase in our insurance costs.

** Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

▶ A \$50 Application/Processing fee is applied for projects on this fee schedule. ◀

► Commercial Plan Reviews ◀

Our Commercial Plan review fees are calculated according to the Standard Building Valuation Data (as periodically published by the ICC) or actual cost of construction as follows:

1.) Standard Commercial Building Plan Review Fee:

- A.) Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015 (\$150 Minimum)
- B.) Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)
- C.) Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)

2.) Standard Trades Plan Review Fee:

Plan review for mechanical, plumbing, electrical, energy, accessibility and fire protection is computed at 25% of the building plan review fee for each discipline. (\$150 minimum)

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high rise buildings

Refer to the Supplemental Fee Schedule when applicable.

Plan Review Fee Example (excluding plan review and application fee):

Type of Construction: 2B Height: 3 stories, 34 feet Use Group: B Area/Floor: 9,000 sq. ft.

1	Gross Square footage: 3 stories X 9,000 square feet	27,000 sq. ft.
2	Compute estimated construction value	
	Regional Modifier	1.02
	Square foot cost of construction	65
	Estimated construction Value (30,000 X 1.02 X 67*)	\$1,790,100.00
3	Compute Plan Review Fee	
	Building: \$1,875 + [(\$1,790,100 - \$1,250,000) X (.0005)]	\$2,145.05
	Mechanical, Plumbing, Electrical: (.25 X \$2,145) X 3	\$1,608.75
4	Total ICC Based Plan Review Fee	\$3,753.80

- * (Gross area modifier of 67 as example, actually based on the average building cost per square foot in the geographic area.)
- This formula does not reflect changes that ICC may have made to their fee schedule. We will use other plan review services that meet our criteria for consistent quality and charge the same or less than ICC reviews.

Plan reviews only covering the requirements of mechanical, plumbing and other disciplines are available, each for a fee of 25% of the applicable building code review fee. **Plan reviews for electrical code compliance shall be provided at a fee of 35% of the applicable building code review fee**, excluding reviews for any use included in the Institutional or "I" Use Group classification. Reviews done for the excluded use classification shall be based upon the degree of complexity

We offer preliminary plan review services for a fee of 50% of the full plan review fee cost. Preliminary plan reviews typically address such code requirements as: use and occupancy classification, type of construction, height and area calculations, means of egress, fire restrictive construction requirements and so forth.

Any preliminary plan review fee payment will be credited towards the final cost of a complete plan review process.

► A \$50 Application/Processing fee is applied for projects on this fee schedule. ◀

► 2015 PMCA ELECTRICAL FEE SCHEDULE ◀

ROUGH WIRING INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets \$50
 Each additional 10 outlets or fraction thereof \$20

FINISH INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets \$50
 Each additional 10 outlets or fraction thereof \$20

EQUIPMENT & APPLIANCES

Outlet for single unit 15 kW or less \$40
 For each additional outlet 15 kW or less \$20

MOTORS, GENERATORS, TRANSFORMERS, CENTRAL HEATING, DUCT HEATERS, AIR COND., ELEC. FURNACES, AND WELDERS

Less than 1¼ HP, kW, or kVA first unit \$35
 1¼ HP, kW, or kVA to 30 HP, kW, or kVA each \$40
 30 HP, kW, or kVA to 50 HP, kW, or kVA each \$65
 Over 50 HP, kW, or kVA each \$75

FEEDERS OR SUB PANELS

Up to 225 Amp. \$25
 Over 225 Amp. to 400 Amp. \$30
 Over 400 Amp. to 1200 Amp. \$50
 Over 1200 Amp. \$115

PUBLIC POOLS AND SPAS

State required Inspection (Dept. of Health) – Apply for pricing

SERVICE – METERING EQUIPMENT UP TO 600 VOLTS

Not Over 200 Amp \$70
 200 Amp - 400 Amp \$80
 Over 400 Amp to 800 Amp \$100
 Over 800 Amp to 1000 Amp \$150
 Over 1000 Amp including one control center \$250
 Each Additional Control Center \$150
 Over 600 Volts - Add \$50 per category

PRIMARY TRANSFORMERS, VAULTS, ENCLOSURE, SUB-STATIONS

Not over 200 kVA \$95
 Over 200 to 500 kVA \$125
 Over 500 to 1000 kVA \$175
 Over 1000 kVA (minimum plus consultation fee) \$195

NOTE: Above applies to each bank of transformers

SIGNALING SYSTEMS

For the first 15 devices \$65
 For each additional 5 devices \$20

MODULAR HOMES, MINOR ALTERATIONS & ADDITIONS

Service and 1 to 25 outlets (single visit only) \$80

MOBILE HOMES

Service Including Feeder or Receptacle
 Service Visit Only \$70
 Service Additional Meter \$30

Special Service and/or conditions not provided for in this schedule apply for fee \$50 (Minimum Charge)

This fee schedule is effective 4-06-15

► Electrical and Fire Inspection-Enforcing and Consulting Service ◀

2015 PMCA Electrical Fee Schedule



Borough of Chambersburg

*Celebrating 50 years of consumer owned gas service and
Over 100 years of consumer owned electric service*

HEALTH & RETAIL FOOD FACILITY LICENSE FEES

Restaurant & Kitchen License (Caterers, Mobile Vendors, etc.)

0 – 25 Seats (Carry out not included).....	\$90.00
26 – 49 Seats.....	\$100.00
50 – 75 Seats.....	\$120.00
76 or more Seats.....	\$155.00

Institutional Food License (schools, hospitals, religious organizations, personal care facilities, day cares, group homes, shelters, and similar service facilities)

0 – 12 persons.....	\$60.00
13 – 25 persons.....	\$65.00
26 – 100 persons.....	\$70.00
101 – 200 persons.....	\$90.00
201 or more persons.....	\$110.00

Delivery License (Food delivered/no service, includes mobile units).....

Catering License (May include on site food service)..... \$95.00

Food Bank License (a place where food is contributed and made available to those in need)

1- 150 square feet.....	\$85.00
151 – 300 square feet.....	\$95.00
301 – 1000 square feet.....	\$110.00
1001 or more square feet.....	\$135.00

Farmers Market and other Food Vendor License

- Base Fee (includes candy, nuts health food etc.)..... \$55.00
- Meats & Bakery..... \$80.00

Note: Food prepared for immediate consumption – fees are based on kitchen license fees.

Store License

- Convenience Store (under 1000 square feet)..... \$105.00
- Convenience Store (over 1001 square feet)..... \$165.00
- Grocery Store (under 7500 square feet)..... \$220.00
- Grocery Store (over 7501 square feet)..... \$285.00

Inspection Fees

Annual Inspection Fee (included in license fee).....	\$0.00
First Re-inspection Fee.....	\$65.00
Second Re- inspection Fee.....	\$130.00
Hourly Fee, outside of normal Inspections fees, due to required enforcement action is to be billed to Chambersburg Borough at the rate of:.....	\$40.00

Special Event License / Temporary License

- City License Holder on site..... \$0.00
 - City License Holder off site..... \$40.00
 - Any Vendor without Current City License (1 or 2 day events)..... \$50.00
- Note: **If available** – licenses purchased on the day of the event, cost an additional..... \$55.00
- Any Vendor without Current City License (3 or 5 day events)..... \$60.00
- Note: **If available** – licenses purchased on the day of the event, cost an additional..... \$85.00

*Approved by the Chambersburg Town Council on: _____

Pa Municipal Code Alliance – 405 Wayne Avenue, Chambersburg, PA 17201

Phone: 717-496-4996 Fax: 717-446-0586

<http://www.borough.chambersburg.pa.us>

health.department@commonwealthcode.com

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



III. Borough Nondiscrimination Notice-acknowledged.

R. Clem Malot,
President PMCA

May 21, 2015

REQUEST FOR PROPOSALS (RFP)
Borough of Chambersburg, PA
THIRD PARTY CODE ENFORCEMENT SERVICES

3. NON-DISCRIMINATION NOTICE

During the term of the Contract, the Contractor agrees as follows:

Contractor shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, sex or disability. Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, or sex. Such affirmative action shall include, but is not limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

- A. Contractor shall in advertisements or requests for employment placed by it or on its behalf state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, or disability.
- B. Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by contractor.
- C. It shall be no defense to a finding of a noncompliance with Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause that contract has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.
- D. Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligations under the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause, contractor shall then employ and fill vacancies through other non-discrimination employment procedures.
- E. Contractor shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, Pa. Code Chapter 49 and with all laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's non-compliance with the non-discrimination clause of this contract or with any such laws, this contract may, after hearing and adjudication, be terminated or suspended, in whole or in part, and contractor may be declared temporarily ineligible for Commonwealth of Pennsylvania contracts, and such other sanctions may be imposed and remedies invoked as provided by the Contract Compliance Regulations.
- F. Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency and the Human Relations Commission, for purposes of investigation to ascertain compliance with the provisions of the Contract Compliance Regulations, pursuant to ss 49.35 (relating to information concerning compliance by contractors). If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency or the Commission.

Submission

- G. Contractor shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- H. Contractor shall include the provisions of this non-discrimination clause in every subcontract, so that such provisions will be binding upon each subcontractor.
- I. The terms used in this non-discrimination clause shall have the same meaning as in the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission, 16 Pa. Code Chapter 49.
- J. Contractor obligations under this clause are limited to the Contractor's facilities within Pennsylvania, or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

Company Name **Pa. Municipal Code Alliance, Inc.**

Address **405 Wayne Avenue, Chambersburg, PA 17201**

Signature 

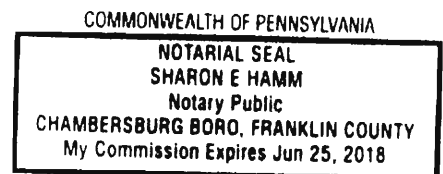
Printed Name **R. Clem Malot, President**

Address **1158 Trails End Road, Harrisonville, PA 17228**

State of Pennsylvania, County of Franklin, on this, the 18 day of May, 2015, before me, SHARON E. HAMM, the undersigned officer, personally appeared, R. Clem Malot, who acknowledged himself to be the President of PA Municipal Code Alliance, Inc., a corporation, and that he, as such, being authorized to do so, executed the foregoing instrument for the purpose therein contained by signing his name as President of the corporation.

In witness whereof, I hereunto set my hand and official seal.

Notary: 



REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



IV. Borough Non-collusion statement-acknowledged.

R. Clem Malot,
President PMCA

May 21, 2015

Submission

REQUEST FOR PROPOSALS (RFP)
Borough of Chambersburg, PA
THIRD PARTY CODE ENFORCEMENT SERVICES

4. NON-COLLUSION STATEMENT

The undersigned does further declare that the statements and representations made in this Proposal are true in every respect and that said Proposal is in all respects fair and made without collusion and/or fraud, and that no member of the Borough Council or any agent or employee of the Borough directly, or indirectly, is interested in this Proposal, or in any portion of the profits expected to accrue therefrom.

Company Name **Pa. Municipal Code Alliance, Inc.**

Address **405 Wayne Avenue, Chambersburg, PA 17201**

Signature 

Printed Name **R. Clem Malot, President**

Address **1158 Trails End Road, Harrisonville, PA 17228**

Printed Name of person familiar with proposal preparation:


Printed Name **R. Clem Malot, President**

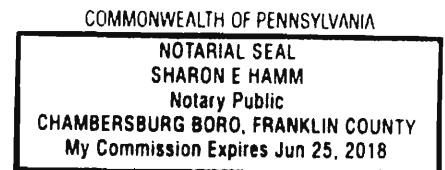
Phone Number **Cell: 717-377-8350**

State of Pennsylvania, County of Franklin

On this, the 18 day of May, 2015, before me, SHARON E. HAMM the undersigned officer, personally appeared, R. Clem Malot who acknowledged himself to be the President of Pa Municipal Code Alliance, Inc., a corporation, and that he as such being authorized to do so, executed the foregoing instrument for the purpose therein contained by signing the name of the corporation by himself as President.

In witness whereof, I hereunto set my hand and official seals.


Notary Public



REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



V. Letter of introduction to PMCA.

R. Clem Malot,
President PMCA

May 21, 2015



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
Email: pmca@pacodealliance.com Website: <http://pacodealliance.com/>

May 21, 2015

Thank you for the opportunity to submit a proposal in response to your request for proposals (RFP) for third-party code enforcement services. Please consider the following proposal in introductory overview to the Pennsylvania Municipal Code Alliance, Inc. or PMCA. PMCA was founded in March 2015 in response to a growing need for professional and varied third-party code administration services positioned to provide forward thinking, professionally staffed, administration, consulting, enforcement, and supplementary services to municipalities in south-central Pennsylvania.

PMCA is a small, local, family owned professional service supporting our area with offices in Chambersburg, McConnellsburg, Bedford, and Somerset. The Chambersburg, Bedford, and Somerset offices maintain regular office hours 8 AM to 4 PM Monday through Friday. These offices observe federal holidays as well. The McConnellsburg office, a satellite office, is anticipated to be open one day a week and by appointment.

PMCA is particularly proud of its close knit, highly skilled, professional staff with many years of experience in all phases of municipal code enforcement and administration. The accompanying proposal highlights some of the skill sets that we bring to the table but cannot possibly begin to showcase the professionalism that will become an industry hallmark in time.

Please take a few minutes and review the enclosed documents. Allow yourself the opportunity to understand that while PMCA is fairly new to the industry the majority of the staff are industry pioneers, the very individuals who help mold the shape of present-day code enforcement in our part of the state. You will discover highly skilled staff using modern technology to allow efficient utilization of our resources over a wider geographic area. You will also notice the key technical personnel bring to PMCA many years of experience in all facets of the industry. You will also discover if you read closely that this very same staff gives back to the industry and the community that has supported them for so many years.

Thank you once again for the opportunity to have our proposal considered. Please do not hesitate to contact us should you have additional questions or concerns.

Kind regards,

A handwritten signature in blue ink that reads "R. Clem Malot".

R. Clem Malot, President
Pennsylvania Municipal Code Alliance, Inc.

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



VI. Statement of proposal.

- a. Uniform Construction Code ("UCC").
- b. Systematic Residential Rental Code Enforcement system.
- c. Property Maintenance Code Enforcement services.
- d. Health Code Enforcement system.
- e. Fire Code Technical Support
- f. Other Services, as may be requested.
- g. Statement of willingness to enter into a "professional code enforcement services agreement".

R. Clem Malot,
President PMCA

May 21, 2015



Statement of Proposal

Pennsylvania Municipal Code Alliance, Inc. (PMCA) with a local office located at 405 Wayne Ave., Chambersburg, PA. 17201, proposes to offer various code services on an as needed basis and as required by the Borough of Chambersburg consistent with your recent request for proposals (RFP). Key personnel at PMCA have had a long-standing relationship with the Borough of Chambersburg, Borough Administration, the Borough Service Ctr., Borough Emergency Services Personnel, and Borough Code Enforcement. Our individual relationships pre-date any current contracts or companies, with electrical fire underwriting services going back to the 1980s and building inspection services under the BOCA code starting in 2003.

◆ PMCA employs qualified personnel certified as required by the Pennsylvania Department of Labor and Industry to perform all construction code administrative services, including inspections, plan reviews, building code official duties, enforcement, permitting, permit tracking, required reporting, and other duties that are synonymous with code enforcement as required by the **Uniform Construction Code** (35 PA code 7210.101 et seq.) also known as act 45 of 1999 and its related referenced codes and regulations.

PMCA employees, working as inspectors, are all certified and qualified to perform the services they render in the field or at the plan review bench on behalf of your municipality. In fact, the entire staff performing UCC related inspections and plan reviews have pioneer status in the field. This means that not only have they been actively working as Construction Code Administrators since the UCC took effect in 2004, but they also bring prior experience from the trades to this job. This prior experience in the trades as well as the many years of construction code enforcement places the employees of PMCA at a unique advantage in their ability to serve the citizens of Chambersburg Borough. We have included resumes, datasheets, and other identifying paperwork with this RFP to assist and assure the Borough of Chambersburg in reaching their decision.

The PMCA Inspection Staff has the resource of experienced and qualified Plan Review staff and office support available to them at all times to assist however necessary in reaching the goals and meeting the responsibilities of the position. PMCA structure provides for Building Code Official duties to be administered by company President, R. Clem Malot. However it should be noted that many of the PMCA employees also are licensed building code officials in the Commonwealth of Pennsylvania. They understand the building code process and are ready to serve should any conflicts arise.

◆ PMCA employees, in addition to working as UCC qualified personnel, have an intimate familiarity with the application of local ordinances and the **International Property Maintenance Code** (IPMC). We currently provide IPMC services and Regulated Rental Unit Inspection Services (RRU) to a variety of municipalities throughout the region. As a reference, we provide RRU inspections for the Borough of Shippensburg, Southampton Township Cumberland County and Gettysburg Borough Adams County. We also provide IPMC enforcement services to a multitude of municipalities throughout the region including municipalities in Adams, Franklin, Cumberland, Bedford, and Blair Counties. Over the last 10 years, our staff while working for other companies helped either streamline or develop RRU programs in several municipalities and help implement or improve IPMC code enforcement programs in quite a few more municipalities. PMCA proposes to use the same individual who is currently on assignment to the Borough for the purpose of completing the RRU inspections and fieldwork, if acceptable to the Borough.

If not found acceptable, or if for some other reason it were not possible to continue providing the same staff to the Borough, PMCA has at least four other inspectors qualified to cover the needs of the program. Their information is attached to this RFP. The PMCA Inspection Staff has the resources of experienced and qualified Plan Review staff and office support available to the RRU Program at all times to assist however necessary in reaching the goals and meeting the responsibilities of the position.

◆ PMCA is currently the preferred provider of **Health Code** enforcement services within the Borough of Chambersburg. PMCA, through its qualified and experienced staff conducts licensing, plan reviews, inspections, and enforcement actions as necessary to administer the **Borough Health Code**, the **Retail Food Safety Act**, the **Food Safety Act**, and the related codes referenced therein for the municipality.

PMCA staff currently performs all health code inspections and enforcements within the Borough, both routine and complaint driven. PMCA is actively managing, on behalf of the Borough, the more than 200 licensed permanent and temporary establishments that operate within the municipal boundary. Our staff is familiar with and administers the provisions of state and federal regulations as outlined by the Pennsylvania Department of Agriculture and the US FDA.

In cooperation with the Pennsylvania Department of Agriculture, PMCA routinely updates the Pennsylvania Department of Agriculture inspection database and website. These postings to the state website (eatsafepa.org) allow public access to the Borough's most recent health inspections and historic data surrounding local enforcement of the retail Food Safety Act and the Food Safety Act. This public service is done at no additional cost to the Borough.

◆ PMCA currently provides and offers to continue providing personnel qualified, certified, and familiar with the **Borough's Fire Code Ordinance**, the **International Fire Code (IFC)**, **National Fire Protection Association (NFPA)** codes. These personnel are available to borough staff to assist in not only Fire Code enforcement but to also support the Chambersburg Fire Department's systematic commercial fire code inspection program. Key personnel currently employed by PMCA have previously had a long-standing history of individual support to these departments in all areas of fire protection and fire code enforcement.

◆ PMCA stands ready to provide technical services in other areas as requested or as may be requested by the Borough.

◆ We, at PMCA, wish to express our willingness to enter into a professional code enforcement services agreement with the Borough of Chambersburg. We believe our individual reputations speak strongly in favor of the integrity and technical ability brought to the Borough through our association with Pennsylvania Municipal Code Alliance, Inc.

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



VII. PMCA website

- a. Brief Summary / Introduction.
- b. <http://pacodealliance.com/>

VIII. Sample of CityForce website.

- a. Brief Summary / Introduction.
- b. <http://www.cityforceinc.com/>

R. Clem Malot,
President PMCA

May 21, 2015

Pennsylvania Municipal Code Alliance Website

PMCA in an effort to provide accessible and user-friendly code administration and enforcement services is developing a company website providing information, resources, links, and access to the company. It is our hope that the use of this technology will better enable your constituents to access necessary information and educational opportunities in an expeditious and timely fashion.

PMCA's website can be accessed through the link <http://pacodealliance.com> .

- At this time we are in the process of uploading documents and links etc.

Pennsylvania Municipal Code Alliance

Where the Pennsylvania Uniform Construction Code and Municipal Codes Form an Alliance

[Home](#) [Permit Application Forms](#) [Locations](#) [Contact Us](#)

Who We Are

Pennsylvania Municipal Code Alliance is a group of experienced and highly trained professionals dedicated to serving the needs of municipalities by providing reliable, expert, professional code and ordinance administration and enforcement.

What We Do

Pennsylvania Municipal Code Alliance offers a comprehensive range of services to satisfy all of your municipal and building code needs including permitting, inspections, complaint resolution and code enforcement.

Contact Us

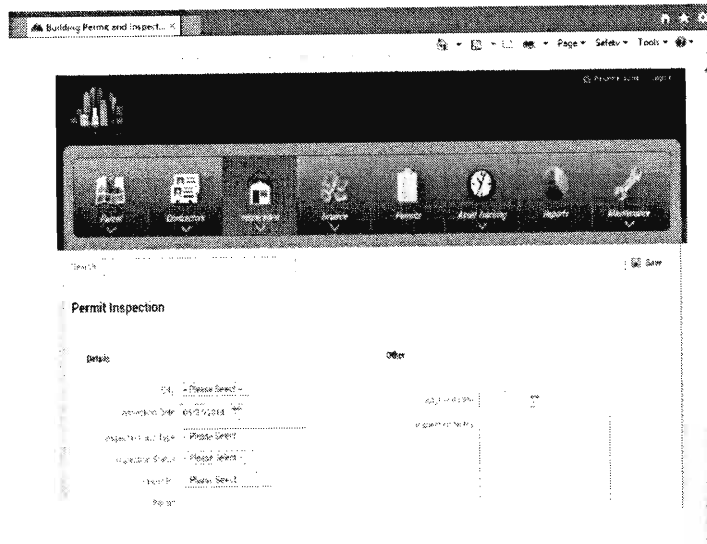
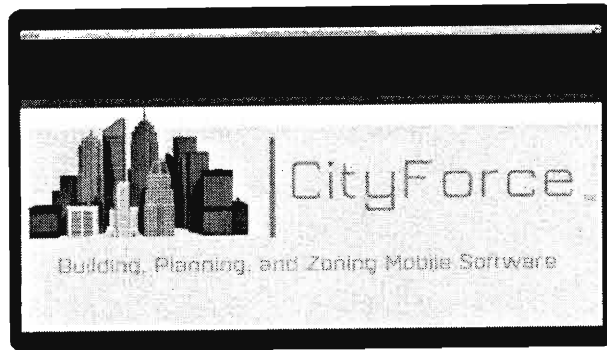
Please contact us for more information about how we can help your municipality.

CityForce website

Building and Zoning mobile software

PMCA recognizing the need to embrace modern technology to provide efficient, accurate, reliable, and assessable data and data management has obtained the use of a highly functional cloud-based technology and mobile application software that allows us, as much as possible, to work efficiently and effectively in the code administration industry, utilizing real-time data.

The CityForce technology allows in the field access to permit data, plan reviews, historic information, and other critical pieces of the code puzzle as well as providing a citizen's portal to those municipalities that feel that Citizen access is a desirable tool.



REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



IX. Third-Party Certification from L&I.

X. Proof of Liability Insurance and Workmen's Compensation.

R. Clem Malot,
President PMCA

May 21, 2015

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY



THIRD PARTY AGENCY CERTIFICATION

The following agency is hereby certified to act as a construction code official pursuant to the Pennsylvania Construction Code Act, #245 of 1999.

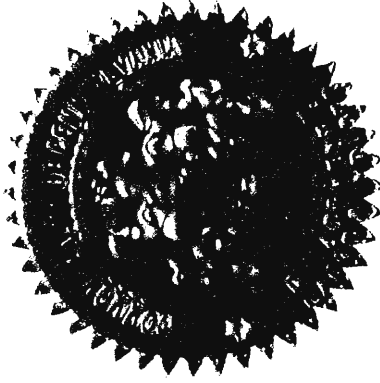
Pennsylvania Municipal Code Alliance Inc

A00362
AGENCY NO.

April 13, 2015
ISSUE DATE

Department of Labor and Industry
BOIS – UCC Certification Unit
Room 1623, 651 Boas Street
Harrisburg, PA 17121
(717) 772-3396

April 6, 2018
EXPIRATION DATE



Christina L Slaybaugh

CHRISTINA L. SLAYBAUGH, ADMINISTRATOR

- THIS CERTIFICATION IS NOT TRANSFERABLE -

04/17/2015

Pennsylvania Municipal Code Alliance Inc
1158 Trails End Rd
Harrisonville, PA 17228

RE: Application # 06079651-00

Dear Sir or Madam:

The State Workers' Insurance Fund (SWIF) has received your Application for Workers' Compensation Insurance. Provided the information submitted on the application is correct and complete and that no previous balance exists on any policy, the policy will go into effect as stated on page 3, A., of the Application.

Due to the heavy volume of coverage requests, the issuance of your policy may take several weeks. Should you have need of a Certificate of Insurance, please fax your request to SWIF, Business/Person Entity Unit at 570-941-2109. Be sure to include the complete address of the Certificate holder with your request and the above provided Application Number.

If you need to report a claim, please contact SWIF's Claim Division at 888-388-7943. Please refer to the above provided Application Number.

Yours Very Truly,

Underwriting Division

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/18/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

RETAIL AGENT ROBERT SNYDER AGENCY 101 LINCOLN WAY EAST P O BOX 717 MC CONNELLSBURG, PA 17233 PHONE: 717-485-4220 FAX: 717-485-5683	GENERAL AGENT: INTERSTATE INSURANCE MANAGEMENT, INC. 2307 MENOHER BLVD JOHNSTOWN, PA 15905	COMPANIES AFFORDING COVERAGE COMPANY A US SPECIALTY INSURANCE COMPANY COMPANY B COMPANY C COMPANY D COMPANY E
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INSURED:
 PENNSYLVANIA MUNICIPAL CODE ALLIANCE INC
 R CLEM MALOT
 1158 TRAILS END ROAD
 HARRISONVILLE, PA 17228

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGES						
CO	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	AMOUNT
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT <input type="checkbox"/> <input type="checkbox"/>				GENERAL AGGREGATE PRODUCTS-COMP/OP AGG PERSONAL & ADV INJURY EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person)	\$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>				COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE	\$ \$ \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				AUTO ONLY EAACIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE	\$ \$ \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE AGGREGATE SIR	\$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				STATUTORY LIMITS EACH ACCIDENT DISEASE - EACH EMPLOYEE DISEASE - POLICY LIMIT	\$ \$ \$ \$
	OTHER COVERAGES <input checked="" type="checkbox"/> PROFESSIONAL LIAB	USS1525716	03/27/2015	03/27/2016	GEN AGG \$1,000,000 PER OCC \$1,000,000	

SPECIAL CONDITIONS

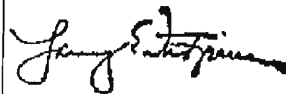
CERTIFICATE HOLDER

BOROUGH OF CHAMBERSBURG
 100 S 2ND STREET
 CHAMBERSBURG, PA 17201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



XI. References.

a. Municipal references

- i. Greencastle Borough, Franklin County
- ii. Metal Township, Franklin County
- iii. Southampton Township, Franklin County – Sam Cressler
- iv. Shippensburg Borough, Franklin County
- v. Sam Worley – Former Franklin County Commissioner
- vi. Bedford Borough – Bedford County
- vii. Shirley Township – Huntingdon County
- viii. North Woodbury Township – Blair County

b. Professional references – Next Section

- i. Walton Davis, Esq.
- ii. Wm. Defibaugh, P.E.
- iii. Ed Bellock, P.E.
- iv. Servpro
- v. Matthew Nolt
- vi. LinkedIn PDF for R. Clem Malot (with over 1700 connections and hundreds of endorsements)

R. Clem Malot,
President PMCA

May 21, 2015



Borough of Greencastle

60 NORTH WASHINGTON STREET • GREENCASTLE, PENNSYLVANIA 17225-1230 • PHONE (717) 597-7143 • FAX (717) 597-1734

May 14, 2015

LETTER OF REFERENCE:

Pa Municipal Code Alliance-Mr. Clem Malot

To Whom It May Concern:

The Borough of Greencastle recently approved Pa Municipal Code Alliance (PMCA) as a third party inspection agency and building code official responsible for the administration and enforcement of the Uniform Construction Code within the Borough. This decision was primarily based on the merits and reputation of Mr. Clem Malot and his full staffing complement pertaining to building code administration and enforcement duties.

Through the years, the Borough of Greencastle has called upon Clem directly to assist with significant property maintenance issues involving blight determinations and/or condemnation. Clem possesses a wealth of knowledge with respect to the UCC; an excellent demeanor when dealing with property owners, elected officials and Borough staff; and, an exemplary work ethic. Moreover, while the PMCA company name is new to the area, the team is not, as many were formally associated with Commonwealth Code Inspection Service. The PMCA team members have a thorough understanding in their respective fields and will undoubtedly continue to provide our Borough the level of service necessary to complete residential and commercial inspections expeditiously and thoroughly.

Should you require additional detail on Clem Malot and/or the PCMA team please feel free to reach out to me at 717.597.7143 extension 101 or via e-mail at sarmstrong@greencastlepa.gov

Respectfully,

Susan D. Armstrong
Borough Manager

C: File
0514.1



17001 Fannettsburg Rd, Box 332
Fannettsburg, PA 17221
Phone 717-349-7452
Fax 717-349-2604

localgov100@embarqmail.com

Board of Supervisors
Roadmaster—Kenneth Miley
Secretary—Anna Swailes
Chairman—David Leab

May 18, 2015

To Whom It May Concern:

I have held the position of Secretary/Treasurer in Metal Township for more than eighteen (18) years. After our Legislature adopted the Uniform Construction Code that became effective in July of 2004, we have worked with R. Clem Malot (Clem) as our Construction Code Official.

Over the years, as questions or issues arose and I needed to contact Clem, I always found him to be detail oriented, courteous, prompt with response, and thorough in his reply. I believe he has a good understanding of Pennsylvania Construction Code requirements and conveys those details very well.

I recommend Clem to fill the position of code official for any municipality and believe him to be capable of doing an excellent job.

Sincerely,


Anna H. Swailes, Secretary

Samuel F Cressler
9400 Molly Pitcher Highway
Shippensburg, PA 17257

May 18, 2015

To Whom it May Concern;

I have known R. Clem Malot for many years now. He has performed his duties in Building Code Enforcement with knowledge and professionalism.

I have had dealings with him as both a vendor and regulator.

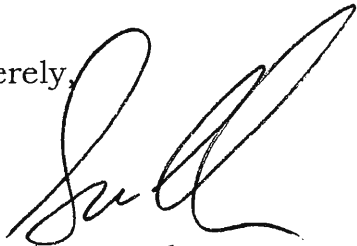
As a vendor, I am a Supervisor with Southampton Township/ Franklin County and was a member of the sub-committee that the Council of Governments for Franklin County created when the new building code was enacted.

My dealings with him on an administrative level in government was superb and he was always responsive and direct.

I also build in the private sector, and Clem as an inspector or an administrator, has performed admirably. I have built many townhouses and commercial properties.

I recommend Mr. R. Clem Malot as a reliable professional that takes his work seriously.

Sincerely,

A handwritten signature in black ink, appearing to read 'SFC', with a large, sweeping flourish extending from the end of the signature.

Samuel F Cressler

BOROUGH OF SHIPPENSBURG



John Epley
Borough Manager/Secretary

Nicole Bard
Assistant Secretary

P.O. Box 129
111 North Fayette Street
Shippensburg, PA 17257-0129
(717) 532-2147
Fax: (717) 532-6948

Members of Council
Andrea Lage, President
Kathy Coy, Vice President
Kerri Burrows
Angela Facchinei
John Aiosi Jr
Joe Hockersmith
Bruce Hockersmith, Mayor

May 20, 2015

To Whom It May Concern:

The Borough of Shippensburg offers this letter of reference for the services of Donna Sommerville, Dale Gettel and Bill Gardnier. In 2010 the Borough began using the services of Dale Gettel to conduct our rental inspections, Donna Sommerville as our code enforcement officer and Bill Gardiner to condemn properties.

The Borough has been pleased with the services provided by all three of the above. Each communicates well with the Borough to be sure all involved understand the procedure and flow of information. Their professionalism shows in the work they complete for the Borough.

Thank you,

Nicole Bard
Office Manager/Assistant Secretary

May 18, 2015

To Whom It May Concern:

Please consider this as a letter for Recommendation.

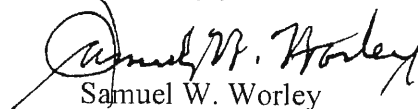
It has been my good fortune to have been personally acquainted with R. Clem Malot for more than ten years.

I know him to be a man of high moral character, honest, and possesses a pleasant disposition and even temperament in dealing with friends and business associates.

From a business standpoint, I can personally recommend him as very knowledgeable in Code Inspection and Enforcement. He has completed professional services for me in the past several months. This was completed in a very satisfactory manner, very thorough and with dispatch.

If I were interviewing a person of Mr. Malot's character and professionalism, I would not hesitate to give him favorable consideration for the position applied for.

Very truly yours,

A handwritten signature in black ink, appearing to read "Samuel W. Worley". The signature is written in a cursive style with a large initial 'S'.

Samuel W. Worley
Retired Franklin County Commissioner
and Chambersburg Mayor



244 WEST PENN STREET
BEDFORD, PA 15522-1226
TELEPHONE: (814) 623-8192
FAX: (814) 623-3315
E-MAIL: bedfordborough@bedboro.com

Letter of Support

May 18, 2015

R. Clem Malot, MCP CFM
Building Code Official
PA Municipal Code Alliance
125 S. Richard Street
Bedford, PA 15522

Dear Mr. Malot:

The Borough of Bedford is pleased to support PA Municipal Code Alliance as you move forward with your new entity in regards to every level of zoning and building code enforcement.

The Borough of Bedford is extremely pleased with the performance of the personnel who have formed PA Municipal Code Alliance (PMCA). During the years of involvement that we had with this staff (which originated from CCIS) – the Borough has been very pleased with the professionalism from the office personnel, inspectors, plans examiners and building code officials. As questions have risen in the course of design and construction, this staff has been able to support the design professionals, contractors and commercial and residential property owners.

The Members of the Council of the Borough of Bedford and the Mayor felt so strongly about each of your professionals (who recently formed PMCA) and the positive impact on our community which was created, that they agreed to enter into an agreement with PMCA to enforce many of the Borough's Ordinances.

PMCA fits well with our vision for the Borough and the continuing improvements already underway in our historic downtown area and the Borough in general. We strongly support your new business.

Sincerely,

Barbara Diehl

Barbara E. Diehl
Borough Manager

Incorporated April 19, 1867
Telephone: 814.542.4722
Fax: 814.542.3107
E-Mail: shirleytwp@verizon.net

Shirley Township, Pennsylvania

Office of

Shirley Township Supervisors

15480 Croghan Pike
Shirleysburg, Pennsylvania 17260

Gary L. F. Frehn, Chair
Judith A. Hicks, Vice Chair
Daniel R. McKeehan, Supervisor

May 18, 2015

To Whom It May Concern,

Re: PA Municipal Code Alliance

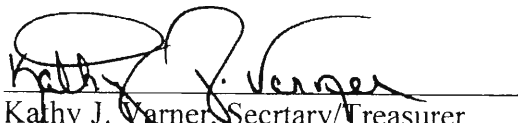
Shirley Township Board of Supervisors has worked with the Clem Malot and staff for over 10 years. It was not a hard decision for the supervisors to contract with PMCA. PMCA staff are courteous, dependable and diligent in their profession. They stay on top of UCC changes and laws.

Members do not just possess certifications, but are extremely knowledgeable in their field. On more than one occasion Mr. Malot and Mr. Nead have attended hearings on behalf of Shirley Township.

Bottom line, whenever we need an answer or a job done, Clem and his staff are there day and night, not just for the Supervisors, but for the residents of Shirley Township.

If you would like to speak with someone from the Township, feel free to contact the office Monday-Friday from 8 am-12 pm.

Sincerely,


Kathy J. Garner, Secretary/Treasurer
Shirley Township Board of Supervisors

NORTH WOODBURY TOWNSHIP
113 CRANBERRY ROAD
MARTINSBURG, PA 16662
PHONE: (814) 793-4357
FAX NUMBER: (814) 793-2479

Randy Huntsman, Chr.
Terry Heeter, V-Chr.
Joseph Donaldson, Spvr.

May 19, 2015

Re: Pa Municipal Code Alliance

Dear Sir/Madam:

I am writing this letter on behalf of the Board of Supervisors of North Woodbury Township, Blair County. For a number of years, the Township has worked with Clem Malot and others associated with Clem at his former place of employment. I am pleased to report that Clem has been easy to work with, quick to respond to phone calls, and always has been very helpful at "problem-solving". If a situation lends itself to resolution, Clem seeks to solve the problem by making helpful suggestions, as opposed to saying "No, the code doesn't allow what you want to do."

The Township is now using Clem's company, Pa Municipal Code Alliance, as its primary third party code inspection agency. The Township has been very pleased with Clem's work and efforts through the years. Based on the Township's interactions with Clem, the Township is looking forward to working with Clem and PMAC now and in the future.

Respectfully,

NORTH WOODBURY TOWNSHIP
BOARD OF SUPERVISORS

By 
Sharon Brower, Secretary

nwtbos/slb

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



XI. References.

b. Professional references

- i. Walton Davis, Esq.
- ii. Wm. Defibaugh, P.E.
- iii. Ed Bellock, P.E.
- iv. Servpro
- v. Matthew Nolt
- vi. LinkedIn PDF for R. Clem Malot (with over 1700 connections and hundreds of endorsements)

R. Clem Malot,
President PMCA

May 21, 2015

WALTON V. DAVIS
ATTORNEY AT LAW
301 RIDGE AVENUE
GETTYSBURG, PA 17325
VOICE (717) 337-1600

May 18, 2015

In re: R. Clem Malot

TO WHOM IT MAY CONCERN:

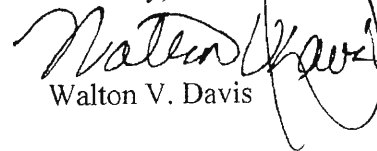
I have known and worked with R. Clem Malot for several years. Clem served as building code official and zoning officer in a Township that I represent as its Solicitor. In my over 30 years practicing municipal law for townships and zoning hearing boards, I can say without qualification or reservation that Clem has been the best zoning officer and code enforcement officer that I have ever encountered.

I do not know if Clem's superior performance is the result of years of experience, or an innate ability to understand land use laws and regulations, or both, but whatever the source of his abilities may be he makes the job of being a Solicitor so much easier. There has been no time where I have ever had to go back and try to re-construct or cast Clem's work in a different light. He manages to get it right the first time, every time which means that if there is an appeal of his determination, the matter is usually easily resolved in the municipality's favor.

Clem works with applicants to explain the various laws and regulations so that they can avoid any conflict or dispute in the furtherance of their projects. In addition, he has shown himself to be an excellent teacher and supervisor of those who are subordinates or associates to the end that they perform well.

I highly recommend R. Clem Malot and his company to be a municipal appointee and official in any field of land use regulation, such as zoning, code enforcement, and building code reviews and inspections.

Sincerely,


Walton V. Davis



SYSTEMS & STRUCTURAL ENGINEERING

May 17, 2015

To whom it may concern:

We are design professionals that have been working with Clem Malot and his associates since April of 2011.

Our dealings with the senior personnel that now constitute Pennsylvania Municipal Code Alliance include zoning review/approval, building plan submissions, preliminary building plan review, construction plan review/approval, construction site inspections, variance board hearings and issuance of building and occupancy permits. The number of our projects that have been reviewed, approved and permitted by Clem Malot and his associates are in the hundreds.

In every case Mr. Malot and the personnel under his direction have proven to be professional, reasonable, helpful and - most importantly - approachable. On the occasions when various codes conflicted and their implementation became complex, the entire team worked together with us in developing a reasonable solution. Their understanding, interpretation and enforcement of building codes and municipal zoning ordinances has been a benefit to us and to our clients.

We highly recommend Clem Malot and the senior personnel of Pennsylvania Municipal Code Alliance for all aspects of zoning and building code enforcement.

Respectfully yours,

William Defibaugh, P. E.
President

From: [Clem Malot](#)
To: [Clem Malot](#)
Subject: Bellock Engineering Professional Reference
Date: Monday, May 18, 2015 11:23:42 AM

From: bellockeng@aol.com [<mailto:bellockeng@aol.com>]

Sent: Monday, May 18, 2015 8:48 AM

To: uncleclm@embarqmail.com

Subject: Professional Reference

Bellock Engineering

April 15, 2015

Dear Supervisors,

I have had the privilege to have worked with the personnel who have now taken a bold move and formed PA Municipal Code Alliance. All levels of service from timely code reviews to timely inspection and enforcement have been outstanding. More importantly, the code officials and field inspectors have been available to contractors for commercial and residential property in regard to questions that arise in the course of construction. Because the inspectors reside locally they have been available for timely inspections (even evening reviews) for the contractors and property owners to insure projects are completed in a timely manor without delays waiting for inspections.

Based on our experience with the personnel that have formed PA Municipal Code Alliance we recommend that PA Municipal Code Alliance be retained for zoning and building code enforcement for your municipality.

If you would like to speak directly in regard to the above I am available at (814) 224-4958.

Respectfully submitted,

Ed Bellock, P.E., P.L.S.

Bellock Engineering



of Chambersburg

190 Industrial Drive, Chambersburg, PA 17201

To whom it may concern,

For more than a decade, we have worked with Clem and his staff of inspectors, and have a good working relationship with all presently working with him. On many occasions, Servpro of Chambersburg has needed expedited provisional permits for displaced families, and in the case of Greencastle Antrim primary school building, 800 children. The professionalism of Clem Malot, and his company Pa Municipal Code Alliance (PMCA) should be considered for use of code enforcement in the Chambersburg Borough. I feel that his company would be an asset to our community, and a great resource.

Thank You,

Marlin Myers,

Owner,

Servpro of Chambersburg

Business: 717-261-0310

Business: 717-261-9810

Fax: 717-261-0315

To Whom It May Concern,

Ever since the Borough subcontracted its inspection services, I have had the pleasure of working with Clem Malot and his inspectors. I have found them to be fair and prompt. If there is a question about an interpretation, they have been available to help. The inspectors are happy to give out their phone numbers and answer calls after hours, if advice is needed. They will also explain why and how they came to a ruling that may not be expected, and provide documentation and help to remedy the situation. This is definitely different from other inspectors that we have dealt with.

I would recommend that the Borough contract PMCA for inspection services.

Thank you,

Matthew Nolt

R. Clem Malot, MCP

Building Code Official at PMCA

© 2015 R. Clem Malot

Clem is a highly motivated and skilled Code Enforcement Professional with over 30 years experience in Municipal Code Inspection & Enforcement. As a Master Code Professional and State Licensed Building Code Official, Clem endeavors to bring a level headed and fair minded understanding to municipal code administration & enforcement. He believes strongly in Mark Twain's philosophy to "Live your life so that upon your death even the undertaker will be sorry."

Building Code Official at Pennsylvania Municipal Code Alliance, Inc.

March 2015 - Present

Administration and Enforcement of the Statewide Building Code for various municipalities in Pennsylvania. Managing a top team of industry professionals experienced in delivering quality code enforcement services to municipalities of any size or make up. Also specializing in Zoning, Ordinance, and Code enforcement services, systematic rental inspections, Eating and Drinking Establishment licensing and inspection for municipal compliance.

2 recommendations available upon request

Pennsylvania State Constable at Commonwealth of Pennsylvania

January 1988 - Present

1 recommendation available upon request

Building Code Official, Chief Code Administrator at Commonwealth Code Inspection Service

2001 - March 2015

Administration and Enforcement of the Statewide Building Code for various municipalities in Pennsylvania. Managing a top team of industry professionals experienced in delivering quality code enforcement services to municipalities of any size or make up. Also specializing in Zoning, Ordinance, and Code enforcement services, systematic rental inspections, Eating and Drinking Establishment licensing and inspection for municipal compliance.

Code Administrator and Inspector at Various.

1982 - 2001

Prior to joining CCIS, Clem worked since the early 1980's for various third Party agencies and municipalities throughout south central Pennsylvania and the surrounding states as a Third party inspector and code administrator.

The Governor's Uniform Construction Code Review and Advisory Council

Member

2011 to Present

Residential Building Inspector Position

PABCO - Pennsylvania Association of Building Code Officials

Member

Past Director

PennBOC (Penna. Building Officials Conference)

Member

PACO - Pa. Assoc. of Code Officials

member

ICC - International Code Council

Member & Governmental Member - Pa. UCC RAC

NFPA - National Fire Protection Association

Member

IAEI - International Association of Electrical Inspectors

Member

Mercersburg Historical Architectural Review Board

Member

Bedford Borough Historical Architectural Review Board

Master Code Professional

International Code Council

Pennsylvania State Constable

Commonwealth of Pennsylvania

CFM Certified Flood Plain Manager

Association of State Floodplain Managers, Inc. (ASFPM)

Building Code Official -Pa L&I

Pennsylvania Department of Labor and Industry

Building Code Official

International Code Council

Certified Building Official

International Code Council

Certified Housing Code Official

International Code Council

Commercial & Residential Electrical Inspector

ICC, IAEI, BOCA, Pa. L&I

Combination Commercial Inspector & Combination Residential Inspector

International Code Council, Pa. L&I

Combination Electrical, Mechanical, & Plumbing Inspector

International Code Council, Pa. L&I

Fire Inspector I & II

ICC & Pro Board

Accessibility Inspector and Plan reviewer

ICC, Pa. L&I

Commercial & Residential Energy Inspector and Plan Reviewer

ICC, Pa. L&I

ICC/AACE Zoning Inspector

ICC/AACE

ICC/AACE Property Maintenance & Housing Inspector

ICC/AACE

Pennsylvania Manufactured Housing Installer Certification

Pa. DCED

Building Code Administration and Enforcement;

Municipal Code Administration

Government

Program Management

Strategic Planning

Project Management

Zoning

Code Enforcement

Municipal Services

Building Inspections

Property Maintenance Enforcement

Land Use Issues

Code Interpretation

Fire Inspections

Enforcement

Emergency Management

Policy

Fire Protection

NFPA

Public Speaking

Leadership

Management

Public Safety

Microsoft Office

Municipalities

Law Enforcement

Plan Review

Community Outreach
Life Safety
Building Codes
Inspection
Customer Service
Land Use Planning
Fire Suppression Systems
Fire Safety
Local Government

Member of The International Code Council, The National Fire Protection Association, Pennsylvania Association of Building Code Officials, Pennsylvania Building Officials Conference, The Governor's Uniform Construction Code Review and Advisory Council, The International Association of Electrical Inspectors, and many other professional and community minded organizations.

R. Clem Malot, MCP

Building Code Official at PMCA

Linked

3 people have recommended R. Clem

"Chief Guru on Codes in PA"

— **Ray Andraka**, *Township Supervisor, Gamble Township*, worked indirectly for R. Clem at CCIS - Commonwealth Code Inspection Service

"Code Enforcement is a very high priority for this Community, and Commonwealth Code Inspection Services, via Mr. Malot and his Staff, perform this task in an exceptionally outstanding manner, without question: a service that the Borough of Chambersburg could not perform nearly as well without this agency."

— **Paul Cullinane**, was R. Clem's client

"I first met Clem in my capacity as Director of Building Codes for PBA in 2007. He is without question one of the finest, and most knowledgeable code officials that I have had the pleasure of working with."

— **Jerry Leach**, was with another company when working with R. Clem

Contact R. Clem on LinkedIn



XII. Resumes.

- a. R. Clem Malot, MCP CFM, President
- b. Wm. Chittester, MCP, Plan Review Chief
- c. Sharon E. Hamm, BCO, Administrative Services Manager
- d. Jana L. Malot, Corporate Secretary and Director
- e. Polly Sampson
- f. Deanna Johnson
- g. Natasha Brubaker
- h. Pam S. Neville
- i. Janet Strait
- j. Hollie Garlock
- k. Wesley Winner
- l. R. Clem Malot – Employee Data Sheet
- m. William Chittester – Employee Data Sheet
- n. Nelson Nead – Employee Data Sheet
- o. William Mellors – Employee Data Sheet
- p. Rosena Thomas – Employee Data Sheet
- q. Dale Gettel – Employee Data Sheet
- r. Randy Stoltz – Employee Data Sheet
- s. Patrick Bard – Employee Data Sheet
- t. Raymond Hankinson – Employee Data Sheet
- u. William Gardiner – Code Enforcement Officer
- v. Donna Somerville – Zoning and Code Enforcement Officer
- w. David Lutz – Regulated Rental Unit Inspector
- x. Francine Shaw – Health Inspector (primary)
- y. Shannon Schake – Health Inspector (alternate)

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



On the following pages you will find resumes in employee datasheets that outline the quality of staff and the professionalism that is a hallmark of the Pennsylvania Municipal Code Alliance. I am honored to be able to present to you this list of highly qualified industry recognized professionals whom I believe bring to you a level of ability and understanding of the municipal code administration and enforcement world that is unparalleled by other agencies throughout the Commonwealth.

The list represents the management, administrative, technical, and inspection staff available to serve the Borough of Chambersburg. You will notice that three of our administrative staff members work at satellite offices in Bedford and Somerset Pennsylvania. Our use of web-based technology allows for a most efficient use of personnel by permitting the satellite offices to work hand-in-hand with our Wayne Avenue office in real time. That means to the Borough a realization of efficient use of staff and resources that can only benefit the municipality and his constituents. Please take a few moments and review what has been provided in the following pages. You will have an appreciation for the hundreds of years of real-time experience that Pennsylvania Municipal Code Alliance brings to your community. Thank you.

Kind regards,

R Clem Malot

R. Clem Malot,
President PMCA

May 21, 2015

R. Clem Malot, MCP, CFM
1158 Trails End Road
Harrisonville, Pa. 17228
717-377-8350
clem@pacodealliance.com

Already enlisted in the Naval Reserve, Clem accepted a position with Aero Service Corp. of Philadelphia, Pa. upon graduation from Forbes Road High School, Harrisonville, Pa. From May of 1973 Clem worked for Aero as assistant to the party chief. Aero, then a leader in photogrammetric surveying (World's Oldest), assigned him to a wide variety of projects and tasks. These tasks centered on first order surveying for a variety of clients including The USC&GS, Public Service Electric and Gas, Bethlehem Steel, Erie Co. New York, and others. The work included rod man, chainman, recorder, research, and some stake out.

Then in January of 1974 Clem was called to active duty with the U.S. Navy. During his tour of service Clem completed almost 5000 hours of intensive electronics schooling, specializing in cryptographic communications equipment and radio transmission. Clem was qualified to perform high level maintenance on almost all-shipboard communications equipment. He maintained a high level security clearance and was detailed to protect nuclear weapons. Clem was honorably discharged in 1977.

From May 1977 thru December 1977 Clem worked for Tri-County Communications (subsidiary of Teltronics) as a technician servicing communications equipment for government agencies and private clients in the Washington D.C. area.

Then in January 1978 Clem accepted a position with Halifax Engineering of Alexandria Va., as a Calibration Technician at the U.S. Navy Ship Research & Development Center in Bethesda Md. Clem's duties included testing and certification of a multi-million dollar inventory of test equipment and measurement standards. The job also required him to maintain the laboratory standards and provide their certification.

In February of 1979 Clem left Halifax Engineering for a job offer with the Gillette Corporation. He accepted the position of developing and implementing a calibration and quality assurance program in their corporate R & D laboratories and Medical Evaluation Laboratories in Rockville, Md. His duties here required him to develop a system of accountability and traceability for any and all measurements made by the company. Some examples would be to determine and prove the accuracy and traceability of measurements, of time, weight, length, and others. He was required to develop and maintain complete documentation and accountability of all measures to comply with company policy and Federal Regulations. During his stay with Gillette Clem served on the National Conference of Standards Laboratories and filled the position of Chairman of their Laboratory Evaluation Committee. Clem left Gillette in late 1980 to return to Pennsylvania.

Moving back to Harrisonville, Pa. Clem began to put his skills to work as a self-employed businessman. Already well trained in electricity and electronics Clem sought and obtained his Master Electrician License in the Borough of Chambersburg. He now holds Masters License #157. From August 1985 to Spring 1987 Clem also worked as a subcontractor for the U.S. Marshall's Service providing security and maintenance to several property seizures in Franklin and Fulton Counties.

Clem accepted work in May of 1989 with Labor Local 419 of Somerset. He worked on numerous of pipeline projects for them giving him experience in a variety of areas. Clem held the position of "straw boss" for projects such as clearing, environmental protection, cathodic protection, pipe location, main line valve and substation upgrading, roadway grouting, corrosion protection using asphalt products and synthetics, and many others. His duties included work around live gas transmission lines as well as demolition and removal of existing and abandoned services. Pipe sizes range from 36" to 4" high pressure. One project that he is particularly proud of is engineering the bore pad and placing the concrete for the road bore under both lanes of I-70 at Crystal Springs, Pa. Done in 1989 for Texas Eastern Gas Transmission Co. this boring was done from fence to fence on a 13 ½% uphill slope 54" in diameter to accept the pipe and casing. His work also included concrete forming and placement in compressor stations for pipe supports. Clem was responsible for sample acquisition and coordination for materials testing. This concrete was surveyed in place so that pre-fabricated pipe could be brought to the site and welded in place immediately.

During the early - mid 1980's Clem began to work for Atlantic-Inland a construction code inspection agency from West Chester, Pa. working for them as a Code Official until the death of the original owner in 1999. Guardian Inspections or Garden State Electric employed Clem from 1999 – 2001 as an inspector. Clem, from May 2001 – March 2015 was an employee of Commonwealth Code Inspection Service (CCIS), Manheim, Pa. Currently, Clem is President & Chief Code Official of the Pennsylvania Municipal Code Alliance, Inc. His duties at PMCA and formerly with CCIS as a Building Code Official/Inspector include Code compliance, inspections, and administrative duties which provide services to a variety of Municipal and private clients throughout south central Pennsylvania. Clem is ICC certified as a Master Code Professional, Certified Building Official, Building Code Official, and a Housing Code Official. He is also certified in the state of Pennsylvania as a Building Code Official. He is ICC, IAEI and BOCA certified in both Residential and Commercial Electrical applications. He is ICC certified as a Commercial Combination Inspector, Residential Combination Inspector, Residential Building Inspector, Residential Mechanical Inspector, Residential Plumbing Inspector, Commercial Building Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector, Combination Electrical, Mechanical, & Plumbing Inspector, Fire Inspector I & II, Accessibility Inspector, Residential & Commercial Energy Inspector, Energy Plan Review, Building Plan Reviewer, Zoning Inspector, Property Maintenance and Housing Inspector, and Permit Technician. Clem holds certification from the National Board of Fire Service Professional Qualifications as Fire Inspector I & II. Clem is a Certified Flood Plain Manager through the Association of State Floodplain Managers, Certificate # US014-07596. Clem holds Pennsylvania Manufactured Housing Installer Certification # M-0806024a and Pennsylvania Food Employee Certification #032732. He currently inspects in portions of areas served by seven different power companies. Also during this time Clem has worked for many Municipalities in the Adams, Bedford, Blair, Cumberland, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, Snyder, Somerset County area as either a Sewage Enforcement Officer, Code Enforcement Officer, or as a Building Code Officer. His work over time in more than 150 different municipalities has left him no stranger to the complexities of code compliance. His experience includes enforcement, evaluation, coordination, and inspection at all levels as well as issues and duties relating to the legal aspects of the municipal codes. Clem and his staff also provide the Health Department Inspection and Enforcement for the Borough of

Chambersburg under Title 7. He oversees property maintenance enforcement programs and issues for multiple municipalities in conjunction with the other municipal duties previously described. Clem is currently serving an appointment by the Governor to the Pennsylvania Uniform Construction Code Review and Advisory Council. The Council advises the Governor, State Legislature, and The Department of Labor and Industry relative to code matters and regulations pertaining to the Uniform Construction code.

Clem has worked privately as a land use consultant dealing with municipal code enforcement, subdivisions, sewage system design, permit applications (such as bridge repair, replacement, or installation of new structures) for both DEP and the Army Corp. of Engineers, wetlands delineation's and creations, erosion and sedimentation control for any application (particularly forestry & development) and minor soil studies for municipal development. He currently represents many municipalities in south central Pa. as a code enforcement officer & Building Code Official. Clem successfully completed the US Army Corp. School on wetland delineation in Gaithersburg, Md. in July 1991. He also holds (inactive) Sewage Treatment Plant Operators License # TO692 (class D type 1) and Sewage Enforcement Officers License {also inactive} # 02317.

In 1992 Clem was hired by Hess Excavating to manage their newly acquired paving outfit. He was responsible for the supervision and operation of his portion of the company's enterprise as well as interfacing contractors they work for and with. Clem was also an active participant in the bidding process. He has supervised jobs not only for the private sector but also various municipalities, on the Turnpike, and within the state right of way. Through Hess Excavating Clem was responsible for the Penn Dot pre-qualifications process for job supervision. This paving company was dissolved after the 1994 season.

Since its inception Clem has served as Chairman of the Hustontown Joint Sewage Authority. Clem has stayed active throughout the planning, design and contracting process, working heavily to assure a workable yet innovative design and to obtain real time funding from a variety of sources. He was actively involved in the construction supervision of this 2.6+ Million dollar project as well as the planning efforts for the financial and physical future of the project. This project requires Clem to work closely with many Local, State, and Federal Agencies and to help coordinate their input to provide the community with a dependable and economical system.

Clem and his family support the Sidling Hill Primitive Baptist Church. Clem is also active with The Cumberland Valley Lodge #315 F&AM and a member of AASR Valley of Harrisburg. He serves as a board member of the Mercersburg Borough Historical Architectural Review Board and the Bedford Borough Historical Architectural Review Board; Clem is a professional blacksmith with over 30 years experience in ornamental and architectural ironwork and historic reproductions. He served 10 years on the Board of Directors of the Fulton County Farm Bureau and is past County Vice President and Governmental Relations' Director; He was 1998-00 Vice President, 2001 & 2002 President and Director of the Fulton County Historical Society. Clem is a Director of the Fulton County Fair Association serving as its President for 2000 - 2010. Clem is the Horsemanship Merit Badge Counselor/ Program Director and Horsemanship High Adventure Program Coordinator for the Mason-Dixon Boy Scout Council, mid 1990's thru 2010 and again for the 2015 season.

He is a member in good standing of: The International Code Council and was active with the formation of Region VII Committee serving the mid-Atlantic area, The Association of State Floodplain Managers, The Penna. Association of Code Officials, The Pennsylvania Association of Building Code Officials (where he sat on the founding Board of Directors remaining there until 2009 and is a member of the Government Relations Committee as well as serving on a joint task force to address code interpretations with the Penna. Builders Association), The American Institute of Steel Construction, Pa. Housing Research Center / Pa Manufactured Housing Assoc. Joint Task Force on Relocation of Used Manufactured Housing, The National Fire Protection Association (NFPA), International Assoc. of Electrical Inspectors, The National Association of Frame Builders, The PCCA Accessibility Advisory Board, The Pennsylvania Industrialized Housing Advisory Group, The Pennsylvania Housing Research Center, The Penna. Livestock Association, , The American Farmland Trust, The Tuscarora Wildlife Education Project, Safari Club International, Woodland Owners of The Southern Allegheny's, The Pa. Draft Horse and Mule Assoc., & The Bedford Co. Draft Animal Assoc. His past affiliations include BFA Solid Waste Auth. Task Force on Septage & Sludge, Director - Fulton Co. Library, Member - National Conf. on Aging, Member - National Conf. of Standards Laboratories and past Chairman of their Laboratory Evaluation Committee, Charter Member - Blacksmiths Guild of the Potomac, Artists Blacksmith Assoc. of North America, Appalachian Blacksmiths Assoc., 1981 Graduate of Penn State's Farrier Science School, Penna. Assoc. of Sewage Enforcement Officers, Water Pollution Control Assoc., The Pa Equine Council serving as Regional Director during 2000, past organizational leader with the Fulton County 4-H Horse and Pony Club, past member of The Hustontown Area Fire Company, The Maryland Steam Historical Society, & Life member of The Fulton County Historical Society, Life Member of the Pennsylvania Forestry Association, and Life Member of The Fulton County Rifle & Pistol Club. Clem is a 2001 graduate of The American Wilderness Leadership School, Jackson, WY. He has successfully completed several First-Aid/CPR courses, youth protection and sensitivity training classes, and has had hazardous materials identification training through the labor union.

William N. Chittester

Address: 7166 RT 6, Kane, Pa 16735

Objective: Perform plan review & inspections
Education: Kane Area High School, Graduated Class of 1970
Certified Master Code Professional.

Certified in 28 disciplines with the International Code Council:

Residential Plumbing Inspector	Residential Combination Inspector
Certified Building Official	Commercial Energy Inspector
Residential Building Inspector	Residential Electrical Inspector
Mechanical Inspector	Certified Electrical Code Official
Master Code Professional	Commercial Building Inspector
Electrical Plans Examiner	Combination Plans Examiner
Certified Mechanical Code Official	Building Inspector
Mechanical Plans Examiner	Certified Plumbing Code Official
Commercial Combination Inspector	Plumbing Inspector
Residential Mechanical Inspector	Certified Building Code Official
Plumbing Plans Examiner	Accessibility Inspector/Plans Examiner
ICC/AACE Property Maintenance & Housing Inspector	Residential Energy Inspector/Plans Examiner
Building Plans Examiner	Commercial Energy Plans Examiner
Electrical Inspector	Combination Inspector

Licensed with the Pennsylvania Department of Labor and Industry for all 17 required UCC Certifications:

License # 0817	Fire Inspector	Electrical Plans Examiner
Residential Building Inspector	Electrical Inspector	Mechanical Plans Examiner
Residential Electrical Inspector	Mechanical Inspector	Plumbing Plans Examiner
Residential Mechanical Inspector	Plumbing Inspector	Energy Plans Examiner
Residential Plumbing Inspector	Energy Inspector	Building Code Official
Residential Energy Inspector	Accessibility Inspector/Plans Examiner	Elevator Inspector
Building Inspector	Building Plans Examiner	Passenger Ropeway Inspector

In the past several years I have received over 200 hours of continuing education in various related fields from providers recognized By the Pennsylvania Department of Labor and Industry and The International Code Council.
I am currently a member of the International Code Council & Pennsylvania Association of Building Code Officials (PABCO)

Related experience:

2002-2007 Guardian Inspection Services Incorporated.

- Managed several counties throughout Pennsylvania, Set up offices to administer and enforce the Uniform Construction Code.
- Managed all employees and those offices and territories.
- Performed plan review and inspections on a wide variety of projects.

2007- March 2015, Commonwealth Code Inspection Services Incorporated.

- Performed plan review and inspections on a wide variety of projects including hospitals, schools, hotels/motels, apartment buildings, airport facilities, or mercantile occupancies ranging from small family businesses two very large 200,000 ft.² plus national chain stores. Manufacturing and storage facilities ranging in size from very small family businesses to 1,500,000 ft.² nationally recognized businesses. Have also worked on large commercial windmill projects.

March 2015 – Present, Pennsylvania Municipal Code Alliance, Inc. (PMCA).

- Chief of Plan Review Department – Responsible for Supervision of the plan review staff and administration of the plan review process. Duties also include design conferences and consultations, pre-construction conferences and construction administrative duties, training and program development, Continuing Education provider through our ICC Preferred Provider program. Perform Plan Review and inspections as required on a diverse assortment of commercial projects and residential projects. Assist the BCO in complex problem solving and conflict resolutions.
-

Served on the advisory board for the Pennsylvania Association of Building Code Officials (PABCO)

Contact Information

Sharon E. Hamm

405 Wayne Avenue
Chambersburg, PA 17201
(717) 496-4996 ext. 101 (work)
(717) 387-0025 (work cell)
sharon@pacodealliance.com

Objectives

- Create a productive office staff that works cohesively with each other
- Engender an understanding among all the employees we work for the municipalities
- Advance my skills in the area of zoning and code enforcement
- Further develop my abilities to prepare documents, databases, and forms
- To be challenged and take on a variety of tasks
- To become a valuable asset to Pa Municipal Code Alliance (PMCA)

Career Summary

- Have worked extensively with plan development and drafting as a surveyor's assistant
- Acquired comprehensive experience with zoning and code enforcement activities as a township supervisor
- Developed strong communication and coordination skills through work as a township supervisor and chair of numerous committees
- In all jobs and activities, always committed to high quality work and attention to details

Experience

Administrative Services Manager (March 2015 to Present)

- Manage the Chambersburg Office and other PMCA offices located in Bedford and Somerset.
- Oversee all general operations of PMCA as directed by the PMCA President
- Set tasks for the Chambersburg and other office staff, review the results of those tasks and provide guidance.

Office Administrator: (November 2013 to March 2015)

- Code Enforcement/Zoning Enforcement
- Building Code Board of Appeals/Zoning Hearing Board/Code Enforcement Hearings
- PA Department of Agriculture (PDA) Inspections and Enforcement
- First line of support for the Chief Building Code Official
- Duties as required within an office to allow for a comprehensive and professional operation

Supervisor of Straban Township: (2008 to present)

- Chair of Board of Supervisors
- Administrative Supervisor
- Oversee the operation of the township office
- Member of the Planning Commission. Attended all meetings as resident and supervisor for the last 8 years.
 - Review all plans (land development or subdivision) that come into the township
 - Evaluate comments from engineers, Adams County Office of Planning and Development, and Zoning Officer
- Developed and maintained numerous databases in excel to manage the records in the office
 - Permit Database – records from 1992 to 2012 were compiled and put into a searchable database
 - Act 537 – Sewer Pumping Ordinance. Verified parcels with on lot and public sewer for the 3 year pumping cycle
 - All revenue received in the township office database and started numbered receipts. Allows for cross checking financial activities
 - Initiated a file numbering system for all the rolls of land development and subdivision plans along with an excel database with multiple search options
- Initiated the upgrade to the township website and continue to do all updates on the site

Sharon E. Hamm
May 2015

- Researched details about properties and prepared the documentation needed to take into the field - had to be clear, neat, make sure all details about the property boundary were included
- Worked from home and business office. Worked independently and tracked my hours
- Always got the job done if given a deadline
- Set up a database of all survey folders from over 30 years for obtaining the drafts, jobs, and folders. Searchable in multiple fields

Stonehenge Restaurant: (1982 – 1984)

- Did multiple tasks – waitressing, hostessing, bartending, baker

Certifications:

- Building Code Official – February 2014
- Pennsylvania Notary – June 2014
- ServSafe Food Protection Manager Certification – March 2015

Education

- Gettysburg Area Senior High School, 1978
- Course work at Dickinson College, Carlisle PA, 1984 & Old Dominion University, Norfolk VA, 1986
- Computer Aided Design, Harrisburg Area Community College, 1995
- PA State Association of Township Supervisors
 - Leadership Institute 2007 & 2009
 - Open Records Act 2008
 - Subdivision and Land Use Development 2008
 - Basic Training for Elected Auditors 2008
 - Parliamentary Procedure 2009
 - PA Leadership Institute – Infrastructure 2008
 - Bookkeeping & Accounting Basics 2008
 - Newly Elected Officials 2008
 - Official Map as a Planning Tool 2007
 - Developing and Managing Your Municipal Budget 2008
 - Open Meetings/Open Records 2007
 - Basic Training for Secretaries and Administrators 2008
 - Collaborative Approaches to Funding Fire & EMS Services 2013
- PA Local Technical Assistance Program (LTAP) - Stormwater Management 2010
- PA Boroughs Association - Course in Subdivision & Land Development Review 2010
- National Trust For Historic Preservation - Community and Countryside 2008
- FEMA – National Incident Management System (NIMS) An Introduction 2008

Skills and Abilities

- In-depth experience with preparing documents, databases, and forms – very comfortable with computer applications
- Extensive experience with zoning ordinances in terms of preparation, enforcement, and legal challenges
- Long term experience with plan preparation, drafting, and plan management
- Strong communication, coordination, and facilitation experience in a variety of settings

References

- Walton Davis, Solicitor Straban Township, (717) 337-1600
- Barb Underwood, Supervisor Cumberland Township, (717) 334-0533
- Riley Redding, Owner (Retired) Adams County Surveyors, (717) 334-0407

Jana L. Malot
1432 Trails End Road
Harrisonville, Pa. 17228
717-571-8637
auntjana@embarqmail.com

Education:

Graduate McConnellsburg High School in 1974.

Graduate of Penn State University in 1978 Bachelor of Science in Animal Production

Activities: active member of the Block & Bridle Club, showing in 3 Little "T"s , capturing the Champion Horse Showman award at the 1977 Little "T", member of the Penn State Coaly Society, member of the Livestock and Horse Judging Teams receiving honors at many competitions. Served as a student employee at the Penn State Equine Facility during her senior year, 1977-1978.

Upon graduation from PSU in the spring of 1978 Jana worked various jobs in the agricultural field while looking for meaningful employment. She trained in Berks County, Pa. In 1979 Jana moved home and started her own feeder pig operation. Jana then began work for the Fulton County Cooperative Extension office, through a county based employment program, as an agricultural and 4-H agent. Jana went on to become an agricultural teacher at McConnellsburg High School. The classes she taught included soil conservation, small gasoline engines, wood working, animal science, and electronics. Also during her tenure coordinated the work program for senior agriculture students to experience life in the adult work force prior to graduation.

In December 1980 Jana was hired by USDA NRCS. Her first position was Soil Conservation Technician in Bedford & Fulton Counties, learning to recognize erosion and water quality problems, work with producers to solve those problems, design structures, and supervise installation of the best management practices. In 1982 Jana was promoted to a Soil Conservationist in Armstrong County, Pa. Her duties there included writing conservation and grazing plans on livestock operations, and active strip mines; designing erosion control structures & supervising installation of the structures. In the summer of 1983 Jana became the Construction Inspector for the Rural Abandoned Mine Program (RAMP) overseeing reclamation of abandoned mine sites in Armstrong County. Over 5 years she was the daily construction inspector for the projects that totaled over \$1.5 million of federal funds. These funds were spent in federally written contracts with many modifications and daily documentation of progress on the contracts. At today's value it would be perhaps in excess of \$4 million. Her office pioneered the use of constructed wetlands for treatment of acid mine drainage to reduce heavy metals that entered the streams as well as showcasing storm water management structures and erosion control devices. The efforts to eliminate hazardous conditions on abandoned strip mines and to improve water quality called for working with many government agencies and developing partnerships to accomplish our overall objectives. Jana worked with the Army Corps of Engineers, the U.S. Fish & Wildlife Service, the Western Pennsylvania Conservancy, the Nature Conservancy, the Pa Department of Environmental Protection, the Pa Department of Conservation and Natural Resources, the Pa Fish & Boat Commission, the Pa Game Commission, the Chesapeake Bay Foundation, the Potomac River Basin Commission, the Susquehanna River Basin Commission, The State Conservation Commission, the Pa Association of Conservation Districts, the USDA Farm Services Agency, the USDA Rural Development Agency, and the USDA. As well as, countless agricultural producer groups within Pennsylvania.

Upon her reassignment to Fulton County, as the District Conservationist for the USDA NRCS in June of 1989, Jana's work there expanded the conservation programs for the producers to include extensive work in the livestock grazing area and water quality improvement. Jana supplied technical assistance to producers to develop conservation plans addressing erosion and water quality issues. These practices increased productivity, profits, and protected/improved their natural resources.

In this position Jana developed a working relationship with multiple local, state, and federal government agencies to promote good conservation stewardship and to create partnerships to implement community development projects to increase economic stability within the county. This effort mirrored efforts in Armstrong County to develop strong partnerships to help facilitate or move projects along.

In 1998 Jana was asked to serve on a Federal committee to redesign computer programs to assist conservation planners across the United States. These programs were to assist in developing livestock management programs with conservation emphasis.

In 2002 until 2004 Jana served as the Grazing Lands Conservation Initiative (GLCI) Coordinator for the Northeastern portion of the United States for the USDA NRCS. Jana's duties included expanding the grazing efforts in all states in the Northeast USA, working with various NRCS employees and government agencies to create an outreach program that would assist livestock producers in better managing their operations. Along with this part time detail the other

portion of her time was spent assisting the State Grassland Specialist for Pennsylvania in expanding the grazing programs in Pennsylvania. Jana assisted in development of field days, clinics, and grazing conferences and other educational opportunities for livestock producers.

In 2003 she was assigned to a special team in Washington, D.C. to assist in writing the rules for the “new” Grassland Reserve Program that was part of the 2002 Farm bill. At this time Jana also was selected to fill the State Grassland Conservationist position for the Pennsylvania USDA NRCS. Her position included serving as technical advisor to the Pa GLCI, writing and review technical standards and specifications on agricultural practices that support grazing operations. These standards are written and reviewed by multiple government agencies to reflect their efforts in implementing conservation practices. Jana was tasked with coordinating grazing activities with the Pa GLCI. She organized the grazing exhibit each year at Ag Progress Days held in Rock Springs, Centre County, Pa. and was assigned to work with the Pa Prescribed Fire Council in developing Prescribed Burn Standards to be utilized on agricultural lands including forests for Pennsylvania to expand direction of Prescribed Fire following the passage of the law modifying the restrictions of fire on agricultural lands.

In 2007 Pennsylvania was one of five states selected to test a pilot project for the United States for data collection of pastures for the Natural Resources Inventory (NRI). Jana assisted the national team in development of protocols to collect data to reflect the condition of the nation’s pastures. This information is then used to develop reports on trends in agriculture for reports that go to Congress to establish funding opportunities for future Farm Bill programs.

Jana retired from the USDA NRCS after 30 years of service in July of 2011. She is currently serving as Corporate Secretary of PMCA (Pennsylvania Municipal Code Alliance) and managing the farm operation and family rental properties.

Jana currently serves as board member of the Cattleman’s Beef Board. She was appointed to this position in January of 2014 by the USDA Secretary of Agriculture, Tom Vilsak to represent Pennsylvania. This board deals with funding requests, promotion of beef, and research on beef products in the United States. She is Co-Chairperson of the “Beef Image” committee.

In addition, she has started a company, Pennsylvania Municipal Code Alliance (PMCA) offering municipal code enforcement, zoning compliance, plan review services, code enforcement services, regulated rental inspections, and health department inspections for municipalities across southcentral Pennsylvania. She serves as corporate secretary and personnel manager for her own business, which is located in southcentral Pennsylvania.

Jana has made presentations on technical issues at conferences such as:

1999 NUTBAL Conference, Reno, NV.	Economics of Grazing Livestock
2000 NUTBAL Conference in St. Louis, MO & 2000 National Grazing Conference, Las Vegas, NV	Calculating Nutrient Balance of Pastures from Grazing Activities Utilizing NUTBAL
2000 National Grazing Conference, Las Vegas, NV Grazing Program in Pa.	Co-Authoring Technical Poster High-lighting Project Grass
2001 NUTBAL Conference, New Orleans, La NUTBAL program to determine nutritional needs.	Economics of Grazing Dairy Heifers utilizing the
2003 National Grazing Conference, Nashville, TN.	Partnerships in Grazing
2006 National Grazing Conference, St. Louis, Mo	Booth promoting grazing videos
2009 AFGC Conference in Dearborn, MN	Equine Pasture Management
2009 SWCS Conference in Detroit, MN	Ecological Site Descriptions
2009 National Grazing Conference, Sparks, NV	Equine Pasture Management

Memberships:

Penn State Alumni Association	Life member
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Penn State Stockmen's Club	Member, Past Board member, & President
Society for Range Management	Member
American Forage & Grassland Council	Board of Directors 2008 to January 2015
Pa Farm Bureau	Member
Pa Forage & Grassland Council	Member and Past Board member
Pa Livestock Association	1 st Vice President
North East Pasture Consortium	Producer represent & Past Technical advisor
Pa GLCI	Past Technical Advisor
Fulton County Fair Association	Board member and Technical Advisor
Pa Draft Horse & Mule Association	Member
American Shorthorn Association	Member
Pa Shorthorn Association	Member
Pa Cattleman's Association	Member, Director, and Current President
National Cattleman's Association	Member
Past 4-H leader	
Past FFA Advisor	
Past Board Member	Keystone Chapter/Soil & Water Conservation Society

Notable Accomplishments and Awards Received:

Numerous Achievement, Performance, Special Effort and Team Work Awards from the USDA NRCS during my career (30 plus from 1980 to retirement 7/2/2011)

Mason Dixon Council of the Boy Scouts of America (Appreciation Award) 1999

National Pastureland Conservationist of the Year Award (USDA NRCS) 2004

Letterkenny Army Depot Appreciation Award for Volunteer Assistance with the Annual Armed Forces Day Program (supplying horse/pony rides) 2005 to present

Award of Appreciation for Exemplary Assistance to the National Grazing Lands Conservation Initiative in the conduct of the 4th National Grazing Conference, Sparks, Nevada 2009

Pa Forage & Grassland Council's Special Award (Highest Award Given) 2010

Penn State University's College of Agricultural Sciences Department of Animal Sciences Distinguished Alumnus 2012

Organized Pa Municipal Code Alliance of southcentral Pennsylvania 2015

Polly Sampson

Pennsylvania Municipal Code Alliance, 405 Wayne Ave., Chambersburg, PA

WORK EXPERIENCE;

Currently employed by Pennsylvania Municipal Code Alliance, Inc. Chambersburg. Duties include all facets of administrative work related to the activities of a busy code administration and enforcement office. Daily routine can include customer interaction both in person and by telephone or email correspondence. The duties also include permit tracking and data management, enforcement monitoring and assistance to the Building Code Official with all matters of his office including preparation for court or enforcement actions and production of required and requested reports and determinations.

The position requires an ability to multitask, work in a fast paced environment, possess excellent customer service skills, and have a familiarity with municipal and state government, their processes and procedures.

Corporate Paralegal/Manager/Supervisor

WEST & FEINBERG, P.C - Bethesda, MD - October 1980 to June 2014

Responsible for the formation and maintenance of closely-held professional and regular business corporations, LLCs, PLLCs, LLPs and limited partnerships in all states. Created and maintained a business entity database and library of corporate records and client information. Operated the firm's subsidiary agent corporation and handled accounts receivable, billing, lawsuits and service of process for it, as well as resident agent appointments, resignations and changes. Ongoing supervision and training of a legal secretary who assisted me. Worked directly with nine lawyers.

SKILLS: Extremely organized; knowledge of Adobe Professional/Gaaiho; MS Word; WP 5.1; Corel 11; Access; Quickbooks; Excellent writing, organizational and communication skills. Proficient in word processing, formatting and data manipulation, especially Adobe conversions.

Deanna L. Johnson
PMCA
318 Georgian Place
Somerset, PA 15501
Phone (814) 444-6112
Fax (814) 701-2785

Position with PMCA: *Office administrator*

Skills and Abilities Exercised in this position:

Managing all responsibilities associated with office operations, review of building permit applications, issuance of building permits and generate monthly and/or quarterly reports for municipalities, tax assessment offices and DCED. Maintain the permit database. Interact with municipal clients and constituents to aid in the permitting process, resolve permitting issue, and solve problems in an efficient and timely manner. Receive and administer appeals requests, complaints, and general questions related to the function of the code office. Receive, record, and make deposits. Invoicing and other billing duties as required. Coordinate with all other PMCA offices, share information, files, and tasks as necessary to provide a cohesive team atmosphere and interactive working environment to best utilize staff skills and placement.

Experience (Job History): *April 2004- December 2011 Somerset County Building Inspections, LLC
Permit technician*

*January 2012-February 2014 Institute for Building Technology & Safety
Permit technician/Office Manager*

*February 2014-April 2015 Commonwealth Code Inspection Service, Inc.
Office Administrator*

*April 2015-present PA Municipal Code Alliance, Inc.
Office Administrator*

Education: *Graduated Somerset Area High School
University of Pittsburgh @ Johnstown- One semester in accounting
State Certified Building Code Official from 2004 to 2010*

Name:

Natasha Brubaker
PMCA
125 S. Richard Street, Suite 102
Bedford, PA 15522
Phone: 814 310-2326
Fax: 814 310-2338

Position with PMCA:

Office administrator, Bedford branch. Oversee daily operations of the Bedford office and staff. Coordinate with the Chambersburg and Somerset offices, share data, services, and process with other PMCA offices. Supervise accounting and permit processing duties. Assign daily inspection staff and manage inspection staff data. Track enforcement and violations and coordinate with Administrative Services Manager and her assistant to assure a seamless transfer of information, data, and other project related resources takes place within this office and between offices. Share duties as assigned by the Administrative Services Manager.

Skills and Abilities Exercised in this position:

Issue UCC building code permit to ensure compliance with locally adopted and state mandated codes.
Process payroll, monthly, quarterly and annual reports. Utilize skills developed in Microsoft Word, Excel, Access, and other local and cloud based tools to run the office and support the overall mission of PMCA.

Experience (Job History): PMCA, March 2015 - Present
 CCIS, May 2004 – March 2015
 Sign Solutions, October 1998 – May 2004

Education: University of Maryland, College Park, MD, Bachelor of Arts.
 PCCA Training and Certification as BCO 2004 – 2010.

Pamela S. Neville

Pennsylvania Municipal Code Alliance,
125 S. Richard Street, Suite 102
Bedford, PA 15522
Phone: 814 310-2326
Fax: 814 310-2338

OBJECTIVE

Ability to work independently or as part of a team.
Learn and accept new challenges
Successfully meet deadlines and complete projects within time limits.
Experiences in MSWord, Excel, Access; Outlook and Quick Books

EXPERIENCE

Office Assistant, PA Municipal Code Alliance

04/2015 - PRESENT

Bedford, PA

Issuing of building construction permits to ensure compliance with local codes Communicate with the public and bring resolution to complaints
Process monthly, quarterly and annual reports

Office Manager, Commonwealth Code Inspection Service

07/2005-04/2015

Bedford, PA

Issuing of building construction permits to ensure compliance with local codes Communicate with the public and bring resolution to complaints
Process payroll, monthly, quarterly and annual reports

Business Office, Spherion

09/2004 - 06/2005

Altoona, PA

Various office duties, formatting government documents, Accounts Receivable, Accounts Payable, working with spreadsheets, data entry, recruiting, processing applications, multi line telephone, computer work, customer service, using various office equipment,

Shipper, Seton

10/ 1996 - 10/2001

Saxton, PA

Supervised 18 people in packing and shipping department, worked with inventory, spreadsheets, data entry, office work.

Sewer, Dallco Industries

07/1991 - 10/1996

Everett, PA

Sewed clothing, inspected finish clothing, tagged and bagged finish product

EDUCATION

Allegany Community College

Everett, PA

Post-secondary academic degree, Associate degree

Major: Business Management

Northern Bedford

Loysburg, PA

High school graduate or equivalency certificate (GED)

Major: general

QUALIFICATIONS AND ACHIEVEMENTS

microsoft software

using micro soft software, power point, access, excel, and word

Additional Skills and Achievements

Who s Who Among College Students, Dean s List, Computer skills-(Excel, Microsoft Word, Access, Power Point), Sales, Management, Accounting and II, Managerial Accounting

CERTIFICATIONS AND LICENSES

**Associates Degree in Business Management
issued by Allegany College in Pennsylvania**

Issued: 06/2004

JANET STRAIT

OFFICE ADMINSTRATOR PMCA CHAMBERSBURG OFFICE

Name: Janet Strait

Address: 405 Wayne Avenue, Chambersburg, PA 17201

Phone: 717-496-4996

Email: Janet@pacodealliance.com

Position with PMCA

- Office Administrator

Skills and Abilities Exercised in this position:

- Respond and take care of clients that come into the office and guide them through the process of obtaining a Building Permit and subsequent inspections.
- Log in all the necessary information into the database for any permit applications that come into the office.
 - UCC Building Permit Applications
 - Health Temporary and Permanent Applications
- Write the Building Permit Placards, the inspection checklist, and the billing to reflect payment of the administrative fee, DCED fee, and all inspections required to obtain the Certificate of Occupancy.
- Verify the completeness of all documents that enter the office. Contact the applicant if more information is needed.
- Oversee the inspection process and make sure the inspectors are notified of the following day inspections. Also I make sure the inspector has all the information they need while they are in the field.
- Take incoming coming calls and direct the caller to whom they need to speak to or provide the answers myself.
- Maintain contact with the field staff throughout the day to expedite communication and customer service.
- Manage inventory and ordering of office supplies.

Experience (Job History):

- PA Municipal Code Alliance – March 2015 to Present
- Commonwealth Code Inspection Service-17 months

Education:

- Blanchester Ohio High School Graduate 1997

HOLLIE L. GARLOCK

P.O. Box 222, McConnellsburg, PA 17233 Cell: 717-658-3563
holliegarlock@pa.net

OVERVIEW

Self-motivated and reliable individual eagerly seeking an administrative position with PA Municipal Code Alliance. Excelling as an independent worker and team player, I possess a high level of confidentiality and strong work ethic. Having to meet deadlines and face a variety of challenges, I maintain exceptional office, communication and organizational skills.

HIGHLIGHTS

- Organized
- Motivated
- Managing Experience
- Quick Learner
- Decision Maker
- Self-Starter
- Works well independently or as part of a team
- Deadline-oriented
- Excellent people skills
- MS Office Word & Excel
- Project Management
- Data Entry
- Human Resource knowledge
- Customer Relations
- Accounts Receivable/Accounts Payable
- Payroll- All Associated Taxes
- PA Notary

ACCOMPLISHMENTS

Central Fulton School Board District School Board Member- (2 Terms)

- actively participated on the following committees;
- Athletics, Budget & Finance, Parent & Student Affairs and Policy.
- 1st Term- Head of Policy Committee
- 2nd Term- Head of Parent & Student Affairs

Fulton County Cowboys Youth Football League

- Initiated and successfully ran local youth football league for a period of 6 years
- Responsible for all accounting, ordering and scheduling
- All communication between league, board, coaches, and parents/players
- Organized various successful fundraisers and banquets
- Performed all paperwork for required clearances, permits and verifications for all coaches, volunteers and board

Local Fundraisers

- Organized and successfully ran various fundraisers for local 4-H Club, sports teams and youth diagnosed with cancer. Met and/or exceeded goals set for each. Basket bingos, raffles, live & Silent Auctions etc. Attendees from 50 to over 300, raising anywhere from \$3000 to \$17000

EXPERIENCE

Pa Municipal Code Alliance
Chambersburg, PA

Office Administrator

4/13/2015-Present

Accounts Payable/Accounts Receivable

Payroll

HR Responsibilities

Intake and process Inspectors paperwork/Commissions

Data Entry

Maintain detailed, administrative and procedural processes to improve accuracy and efficiency.

Dynamark Monitoring
Hagerstown, MD

Dispatcher

10/2014-02/2015

Data Entry

Receive incoming calls and alarm notifications

Record alarms and dispatch to proper authorities

Must maintain high level of calm and have the ability to use logic and reasoning to solve a situation with quick accurate decisions

Must possess high sense of patience and tolerance/Special attention to detail

DALJCON, LLC
McConnellsburg, PA

Co-Owner/Office Manager

04/1998-02/2014

Maintained detailed administrative and procedural processes to improve accuracy and efficiency.

Accounts Payable/Accounts Receivable/ All Payroll Taxes/ 401K- QuickBooks Pro Software

Handled all company audits, including, payroll, workers comp and liability.

Manage office employees and responsible for all office to field communication for up to 43 employees

Yearly reviews of any cost saving measures and best plans for insurances, 401k plans, loan rates etc.

Tri-State Community Health Center
McConnellsburg, PA

Executive Assistant

02/2006-12/2006

Medical Records Assistant

Assisted with all aspects of Medical Records Department

Data Entry- Responsible for input of 10,000+ patient files and demographics(Completed prior to projected deadline)

Maintained detailed, administrative and procedural processes to improve accuracy and efficiency.

Handled and processed confidential patient information/Scheduled Patient Appointments

Direct support to Site Manager/Office Manager

Updated patient accounts and information on a daily basis.

G & P Distributors Inc.
McConnellsburg, PA

General Manager-Office, Sales & Warehouse

06/1994-10/2001

Oversaw daily job duties and performance of 10+ employees.

Responsible for customer relations via phone and in person

*Performed all accounts payable, accounts receivable, payroll and weekly, monthly and quarterly tax returns.
(Peachtree and QuickBooks Software)*

*Human Resource responsibilities included all initial paperwork for all new hires, employee evaluations,
business/employee insurances, all hiring & terminations.*

Monthly, Quarterly and Yearly Audits and Inventory

EDUCATION

McConnellsburg High School, McConnellsburg, PA- **Diploma- (Business)**
Ashworth College (Online)- **Business** (currently doing coursework)

Wesley Winner

Education

Bachelor of Science degree in Geography (Land Use)
Shippensburg University of Pennsylvania

Jan 2008-May 2011
Shippensburg, PA

- Earned a GIS certificate: worked with ArcGIS, and Adobe Illustrator.
- Related courses in Geology, Biology, Political Science and Environmental Policy.

Internship at Chambersburg Borough (Franklin County, PA)

- Assisted Borough Land Use Planner with community development and plan reviews.
- Facilitated the development of GIS system intertwining tax parcels with aerial photography and Borough zoning map.
- Shadowed Borough planner and engineer on planning and zoning commission, Elm Street (a state funded neighbor revitalization program), and a zoning hearing board.

Experience

Zoning and Codes Enforcement Officer

Pennsylvania Municipal Code Alliance, Inc. (PMCA)

May 2015 – Present

- Administration and enforcement of various municipal zoning, property maintenance, regulated rental, and other ordinances for multiple municipal clients throughout South Central Pennsylvania.
- Assist the Administrative Services Manager in maintaining and developing the company's cloud based data systems and dealing with various client related code issues.
- Provide liaison and in house presence where required to aide in effective administration of various local ordinances and initiatives as may be required from time to time.

Real Estate and Zoning Specialist

Smartlink LLC

July 2014-May 2015
Millersville, MD

- Oversee the implementation and transformation of small cells as the new technology evolves.
- Manage sites for the client from RF Coverage identification to construction.
- Educate governments on small cell technology, assisted jurisdictions with suitable provisions implementation.
- Train and advise team members on zoning requirements for jurisdiction approvals.

Site Acquisition Coordinator

Bechtel Corporation

February 2014-June 2014
Columbia, MD

- Worked as a consultant for AT&T, managing the site acquisition vendor, pre-construction and zoning setup for cellular site modifications.
- Completed environmental compliance, leases, and permits for AT&T to begin cell site upgrades.
- Ensured compliance, performed zoning research and reviewed leases.

Land Use Associate

Network Building and Consulting

February 2012-February 2014
Hanover, MD

Assisted the project manager by:

- Representing clients before local governing bodies as a consultant for telecommunications companies.
- Completing a zoning ordinance review of each new jurisdiction, playing close attention to regulations.
- Reviewing proposed plans for antennas to verify compliance with local ordinances.
- Obtaining, creating, and submitting documentation for guiding permits, zoning permits, and land use permits.
- Alleviating the need for planning commission hearings for more than 30 jurisdictions shortening approval time by approximately 4 months.

Flood Plain Manager

Pennsylvania Department of Community and Economic Development (DCED)

July 2011-February 2012
Enola, PA

- Assisted the State NFIP Coordinator by creating and implementing floodplain ordinance updates under current FEMA regulations.
- Exceeded supervisor expectations by completing ordinance adoption weeks earlier than predicted deadlines while improving the workflow.
- Streamlined the current draft review process which required input and cooperation from multiple departments and began completing secondary reviews internally.
- Assessed, directed, and advised local governments on flood protection strategies appropriate for their communities.
- Managed hours and municipal reviews of 4 employees.

Military Experience

Enlisted Personnel, US Navy

July 2000-July 2004
San Diego, CA

Employee Name R. Clem Malot, MCP CFM Title Building Code Official

Full time employee - indicate percent of time working as a code enforcement official 100 %

Experience:

Years of experience performing plan reviews 30+ years Years of working experience in the construction industry 30+ years
 Years of experience conducting field inspections 30+ years (excluding work as a code enforcement official) 14+ years

Responsibilities: (indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

Percentage of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.

100 % Administration (Building Official only) 100 % Supervise Plan Review 100 % Supervise Field Inspectors

	Commercial		Residential	
	Adopted Code	Other	Adopted Code	Other
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K	<input checked="" type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	L	<input checked="" type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>
D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	O	<input checked="" type="checkbox"/>
F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>
G	<input type="checkbox"/>	<input type="checkbox"/>	Q	<input checked="" type="checkbox"/>
H	<input type="checkbox"/>	<input type="checkbox"/>	R	<input checked="" type="checkbox"/>
I	<input type="checkbox"/>	<input type="checkbox"/>	S	<input checked="" type="checkbox"/>
J	<input type="checkbox"/>	<input type="checkbox"/>	T	<input checked="" type="checkbox"/>

3e explain "Other" - Adopted code does not have category for fuel gas certifications. MR. Malot is an ICC recognized Master Code Professional (MCP) and an ASFPM Certified Flood Plain Manager
 1) He is also Accessibility plan review certified, accessibility inspection certified, commercial and residential energy certified for inspection and plan review. Other refers to the ICC certification process. He is a Certified (ICC) Fire Inspector 1 & 2 and Pro Board Certified Fire Inspector I & II. 100% of his time is Administrative either permitting or enforcement plus employee management as required. Pa Lisc CC Certified BCO & ICC cert CBO.

Employee Name William Chittester, MCP Title Construction Code Administrator

Full time employee - indicate percent of time working as a code enforcement official 100 %

Experience:
 Years of experience performing plan reviews 15 years Years of working experience in the construction industry
 Years of experience conducting field inspections 15+ years (excluding work as a code enforcement official) 37 years

Responsibilities: (indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

Note-% of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.

 % Administration (Building Official only) 10 % Supervise Plan Review 10 % Supervise Field Inspectors

	Commercial		Residential			
	Adopted Code	Other	Adopted Code	Other		
6 % Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K	% Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 % Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	L	% Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 % Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	% Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 % Fuel Gas inspector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	% Fuel Gas inspector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 % Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	O	% Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10 % Building plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	% Building plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10 % Electrical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Q	% Electrical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10 % Mechanical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R	% Mechanical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10 % Fuel gas plan reviewer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S	% Fuel gas plan reviewer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 % Plumbing plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T	% Plumbing plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please explain "Other" Adopted code does not have category for fuel gas certifications, MR, Chittester is an ICC recognized Master Code Professional. He is also Accessibility plan review certified, accessibility inspection certified, commercial and residential energy certified for inspection and plan review. Other means ICC Certified. He is Pa UCC Certified as BCO. He is ICC Certified as BCO & CBO

Employee Name Nelson Nead Title Construction Code Administrator

Full time employee - indicate percent of time working as a code enforcement official 100 %

Experience:

Years of experience performing plan reviews 12+ years Years of working experience in the construction industry 35+ years
 Years of experience conducting field inspections 12+ years (excluding work as a code enforcement official)

Responsibilities: (indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

% of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.
 % Administration (Building Official only) % Supervise Plan Review % Supervise Field Inspectors

	Commercial			Residential	
	Adopted Code	Other		Adopted Code	Other
A	20 %	Building inspector <input checked="" type="checkbox"/>	K	15 %	Building inspector <input checked="" type="checkbox"/>
B	%	Electrical inspector <input type="checkbox"/>	L	5 %	Electrical inspector <input checked="" type="checkbox"/>
C	5 %	Mechanical inspector <input checked="" type="checkbox"/>	M	5 %	Mechanical inspector <input checked="" type="checkbox"/>
D	5 %	Fuel Gas inspector <input checked="" type="checkbox"/>	N	5 %	Fuel Gas inspector <input type="checkbox"/>
E	10 %	Plumbing inspector <input checked="" type="checkbox"/>	O	10 %	Plumbing inspector <input checked="" type="checkbox"/>
F	%	Building plan reviewer <input type="checkbox"/>	P	5 %	Building plan reviewer <input checked="" type="checkbox"/>
G	%	Electrical plan reviewer <input type="checkbox"/>	Q	5 %	Electrical plan reviewer <input checked="" type="checkbox"/>
H	%	Mechanical plan reviewer <input type="checkbox"/>	R	5 %	Mechanical plan reviewer <input checked="" type="checkbox"/>
I	%	Fuel gas plan reviewer <input type="checkbox"/>	S	%	Fuel gas plan reviewer <input type="checkbox"/>
J	%	Plumbing plan reviewer <input type="checkbox"/>	T	5 %	Plumbing plan reviewer <input checked="" type="checkbox"/>

Please explain "Other" Adopted code does not have category for fuel gas certifications. He is also Accessibility plan review certified, accessibility inspection certified, residential energy certified for inspection and plan review. Other means ICC Certified. Mr. Nead is a Pa UCC Certified BCO.

Employee Name William Mellors Title Construction Code Administrator

Full time employee - indicate percent of time working as a code enforcement official – 100%

Experience:

Years of experience performing plan reviews 25+years

Years of working experience in the construction industry 25+ years

Years of experience conducting field inspections 25+ years (excluding work as a code enforcement official) 20+ years

Responsibilities: (indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

Note- % of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.

_____ % Administration (Building Official only) _____ % Supervise Plan Review _____ % Supervise Field Inspectors

	Commercial	Certified By			Residential	Certified By	
		Adopted Code	Other			Adopted Code	Other
15 %	Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Building inspector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15 %	Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Electrical inspector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 %	Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Mechanical inspector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%	Fuel Gas inspector		<input checked="" type="checkbox"/>		Fuel Gas inspector		<input checked="" type="checkbox"/>
10 %	Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Plumbing inspector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%	Building plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		Building plan reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%	Electrical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		Electrical plan reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%	Mechanical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		Mechanical plan reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%	Fuel gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		Fuel gas plan reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%	Plumbing plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		Plumbing plan reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please explain "Other" - Adopted code does not have category for fuel gas certifications. He is also Accessibility plan review certified, accessibility inspection certified, commercial and residential energy certified for inspection and plan review. Other means ICC Certified.

Employee Name Rosena Thomas Title Construction Code Administrator

Full time employee - indicate percent of time working as a code enforcement official – 100%

Experience:

Years of experience performing plan reviews N/A years

Years of working experience in the construction industry (excluding work as a code enforcement official) 25+ years

Years of experience conducting field inspections 11+ years

Responsibilities: (Indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

	% Administration (Building Official only)		% Supervise Plan Review		% Supervise Field Inspectors				
	Commercial		Residential		Certified By				
	Adopted Code	Other	Adopted Code	Other	Adopted Code	Other			
A	% Building inspector	<input type="checkbox"/>	<input type="checkbox"/>	K	20 %	Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	% Electrical inspector	<input type="checkbox"/>	<input type="checkbox"/>	L	65 %	Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C	% Mechanical inspector	<input type="checkbox"/>	<input type="checkbox"/>	M	5 %	Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D	% Fuel Gas inspector	<input type="checkbox"/>	<input type="checkbox"/>	N	5 %	Fuel Gas inspector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E	% Plumbing inspector	<input type="checkbox"/>	<input type="checkbox"/>	O	5 %	Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F	% Building plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	P	%	Building plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G	% Electrical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	Q	%	Electrical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H	% Mechanical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	R	%	Mechanical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I	% Fuel gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	S	%	Fuel gas plan reviewer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J	% Plumbing plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	T	%	Plumbing plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please explain "Other": *Other means ICC certified. Ms. Thomas is also certified by ICC and Pa UCC for residential energy inspection and residential energy plan review.*

Continuing Education & Training:

Time being trained in the administration of codes 2 hours

Time being trained in legal aspect of code enforcement 2 hours

Time being mentored in the application of codes 15 hours

Time being trained in technical aspect of code enforcement 14 hours

Employee Name Randy Stoltz Title Construction Code Administrator

Full time employee - indicate percent of time working as a code enforcement official 100 % as needed
 Years of experience performing plan reviews 12+ years Years of working experience in the construction industry
 Years of experience conducting field inspections 12+ years (excluding work as a code enforcement official) 15+ years

Responsibilities: (indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

0 % of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.
0 % Administration (Building Official only) 0 % Supervise Plan Review 0 % Supervise Field Inspectors

	Commercial	Certified By			Residential	Certified By		
		Adopted Code	Other			Adopted Code	Other	
A	% Building inspector	<input type="checkbox"/>	<input type="checkbox"/>		K	5 % Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B	% Electrical inspector	<input type="checkbox"/>	<input type="checkbox"/>		L	5 % Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C	% Mechanical inspector	<input type="checkbox"/>	<input type="checkbox"/>		M	5 % Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	% Fuel Gas inspector	<input type="checkbox"/>	<input type="checkbox"/>		N	5 % Fuel Gas inspector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E	% Plumbing inspector	<input type="checkbox"/>	<input type="checkbox"/>		O	5 % Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F	% Building plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		P	30 % Building plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G	% Electrical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		Q	15 % Electrical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H	% Mechanical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		R	10 % Mechanical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I	% Fuel gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		S	5 % Fuel gas plan reviewer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J	% Plumbing plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		T	15 % Plumbing plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please explain "Other" Adopted code does not have category for fuel gas certifications. He is also Accessibility plan review certified, accessibility section certified, residential energy certified for inspection and plan review. Other means ICC Certified. Mr. Stoltz is a Pa UCC Certified BCO. Mr. Stoltz has over 30 years of Municipal Management Experience and is also the Borough Manager for Martinsburg Borough, Blair County, Pa.

Employee Name Patrick Bard Title Construction Code Administrator

* Full time employee - indicate percent of time working as a code enforcement official 100 %
Experience:

Years of experience performing plan reviews 0 years Years of working experience in the construction industry
 Years of experience conducting field inspections 12+ years (excluding work as a code enforcement official) 25+ years

Responsibilities: (indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

Note-% of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.

 % Administration (Building Official only) % Supervise Plan Review % Supervise Field Inspectors

	Commercial	Certified By			Residential	Certified By		
		Adopted Code	Other			Adopted Code	Other	
%	Building inspector	<input type="checkbox"/>	<input type="checkbox"/>	K	60 %	Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
%	Electrical inspector	<input type="checkbox"/>	<input type="checkbox"/>	L	15 %	Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
%	Mechanical inspector	<input type="checkbox"/>	<input type="checkbox"/>	M	10 %	Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
%	Fuel Gas inspector	<input type="checkbox"/>	<input type="checkbox"/>	N	5 %	Fuel Gas inspector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
%	Plumbing inspector	<input type="checkbox"/>	<input type="checkbox"/>	O	10 %	Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
%	Building plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	P	%	Building plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>
%	Electrical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	Q	%	Electrical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>
%	Mechanical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	R	%	Mechanical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>
%	Fuel gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	S	%	Fuel gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>
%	Plumbing plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	T	%	Plumbing plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>

Please explain "Other" Mr. Bard is also state and ICC Certified in Residential Energy inspection. Other means ICC Certified

Employee Name Raymond Hankinson Title Construction Code Administrator

- Full time employee - indicate percent of time working as a code enforcement official %
 Part time employee -indicate the number of hours worked per week 20+ hours

Experience:

Years of experience performing plan reviews 12+ years Years of working experience in the construction industry
 Years of experience conducting field inspections 12+ years (excluding work as a code enforcement official) 15+ years

Graduate or licensed Architect Graduate or licensed Engineer

Responsibilities: (indicate the percentage of time worked and certifications): Note-"A" through "T" plus Administration must equal 100 percent.

Note-% of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.

 % Administration (Building Official only) % Supervise Plan Review % Supervise Field Inspectors

	Commercial	Certified By			Residential	Certified By	
		Adopted Code	Other			Adopted Code	Other
1	15 % Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		K 15 % Building inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	10 % Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		L 10 % Electrical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	10 % Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		M 10 % Mechanical inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	5 % Fuel Gas inspector	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N 5 % Fuel Gas inspector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	10 % Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		O 10 % Plumbing inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	% Building plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		P % Building plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	% Electrical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Q % Electrical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	% Mechanical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		R % Mechanical plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	% Fuel gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>		S % Fuel gas plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	% Plumbing plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		T % Plumbing plan reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please explain "Other" _ Adopted code does not have category for fuel gas certifications.. He is also Accessibility plan review certified, accessibility inspection certified, commercial and residential energy certified for inspection and plan review. Other means ICC Certified.

William Gardiner

Address: 405 Wayne Avenue, Chambersburg, PA 17201
Phone: 717-496-4996 (office)

Position with Pa Municipal Code Alliance:

- Code Enforcement Officer
- Regulated Rental Inspector

Professional Summary

Mr. Gardiner is an adept and meticulous code enforcement officer experienced at enforcing codes relating to public safety. Committed to providing thorough inspections and investigating reports of code violations, especially codes related to property maintenance, Act 537 systematic inspection and pumping, storm water management maintenance of structures and devices, junk yards, special events, and similar issues. Mr. Gardiner specializes in municipal code enforcement.

Core Qualifications

Mr. Gardiner brings with him considerable knowledge of local and state regulations and codes. He possesses a superior understanding of typical inspection and code enforcement duties along with a solid grasp of investigative and research techniques and procedures required of the position.

He is proficient in the use of MS Office applications, especially MS Word, he possesses an ability to interpret and enforce local ordinances and exhibits excellent organizational abilities. Mr. Gardiner has strong people skills

Summary of Qualifications:

- Strong decisions making skills.
- Knowledge of the provisions of local zoning ordinances, property maintenance ordinances, and regulated rental unit ordinance requirements.
- Ability to communicate clearly and concisely.
- Ability to properly conduct an investigation of alleged code violations.
- Ability to effectively communicate with other municipal representatives.
- Ability to train and monitor the work of others.
- Ability to establish and maintain cooperative relationships with public officials.
- Ability to read and interpret site and building plans, tax maps, zoning and land use maps.

Donna Sommerville

Address: 405 Wayne Avenue, Chambersburg, PA 17201
Phone: 717-496-4996 (office)

Position with PMCA:

- Code Enforcement Officer
- Zoning Officer

Ms. Sommerville is a full time employee of Pennsylvania Municipal Code Alliance, Inc. Her duties include Zoning Inspector, Code Enforcement Officer.

In that capacity she performs a variety of specialized duties; she is responsible for a variety of specialized zoning and property maintenance inspections. She provides advisory guidance to less experienced team members. Her duties include collection data and preparation of reports in consultation with municipal officials, review and approval of zoning and sign permit applications, enforcement of the conditions and requirements associated with special permits and zoning ordinances, maintaining an up to date zoning text and map.

She is also responsible for the inspection, interpretation and enforcement of her assigned municipality's planning and zoning ordinances, she identifies property maintenance code violations such as deteriorated property, unsafe conditions and overcrowding, she addresses these situations or directs appropriate staff to assist. Ms. Sommerville is charged with responding to citizen's queries concerning zoning and property maintenance and other matters. She also assists in the preparation and review of draft amendments to the zoning ordinance, keeps records of applications and inspections and certificates granted and prepares written reports on violations of the zoning regulations.

In addition her duties as a code enforcement officer include being responsible for investigating potential violations and enforcement of municipal codes, ordinances and regulations related to nuisance abatement and property maintenance violations. Duties include assisting the RRU Inspector in inspection of housing establishments, vacant lots and commercial buildings to ascertain compliance of laws. Patrol assigned areas within her jurisdiction to enforce nuisance and property maintenance codes. She has the experience to impound abandoned vehicles, enforce non-moving traffic violations and other similar issues like snow emergency route enforcement. Ms. Sommerville has proven invaluable in providing extensive research necessary to contact property owners; responsible for issuing summons for lack of compliance and represent her assigned municipalities in MDJ court. She prepares a variety of written reports, memos and correspondence.

Francine L. Shaw, CP-FS. CFSM.FSM.FMP.
Principal, Food Safety Training Solutions, Inc.

I am a subject matter expert in the food safety and training industry. I founded this firm in December of 2008, which specializes educating the hospitality industry in the areas of food safety, HACCP, alcohol intervention, operations, sanitation, service, recruiting, hiring, public relations, and marketing. The company provides guidance and advice on the development of training and consulting programs to provide compliance and risk management standards for reducing that number of foodborne illnesses annually. I have successfully trained over 5,000 participants in the ServSafe program alone. My company currently audits over 200 establishments on an annual basis.

The company's goal is to assist clients by providing consulting and training services supporting the analysis of operations for safety and efficiency, execution of business action plans, recommendations regarding equipment purchases and facilitation leading to achieving state and local regulatory compliance for clients' business endeavors.

Experience

12.2008 - Present, President
Food Safety Training Solutions, Inc.

Training leadership responsibilities include hiring, training, directing, and managing trainers/consultants across the nation. In the role of consultant, trainer, and extension educator for the hospitality industry, I work to support clients in the areas of food safety, HACCP, alcohol intervention training, operations, sanitation, service, recruiting, hiring, public relations, and marketing. This includes developing and implementing training programs for clients.

4.2015 – Present, Chambersburg Borough Health Inspector
PA Municipal Code Alliance

As a borough health inspectors we are charged with inspecting all of the food service facilities throughout a designated area; not only restaurants but churches, cafes, food carts, retail establishments, etc. Our ultimate goal is to protect the public and prevent people from becoming ill. We conduct about approximately 200+ inspections annually for PA Municipal Code Alliance.

12.2014 – Present, Columnist
Herald Mail

As a columnist for the Herald Mail I write a monthly column pertaining to food safety. Topics are chosen by me typically surrounding current events, holidays, or "hot topics".

11.2013 – 4.2015 - Chambersburg Borough Health Inspector
Commonwealth Code Inspection Service

As a borough health inspectors we are charged with inspecting all of the food service facilities throughout a designated area; not only restaurants but churches, cafes, food carts, retail establishments, etc. Our ultimate goal is to protect the public and prevent people from becoming ill. We conduct about approximately 200+ inspections annually for Commonwealth Code Inspection Service.

4.2013 – Present, Food Safety Trainer
Diversey, A division of Sealed Air

My responsibilities include providing food safety training for Target, at various locations across the U.S. This includes conducting eight and sixteen hour training sessions and proctoring of the required exam

3.2005 – Present
Training for Intervention ProcedureS (TiPS®)

I continue to train the TiPS® program (a nationally accepted responsible alcohol service program); I have trained this curriculum since 2005 and have trained over 1,100 participants.

3.2005 – 4.2011, Vice President of Training
Paster Training, Inc.

I provided training leadership as an executive at Paster Training, Inc. My responsibilities included recruiting, training, and executing the associated management activities required for twenty direct reports. I also provided trainers/consultants across the nation as contracts required. I also developed curriculum for a variety of facilities and assisted with the implementation of that curriculum.

3.2005 – 4.2011, Trainer
Responsible Alcohol Management Program (RAMP)

I was an approved RAMP trainer for the Pennsylvania Liquor Control Board. During this timeframe I successfully conducted training for well over 1,000 participants.

12.1997 – 6.2003, Operating Partner
Restaurant Management Corporation

I was responsible for managing the profitability of the restaurant operation, including budgeting, sales, recruitment, human resources and supervisory training programs for new management candidates. In addition I operated a certified training unit designed to ensure adherence to State and Federal food safety regulations.

Publications

“Safety First” NACS, May 2010

“Keeping the Thanksgiving Turkey Safe” Chamber and Member News, November 2012

“WHAT? ALTER GRANDMA’S RECIPE?!” Chamber and Member News, December 2012

Conference Presentations

School Nutrition Association
Chapter 32, Region 5
Chambersburg,, PA

2013 Food Safety Presentation
The Chambersburg Borough Health Department
Eating and Drinking Establishment Licensing and Inspection Services (through Commonwealth Code Inspection Service)
Chambersburg, PA
2012 Food Safety Presentation
ISSA/INTERCLEAN
2011 Trade Show
Las Vegas Hilton Convention Center
Food Safety Certification Training - ServSafe®
School Nutrition Association (SNA)
2008 National Conference, Philadelphia, PA
Train-the-Trainer for School Food Service Directors

Professional Organizations

NEHA (National Environmental Health Association); NACS (National Restaurant Association National Association of Convenience Stores) ; CASA (Central Atlantic States Association for Food and Drug Officials); NRFSP (National Registry of Food Service Professionals); BBB (Better Business Bureau); BNI (Business Network International); GRI (Graduate of the Realtors Institute); ABR (Accredited Buyers Representative); MRIS (Metropolitan Regional Information Systems); Penn-Mar Association of Realtors; PA Association of Realtors

Awards

Official recognition for my work with responsible alcohol safety training by Tom Corbett, Governor of Pennsylvania (2 Years)
Official recognition for my work with responsible alcohol safety training by Edward G. Rendell, Governor of Pennsylvania
Official recognition for my work with responsible alcohol safety training by Rick Santorum, United States Senate
Official recognition for my work with responsible alcohol safety training by Bob Casey, United States Senate
Official recognition for my work with responsible alcohol safety training Arlen Specter, United States Senate
Leadership Award 2011, Paster Training, Inc.
Trainer of the Year 2007, Paster Training, Inc.
Trainer of the Year 2005, Paster Training, Inc.
Area I-Highest SQC inspection score for 1990
Region II Manager of the year 1988 and 1989
One of only two General Managers to receive the "Signature of Excellence" award for excellence in operational standards

Accreditations

CP-FS (Certified Professional of Food Safety); CFSM (Certified Food Safety Manager); FMP (Food Management Protection); FSM (Food Safety Manager); FSP (Food Safety Professional); GRI (Graduate of the Realtors Institute); ABR (Accredited Buyers Representative); REALTOR®

2014, Approved RAMP Instructor, Pennsylvania Liquor Control Board, Harrisburg, PA

2014, Master Trainer, MenuTrinfo, Fort Collins, CO

2012, Certified Instructor, National Environmental Health Association®, Denver, CO
2011, Certified Instructor, National Registry of Food Safety Professionals®, Orlando, FL

2011, Certified Food Safety Manager (FSM), National Registry of Food Safety Professionals®, Orlando, FL

2011, Certified Professional of Food Safety (CP-FS), National Environmental Health Association, Denver, CO

2011, Basic HACCP Certification Pearson Education, Upper Saddle River, NJ

2011, Advanced HACCP Certification Pearson Education, Upper Saddle River, NJ

2011, Certified HACCP Trainer Pearson Education, Upper Saddle River, NJ

2008, TIPS® Certified Instructor, Health Communications, Inc., Arlington, VA

2008, Approved RAMP® Instructor, Pennsylvania Liquor Control Board, Harrisburg, PA

2007, Certified Instructor, ServSafe® Food Protection Manager, Chicago, IL

2005, ServSafe® Food Protection Certification Examination, Chicago, IL

1999 - 2000, Real Estate Fundamentals and Real Estate Practice, Penn State University, Mont Alto, PA

1991 - 1994, Wilson College, Chambersburg, PA

Shannon Schake

Address: 405 Wayne Avenue, Chambersburg, PA 17201
Phone: 717-496-4996 (office)

Position with Pa Municipal Code Alliance:

- Eating and Drinking Establishment Inspector
- Health Code Enforcement Officer

Summary of Qualifications

- Proficient in the use of mobile inspection equipment.
- Thorough knowledge of Borough, State, and Federal safety laws, codes, and ordinances.
- Strong knowledge of computers and related equipment, hardware and software for maintaining and tracking of health and safety inspections, periodic reviews, and noncompliance issues.
- Proficient in the use of Microsoft office products including Word, Excel & PowerPoint.
- Knowledgeable of Borough health Department policies and procedures.
- Effective oral and written communications skills.
- Experienced in conducting inspections and investigations and enforcing codes, standards, and regulations.
- Proven ability in resolving customer complaints and concerns.

Professional Experience

Health Code Enforcement Officer for PMCA March 2015 - Present

- Completes routine health inspections of commercial food establishments and mobile food sales, enforce ordinances, conduct re-inspections, and provide awareness education.
- Conducts walk through inspections on job sites while under construction to observe compliance with all health codes and ordinances as directed by the Chief Code Official and assists with guidance for questions relating to food establishments including grocery stores, daycare centers, restaurants, convenience stores and concession stands.
- Prepares, processes, and issues notices and citations as necessary to enforce Borough Ordinance.
- Collects water and food samples for laboratory testing and collects evidence for use in issuing citations or investigating complaints if necessary and if directed by the Chief Code Official.
- Assists in maintaining and updating the health inspection databases.
- Attends functions and events aimed at promoting and educating general health, welfare and safety.
- Performs other related duties or other Department functions as assigned.
- Maintain a Food Managers Certification in addition to other continuing education requirements.

Health Inspector for CCIS: 2014 – March 20, 2015

- Health Department Inspector for the Borough of Chambersburg. Responsible for inspection duties as assigned for Permanent, Temporary, and Mobile Licensed establishment.

David Lutz

Address: 405 Wayne Avenue, Chambersburg, PA 17201
Phone: 717-496-4996 (office)

Position with Pa Municipal Code Alliance:

- Code Enforcement Officer
- Regulated Rental Inspector
- Assistant Zoning Code Official

Mr. Lutz is presently working for a competitor in order to maintain continuity in the Regulated Rental Inspection Program he is currently involved with. Mr. Lutz is approved by PMCA to start immediately with PMCA should the Borough of Chambersburg accept this proposal.

Summary of Qualifications:

- Strong decisions making skills.
- Knowledge of the provisions of local zoning ordinances, property maintenance ordinances, and regulated rental unit ordinance requirements.
- Ability to communicate clearly and concisely.
- Ability to properly conduct an investigation of alleged code violations.
- Ability to effectively communicate with other municipal representatives.
- Ability to train and monitor the work of others.
- Ability to establish and maintain cooperative relationships with public officials.
- Ability to read and interpret site and building plans, tax maps, zoning and land use maps.

Professional Summary:

Mr. Lutz performs inspections of regulated rental units subject to landlord permitting for compliance to minimum standard housing code requirements; issue violation notices as necessary, testify before the Building Code Board of Appeals or at Magisterial District Court as necessary. His duties also include making and filing reports and maintaining files. He is responsible for investigation of complaints registered by tenants or other members of the public concerning living conditions at rental properties and to respond to requests for information and resources regarding rental housing inspections from the public. Mr. Lutz also assists in resolving property maintenance non-compliance issues and findings.

He provides our programs with an excellent knowledge of local and state regulations and codes. He possesses a superior understanding of typical inspection and code enforcement duties along with a solid grasp of investigative and research techniques and procedures required of the position. His background as a Zoning and Codes Enforcement officer allow him to utilize his skill sets most effectively in dealing with the more complex issues that he encounters from time to time within his present position.

He is proficient in MS Word, he possesses an ability to interpret and enforce local ordinances and exhibits excellent organizational abilities. Mr. Lutz has strong people skills and works well in a team setting.

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



XIII. Office locations and office hours.

R. Clem Malot,
President PMCA

May 21, 2015

PA Municipal Code Alliance – Office Locations

All offices open from 8 am to 4 pm weekdays unless noted otherwise

Main Office - Chambersburg:

PMCA

405 Wayne Avenue, Chambersburg, PA 17201

Phone: 717-496-4996 Fax: 717-446-0586

pmca@pacodealliance.com

Bedford Office PMCA:

125 S. Richard Street, Suite 102 Bedford, PA 15522

Phone: 814-310-2326 Fax: 814-310-2338

pmcabedford@pamunicipalcode.com

Somerset Office PMCA:

318 Georgian Place

Somerset, PA 15501

Phone: 814-444-6112 Fax: 814-701-2785

pmcasomerset@pacodealliance.com

McConnellsburg Office PMCA - Open 8 am to 4 pm Tuesdays Only

201 Lincoln Way West, Suite 102

McConnellsburg, PA 17233

Phone: 814-494-7385

pmcafulton@pacodealliance.com



REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



XIV. Sample forms.

- a. Introduction to sample Forms.
- b. Residential permit application.
- c. Commercial permit application.
- d. Demolition permit application.
- e. Change of use and occupancy application.
- f. Sample electrical utility cut in card.
- g. FEMA elevation certificate.
- h. Stop Work Order.
- i. Sample Health Department Form

R. Clem Malot,
President PMCA

May 21, 2015

THE FOLLOWING PAGES
ARE EXAMPLES OF
OUR APPLICATIONS



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Email: pmca@pacodealliance.com Website: http://pacodealliance.com/

APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE
 Applicable Codes: 2009 IBC/IRC, 2012 IBC Chapter 11, 2009 ICC A11 7.1

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

Permit Application Date _____ Permit Application No. _____

1. PROPERTY / SITE INFORMATION

Owner: _____ Tax Map: _____

Site Address: _____ Parcel No.: _____

Municipality: _____ County: _____ Use Permit No. _____

Use: Single-Family Dwelling / Duplex Multi Family New Manufactured Home Relocated Manufactured Home
 Commercial Other _____ Floodplain present: Yes No

Improvement Type: New Addition Alteration Repair/Replacement Relocation Other _____

2. BUILDING OWNER'S INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____

Street Address _____ City _____ State _____ Zip _____

3. BUILDING PERMIT APPLICATION

Provide below description of Work: (Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)

Total Lot Area: _____ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ _____

ICC Use Group: _____ ICC Construction Type: _____

ESTIMATED START DATE: ____/____/____ ESTIMATED COMPLETION DATE: ____/____/____

4. CERTIFICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

PRINT NAME (legibly): _____

Address: _____ Phone No.: _____

5. CONTRACTOR INFORMATION

Please list additional general contractor information on additional sheet(s) if needed.

Additional sheet(s) attached

Name of Contractor: _____ Phone No.: _____

Contractor Street Address _____ City _____ State _____ Zip _____

Person in Charge of Work: _____ Phone No.: _____

Email: _____ Cell No.: _____

Workman's Compensation Insurance: Provided On Record Exempt PA Home Improvement Contr. Reg. # _____

6. PROJECT DETAILS

Trades: Building Electrical Work Plumbing Work Mechanical Work (HVAC) Fire Suppression/Fire Alarm System

Heat Source (if applicable): _____ Fuel Type: _____

Foundation Type: Crawlspace Foundation Slab at Grade Piers Other: _____

7. SUBCONTRACTOR INFORMATION

Please list subcontractors for major trades. Use additional sheet(s) if needed.

Additional sheet(s) attached

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

For official use only

9. OFFICE INFORMATION

APPLICATION FEE: \$ _____

ISSUANCE DATE _____/_____/_____

PERMIT FEE: \$ _____

EXPIRATION DATE _____/_____/_____

INSPECTION FEES \$ _____

EXTENSION DATE _____/_____/_____

TOTAL FEES \$ _____

APPLICATION IS: GRANTED DENIED INCOMPLETE: _____

SIGNATURE OF PERMIT OFFICER: _____ DATE _____/_____/_____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.

PA MUNICIPAL CODE ALLIANCE (405 Wayne Ave. Chambersburg, PA 17201 Phone: 717-496-4996)

Commercial Building Permit Application
for any Structure other than a One- or Two-Family Dwelling

(This Section For Official Use Only)

Building Permit Number: _____	Municipality _____ County _____	Date Applied: _____
-------------------------------	---------------------------------	---------------------

SECTION I: LOCATION

No. and Street _____	City /Town _____	Zip Code _____	Name of Building (if applicable) _____
Tax Parcel ID # _____	Block # and/or Lot # (if applicable) _____		

SECTION II: PROPOSED WORK

Edition of PA UCC/ICC used _____ If New Construction check here or check all that apply in the two rows below

Existing Building <input type="checkbox"/>	Repair <input type="checkbox"/>	Alteration <input type="checkbox"/>	Addition <input type="checkbox"/>	Demolition <input type="checkbox"/>
--	---------------------------------	-------------------------------------	-----------------------------------	-------------------------------------

Change of Use <input type="checkbox"/>	Change of Occupancy <input type="checkbox"/>	Other <input type="checkbox"/> Specify: _____
--	--	---

Are building plans and/or construction documents being supplied as part of this permit application? Yes No

Brief Description of Proposed Work: _____

SECTION III: COMPLETE THIS SECTION IF THIS IS FOR AN EXISTING BUILDING UNDERGOING A RENOVATION, ADDITION, OR CHANGE IN USE OR OCCUPANCY

Additional Construction Alteration/Structural Egress Change Repair Renovation Change of Use/Occupancy
 Applicable Code: IBC IEBC Level of Alteration: I II III

Existing Use Group(s): _____ Proposed Use Group(s): _____

SECTION IV: BUILDING HEIGHT AND AREA

	Existing	Proposed
No. of Floors/Stories (include basement levels) & Area Per Floor (sq. ft.)		
Total Area (sq. ft.) and Total Height (ft.)		

SECTION V: USE GROUP (Check as applicable)

A: Assembly A-1 A-2 A-3 A-4 A-5 Type: _____ **B: Business** **E: Educational**

F: Factory F-1 F2 **H: High Hazard** H-1 H-2 H-3 H-4 H-5

I: Institutional I-1 I-2 I-3 I-4 **M: Mercantile** **R: Residential** R-1 R-2 R-3 R-4

S: Storage S-1 S-2 **U: Utility** **Mixed Use** Describe: _____

Special Use Description: _____

SECTION VI: CONSTRUCTION TYPE (Check as applicable)

IA **IB** **IIA** **IIB** **IIIA** **IIIB** **IV** **VA** **VB**

SECTION VII: SITE INFORMATION

Flood Zone Information: Check if outside Flood Zone or identify Zone: _____

Hazards to Air Navigation: Is structure within airport approach area? Yes No

SECTION VIII: CONTENT OF CERTIFICATE OF OCCUPANCY

Edition of Code: _____ Use Group(s): _____ Type of Construction: _____

Does the building contain a Sprinkler System?: _____ Special Stipulations: _____

Design Occupant Load per Floor and Assembly space: _____

SECTION IX: PROPERTY OWNER/APPLICANT INFORMATION

Name Property Owner and contact information:

Name (*Print*) _____ No. and Street _____ City/Town _____ Zip _____

Telephone No. (*business*) _____ Telephone No. (*cell*) _____ e-mail address _____

If applicable, the property owner hereby authorizes:

_____ Name _____ Street Address _____ City/Town _____ State _____ Zip _____

Telephone No. (*business*) _____ Telephone No. (*cell*) _____ e-mail address _____

to apply for and act on the property owner's behalf, in all matters relative to work authorized by this building permit application.

SECTION X: CONSTRUCTION DETAILS

X.i: Registered Design Professional Responsible for this Project

_____ Name (Registrant) _____ Telephone No. _____ e-mail address _____

_____ Registration Number _____

_____ Street Address _____ City/Town _____ State _____ Zip _____

_____ Discipline _____ Expiration Date _____

X.ii: General Contractor

_____ Company Name _____ Name of Person Responsible for Construction _____ License No. and Type if Applicable _____

_____ Street Address _____ City/Town _____ State _____ Zip _____

_____ Telephone No. (*business*) _____ Telephone No. (*cell*) _____ e-mail address _____

SECTION XI

A Workers' Compensation Insurance Affidavit from must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the issuance of the building permit. Is a signed Affidavit submitted with this application? Yes No

SECTION XII: CONSTRUCTION COSTS AND PERMIT FEE

Item	Estimated Costs: (Labor and Materials)	START DATE: _____ FINISH DATE: _____ TOTAL NUMBER OF WEEKS: _____ TOTAL VALUE OF WORK: \$ _____
1. Building	\$ _____	
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Other: _____	\$ _____	
6. Total Cost	\$ _____	

SECTION XIII: SIGNATURE OF PERMIT APPLICANT

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

_____ Please print and sign name _____ Title _____ Telephone No. _____ Date _____

_____ Street Address _____ City/Town _____ State _____ Zip _____ Email Address _____

Appendix 1

Registered Professional Contact Information

Name (Registrant)	Telephone No.	e-mail address	Registration Number	
Street Address	City/Town	State	Zip	Discipline Expiration Date
Name (Registrant)	Telephone No.	e-mail address	Registration Number	
Street Address	City/Town	State	Zip	Discipline Expiration Date
Name (Registrant)	Telephone No.	e-mail address	Registration Number	
Street Address	City/Town	State	Zip	Discipline Expiration Date

The checklist below is a partial list of documents that may be required. The applicant shall fill out the checklist and provide the contact information of the registered professionals responsible for the documents. This appendix is to be submitted with the building permit application.

Checklist for Construction Documents*

No.	Item	Mark "x" where applicable		
		Submitted	Incomplete	Not Required
1	Architectural			
2	Foundation			
3	Structural			
4	Fire Suppression			
5	Fire Alarm (may require repeaters)			
6	HVAC			
7	Electrical			
8	Plumbing (include local connections)			
9	Gas (Natural, Propane, Medical or other)			
10	Surveyed Site Plan (Utilities, Wetland, etc.)			
11	Specifications			
12	Structural Peer Review			
13	Structural Tests & Inspections Program			
14	Fire Protection Narrative Report			
15	Existing Building Survey/Investigation			
16	Energy Conservation Report			
17	Workers Compensation Insurance			
18	FEMA Elevation Certificates & other Flood Plain Documentation			
19	Other (Specify)			
20	Other (Specify)			
21	Other (Specify)			

*Deferred Submittals must be identified herein. Work so identified must not be commenced until this application has been amended and the proposed construction documents have been approved by the authority having jurisdiction.

PMCA Office Locations:
Mon to Fri 8 am to 4 pm

Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102. Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 318 Georgian Place, Somerset, PA 15501 **Phone:** 814 444-6112



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102. Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 318 Georgian Place. Somerset, PA 15501 **Phone:** 814 444-6112
Email: pmca@pacodealliance.com **Website:** http://pacodealliance.com/

► DEMOLITION PERMIT APPLICATION ◀

Municipality _____ County _____ Tax Parcel I.D. _____ Official use only [date stamp] _____

Location of Property where demolition is taking place: (Complete Street City Zip) _____

1. BUILDING/STRUCTURE OWNER'S INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____
 Street Address _____ City _____ State _____ Zip _____

2. DEMOLITION CONTRACTOR INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____
 Street Address _____ City _____ State _____ Zip _____

3. UTILITIES

Demolition may not begin until all utilities have been terminated. The owner must ensure that all utilities have been properly terminated. Upon completion of the demolition, all debris shall be removed from the premises and the cellar filled and graded to level.

Gas Service has been terminated: yes no Sign & date: _____
 Electric Service has been terminated: yes no Sign & date: _____
 Water/Sewer Service has been terminated: yes no Sign & date: _____

4. SITE PLAN REQUIREMENTS

Two copies of a site plan showing the proposed demolition must accompany the application. Each plan must detail:

- Size and location of all buildings or structures to be demolished, distances to property lines and distances to sidewalks, pavement and curbs where they abut property lines.
- Size and location of any existing buildings or structures that will remain on the site.
- Area to be filled to existing grade and seeded or to be fenced and otherwise protected in anticipation of new construction.
- If applicable, location dimension and construction details for pedestrian protections required in section 3306 of the *International Building Code*.

5. APPLICANT INFORMATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

Print Full Name _____ Phone (Cell and/or Land line) _____ Email Address _____

Complete Mailing Address: _____ Street/P.O. Box _____ City _____ State _____ Zip _____

APPLICANT SIGNATURE: _____ DATE: ____/____/____

ATTACH ADDITIONAL SHEETS AS NEEDED TO COMPLY WITH SITE PLAN REQUIREMENTS – see #4 above



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street. Suite 102, Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 318 Georgian Place. Somerset, PA 15501 **Phone:** 814 444-6112
Email: pmca@pacodealliance.com **Website:** http://pacodealliance.com/

▶ APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY ◀

Municipality County Tax Parcel I.D. Permit #

Location of Property specific to this request: (Complete Street City Zip)

Proposed Use Proposed Business Name

Current Use (or previous use if vacant) Yes or No If "yes" how long has it been vacant
Is space Vacant (circle one)

Explain in detail what portion of Structure will be occupied: i.e. how much space, what floor(s), etc.

NAME AND CONTACT INFORMATION OF THE APPLICANT:

Print Full Name Phone (Cell and/or Land line) Email Address

Complete Mailing Address: Street/P.O. Box City State Zip

NAME AND CONTACT INFORMATION OF THE OWNER OF THE PROPERTY:

Print Full Name Phone (Cell and/or Land line) Email Address

Complete Mailing Address: Street/P.O. Box City State Zip

NAME AND CONTACT INFORMATION OF THE BUSINESS MAKING THE REQUEST IF OTHER THAN ABOVE:

Print Full Name Phone (Cell and/or Land line) Email Address

Complete Mailing Address: Street/P.O. Box City State Zip

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the occupancy described has been authorized by the owner of record. I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge or information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities. The undersigned understands that completion of this form does not allow occupancy of the premises.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

PRINT NAME (legibly): _____

Minimum requirements for:
Change of Occupancy or request for Certificate of Occupancy

Existing Certificate of Occupancy must be submitted with the application, (If no Certificate is provided the structure will be considered "Uncertified" and all requirements for "Uncertified Buildings" must be met.)

If an existing Certificate of Occupancy is provided the following additional information is required:

Detailed floor plan with all the following:

1. Dimension of entire structure, number of floors, use of each floor, and all interior rooms on all floors.
2. Proposed or existing use for all areas. (Clear description of the existing or proposed use is necessary)
3. Location of all exists and door swing.
4. Location of restroom(s)
5. Emergency lights with remote heads at the exterior of all designated exits, exits signs and tactile exit signs for all designated exits.
6. Location of fire extinguishers.

All proposed areas to be used must be fully accessible and all applicable accessible features listed below must be depicted on the plans.

Accessibility. Existing buildings or portions thereof that undergo a change of group or occupancy classification shall have all of the following accessible features:

1. At least one accessible building entrance.
2. At least one accessible route from an accessible building entrance to primary function areas.
3. Signage complying with Section 1110 & E-107 of the International Building Code (IBC).
4. Accessible parking where parking is provided.
5. At least on accessible passenger loading zone, where loading zones are provided.
6. At least on accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

PA MUNICIPAL CODE ALLIANCE, INC.

405 Wayne Avenue, Chambersburg, PA 17201 (717) 387-0025 PMCA@pacodealliance.com

Owner

Occupant

Location
No. Street Town or City

.....

Other equipment

**has been inspected in accordance with The National Electrical Code (NFPA 70)
and PA Municipal Code Alliance, Inc. Rules and is Deemed Safe for Introduction
of Current.**

Installer Date

Inspector

Pole or Trans. No. Power Co. No.

FLOOD PLAIN DEVELOPMENT PERMIT/APPLICATION

Application No. _____

Date Received in Office _____

TO THE ADMINISTRATOR: The undersigned hereby makes application for a permit to develop in a floodplain. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be in accordance with the requirements of the Floodplain Management Ordinance and with all other applicable municipal ordinances, federal programs, and the laws and regulations of the Commonwealth of Pennsylvania. I certify that the Code official or his representative shall have the authority to enter the property and structures, at any reasonable hour during the permit process, to enforce the provisions of the Codes & Ordinances governing this project. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge and belief.

Signature of Owner or Authorized Agent _____ Date _____ Print Name _____ Email _____

Complete Address (Street, City, State, Zip) _____ Phone _____ Cell _____

Builder, Contractor, Company _____ Person in Charge _____ Date _____ Email _____

Complete Address (Street, City, State, Zip) _____ Phone _____ Cell _____

SITE DATA Municipality: _____ County: _____ Tax Parcel/I.D.# _____
On the property tax notice

Address: Street _____ City _____ State _____ Zip _____

▶▶ Please submit additional information on additional sheet(s) if needed. ◀◀ Additional sheet(s) attached

1. Type of Development: Filling Grading Excavation Minimum Improvement Routine Maintenance
 Substantial Improvement New Construction Other: _____

2. Description of Development: _____

3. Premise Details: Structure Size _____ ft. by _____ ft. Area of Site: _____ Sq. Ft.
 Principal Use: _____ Accessory Use (storage, parking, etc.): _____

4. Value of Improvement (fair market value): \$ _____ Pre-Improvement/Assessed Value of Structure: \$ _____

5. Property Located in a Designated FLOODWAY? YES NO

IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED INDICATING THE PROPOSED DEVELOPMENT WILL RESULT IN NO INCREASE IN THE BASE (100-YEAR) FLOOD ELEVATIONS, PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP

6. Property Located in a Designated Floodplain FRINGE? YES NO

7. Elevation of the 100-Year Flood (ID source): _____ NGVD

8. Elevation of the Proposed Development Site: _____ NGVD

9. Local Ordinance Elevation/Flood proofing Requirement: _____ NGVD

10. Other Floodplain Elevation Information (ID and describe source): _____

11. Other Permits Required:
- | | | | |
|---|------------------------------|-----------------------------|-----------------------------------|
| US Army Corps of Engineer 404 Permit: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> PROVIDED |
| DEP Permit: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> PROVIDED |
| Environmental Protection Agency NPDES Permit: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> PROVIDED |
| Building Permit per PA Uniform Construction Code: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> PROVIDED |

All Provisions of Ordinance Number: _____, the "Floodplain Management Ordinance," shall be in Compliance.

Official Use Only

PERMIT APPROVAL/DENIAL

Plans and Specifications: Approved Denied this _____ Day of _____, 20_____

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT FLOOR) OF ANY NEW OR SUBSTANTIALLY IMPROVED RESIDENTIAL BUILDING WILL BE ELEVATED _____ FOOT/FEET ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL BUILDING, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF A NEW OR SUBSTANTIALLY IMPROVED NON-RESIDENTIAL BUILDING WILL BE ELEVATED OR FLOODPROOFED _____ FOOT/FEET ABOVE THE BASE FLOOD ELEVATION. ALL OTHER LOCAL, STATE, AND FEDERAL PERMITS THAT MAY BE REQUIRED ARE THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN AND COMPLY WITH.

THIS PERMIT IS USED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING COVERED BY THIS PERMIT.

Signature of Municipal Official/Agent _____ Date _____ Print Name and Title _____ (Rev 4-20-15 PMCA - rcm)

STOP WORK ORDER

NOTICE OF VIOLATION

Site Address: _____ Municipality: _____

Notice Issued To: _____ Permit Number: _____

Notice Has Been: Left on Site Sent Certified Mail

Violations: Commercial Residential

- _____ No Permit – Title 34 XIV 403.42(a) / Title 34 XIV 403.62(a)
- _____ No Approved Construction Documents – Title 34 XIV 403.43(l) / Title 34 XIV 403.63(c)
- _____ Failure to obtain inspections – Title 34 XIV 403.45(a) / Title 34 XIV 403.64
- _____ Failure to comply with previously cited Field Corrections or Stop Work Order - Title 34 XIV 403.43(l) / 403.63(j) [relating to approved documents]
- _____ Work does not meet minimum code requirements – Title 34 XIV 403.21(a) / Title 34 XIV 403.43(l) / 403.63(j)

Note: The above Uniform Construction Code Violations are listed for both Commercial and Residential construction as adopted under 35 Pa Code 7210.101 et. seq. and will apply according to the classification and type of project found to be in violation.

Violations of the Uniform Construction Code were evident upon inspection. In order to abate the violation, you must obtain a permit, pay any associated fees and have the project finaled.

You are hereby ordered to Stop Work immediately as described below:

Title 34 part XIV Section 403.81. Stop work order.


- (a) A building code official may issue a written stop work order when the official determines that construction violates the Uniform Construction Code or is being performed in a dangerous or unsafe manner. The stop work order is to contain the reasons for the order and list the required conditions for construction to resume.
- (b) The building code official shall serve the stop work order on the permit owner or the owner's agent by certified mail or personal service.
- (c) A person who continues construction after service of a stop work order, except for construction work that is necessary to remove a violation or an unsafe condition, may be subject to the penalties under section 903 of the act (35 P. S. § 7210.903). A building code official may seek enforcement of a stop work order in a court of competent jurisdiction.

These violations are considered a criminal offense and may result in a fine of up to \$1,000.00 per day for each violation and each day of non compliance will result in each offense being considered a new violation. If the work is in progress it must stop until the *Building Code Official* authorizes it to continue. If the Project has been completed without the proper permits and documentation, all requirements must be met to the satisfaction of the *Building Code Official* to avoid prosecution. Be aware that use or occupancy without a valid *Certificate of Use and Occupancy* is also a separate criminal offence and may result in additional enforcement action. Please contact PA Municipal Code Alliance, Inc. (PMCA) in order to obtain the required permits and approvals in order to proceed with your project.

Comments: _____

Date: _____

Inspector: _____


R. Clem Malot, MCP CFM
Building Code Official

RETAIL FOOD FACILITY INSPECTION REPORT

PA MUNICIPAL CODE ALLIANCE, INC. 405 WAYNE AVENUE, CHAMBERSBURG, PA 17201 Phone 717-496-4996		# Risk Factor Violations		Date	
		# Risk Repeat Factor Violation		Time In	12:00 PM
		Overall Compliance Status		Time Out	1:00 PM
Food Facility	Address	City/State	Zip	Phone #	
ABC	DEG	HBG	17101	71-787-4315	
Registration #	Owner	Purpose of Inspection	License Type	Risk Category	
1234	joe smith	ROUTINE	RETAIL		

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Risk factors are important practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury.
 Public Health Interventions are control measures to prevent foodborne illness or injury.

IN = in compliance, OUT = not in compliance, N/O = not observed, N/A = not applicable. C = corrected on site, R = repeated

IN,OUT, N/A, N/O

IN,OUT, N/A, N/O

C R

Demonstration of Knowledge

1	IN	Person in Charge present, demonstrates knowledge, & performs duties		
---	----	---	--	--

Employee Health

2	IN	Management, food employee & conditional employee; knowledge, responsibilities & reporting		
3	IN	Proper use of reporting; restriction & exclusion		
4	IN	Procedures for responding to vomiting & diarrheal events		

Good Hygienic Practices

5	IN	Proper eating, tasting, drinking or tobacco use		
6	IN	No discharge from eyes, nose & mouth		

Preventing Contamination by Hands

7	IN	Hands clean & properly washed		
8	N/A	No bare hand contact with RTE foods or pre-approved alternate method properly followed		
9	IN	Adequate handwashing sinks properly supplied & accessible		

Approved Source

10	IN	Food obtained from approved source		
11	IN	Food received at proper temperature		
12	IN	Food in good condition, safe & unadulterated		
13	IN	Required records available; shellstock tags, parasite		

Protection from Contamination

14	IN	Food separated & protected		
15	IN	Food-contact surfaces: cleaned & sanitized		
16	IN	Proper disposition of returned, previously served, reconditioned & unsafe food		

Time / Temperature Control for Safety

17	IN	Proper cooking time & temperatures		
18	IN	Proper reheating procedures for hot holding		
19	IN	Proper cooling time & temperatures		
20	IN	Proper hot holding temperatures		
21	IN	Proper cold holding temperatures		
22	IN	Proper date marking & disposition		
23	IN	Time as a public health control: procedures & record		

Consumer Advisory

24	IN	Consumer advisory provided for raw / undercooked foods		
----	----	--	--	--

Highly Susceptible Populations

25	IN	Pasteurized food used; prohibited foods not offered		
----	----	---	--	--

Food / Color Additives & Toxic Substances

26	IN	Food / Color additives: approved & properly used		
27	IN	Toxic substances properly identified, stored, & used		

Conformance with Approved Procedures

28	IN	Compliance with variance / specialized process / HACCP		
----	----	--	--	--

GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Safe Food & Water

29	IN	Pasteurized eggs used where required		
30	IN	Water & ice from approved source		
31	IN	Variance obtained for specialized processing methods		

Food Temperature Control

32	IN	Proper cooling methods used; adequate equipment for temperature control		
33	IN	Plant food properly cooked for hot holding		
34	IN	Approved thawing methods used		
35	IN	Thermometers provided & accurate		

Food Identification

36	IN	Food properly labeled; original container		
----	----	---	--	--

Prevention of Food Contamination

37	IN	Insects, rodents & animals not present		
38	IN	Contamination prevented during food preparation, storage & display		
39	IN	Personal cleanliness		
40	IN	Wipe cloths: properly used & stored		
41	IN	Washing fruits & vegetables		

Proper Use of Utensils

42	IN	In-use utensils: properly stored		
43	IN	Utensils, equipment & linens: properly stored, dried & handled		
44	IN	Single-use/single-service articles: properly stored & used		
45	IN	Gloves used properly		

Utensils, Equipment & Vending

46	IN	Food & non-food contact surfaces cleanable, properly designed, constructed, & used		
47	IN	Warewashing facilities: installed, maintained & used; test		
48	IN	Non-food contact surfaces clean		

Physical Facilities

49	IN	Hot & cold water available; adequate pressure		
50	IN	Plumbing installed; proper backflow devices		
51	IN	Sewage & waste water properly disposed		
52	IN	Toilet facilities: properly constructed, supplied, cleaned		
53	IN	Garbage & refuse properly disposed: facilities maintained		
54	IN	Physical facilities installed, maintained & clean		
55	IN	Adequate ventilation & lighting; designated areas used		

FOOD EMPLOYEE CERTIFICATION

Compliance with the PA Food Employee Certification Act (3 Pa.CSA §§6501-6510).

Certified Food Employee

56	IN	Certified Food Employee employed; acts as PIC; accessible		
----	----	---	--	--

Certificate

57	IN	Certified Food Manager certificate: valid & properly displayed		
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P.I.C. signature:

Sanitarian signature

RETAIL FOOD FACILITY INSPECTION REPORT

PA MUNICIPAL CODE ALLIANCE, INC. 405 WAYNE AVENUE, CHAMBERSBURG, PA 17201 Phone 717 -496-4996		0	Date	01/00/00
		0	Time In	12:00 PM
		0	Time Out	1:00 PM
		# Risk Repeat Factor Violations		
		Overall Compliance Status		
Food Facility	Address	City/State	Zip	Phone #
ABC	DEG	HBG	00001-7101	71-787-4315
Registration #	Owner	Purpose of Insp	License Type	Risk Category
1234	joe smith	ROUTINE	RETAIL	0

Observations & Corrective Actions

ITEM #	VIOLATION TEXT

Follow-up to be completed on sanitarian copy only!

Warning Letter Requested
 Prosecution Requested
 Follow-up Date

Yes No
 Yes No

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



XV. Samples of professional writing.

- a. Southgate Mall Technical Report prepared for Chambersburg Borough 3-31-15
- b. Evaluation of Vacant Property for Compliance – Chambersburg Borough 4-23-15
- c. Explanation of Violations to Mr. Manikas, Capital Restaurant – Chambersburg 4-2-14
- d. Bombay Dining Health Code Violations - Chambersburg Borough 5-3-14
- e. Noise Complaint measurement and evaluation report – Chambersburg 8-4-14
- f. Order to Vacate 124 LWW – Chambersburg 1-6-12
- g. DCED request for technical support and response 5-14-15
- h. Upper Providence Twp Montgomery County Request for code interpretation 3-6-14
- i. Response to No Trespass letter – Chambersburg 6-20-15

R. Clem Malot,
President PMCA

May 21, 2015

March 31, 2015

Phil Wolgemuth, Land Use & Development Director Borough of Chambersburg
100 S. Second St.
Chambersburg, PA 17201

Re: Properties located at the West Washington Street, West Catherine Street, Southgate Mall, Cedar Street and West Liberty Streets, Chambersburg Borough.

Dear Sir:

At the request of the Borough and the invitation Paran Management Inc. I met with representatives of Paran management, Chambersburg Fire Department, Borough Code Enforcement, and various tenants throughout the day today at the Southgate Mall. The purpose of the meeting was to provide technical assistance in creating an overview of the overall code related issues that have historically been occurring throughout this facility.

The Southgate Mall located along W. Washington Street, W. Catherine Street, Cedar Street and W. Liberty St. in the Borough of Chambersburg. The site is a stripmall type shopping center facility constructed over 45 years ago, in the late 1960s, and consisting of multiple buildings which are both attached and detached along the streets within the mall property. There are two anchor buildings located within the stripmall that are two-story structures with the rest of the spaces being single-story stripmall type shell buildings separated at various points by what appeared to be masonry firewalls. The anchor buildings presently contain Big Lots (184 West Washington Street or 184 Southgate Mall) and the recently vacated Gold's Gym (133 West Catherine Street). Both retail spaces occupied only a portion of the first floor of the structure in which they were located. The remaining portions of the first floor of each facility as well as the entire second floor were vacant at the time of this inspection.

My investigation began with an exterior observation of building and site conditions from the ground, supplemented by additional observations throughout the day. Upon arrival of the team members and representatives of Paran Management we then organized and began our interior and rooftop inspections starting with the interior and rooftop of the Big Lots/former JC Penney building. We then moved to the Gold's Gym location and continued with interior and rooftop inspections. Upon completion of those observations we were met by representatives from Hub City Sprinkler of Hagerstown Maryland, the sprinkler maintenance representatives for Paran Management. In conjunction with assistance from the Fire Inspection Team of the Chambersburg Fire Department we were able to observe testing of the sprinkler systems serving the former JC Penney building. After completing the sprinkler testing, with the aid of the Chambersburg Fire Department Ladder Truck and Team, we then examined the rooftop of the building that houses Rent-A-Center. After completing our rooftop examination we individually toured all occupied tenant and vacant spaces along the stripmall proper and the satellite Rent-A-Center building (145 Cedar St.) with its associated tenant spaces.

My observations are as follows:

The stripmall exhibits an overall lack of maintenance and show signs of deterioration and neglect throughout the entire facility that are expressive of benign neglect. Also very apparent are signs of attempts at service by unqualified or perhaps inexperienced individuals causing more violations to develop.

Overall roof conditions - Roof conditions throughout appeared as marginal at best. Access to the roof through the second floor and second floor stairwell of 184 West Washington Street (Big Lots/JC Penney Building) is unsafe due to lack of lighting, obscure exit path, and unsafe deteriorated stairwell conditions. Access to the roof over the second floor is equally as perilous due to the deteriorated condition of the access ladder from the first floor roof to the second floor roof. The ladder has missing and loose lags or bolts designed to support the weight of anyone utilizing a ladder and secure it properly and safely to the building exterior. Apparently this condition has existed for quite some time as evidence by a jury rigged appliance at the top of the ladder to help stabilize it. I suggest extreme caution when using the

ladder/appliance and recommended it be repaired immediately and otherwise placed out of service.¹ The main shopping center roof shows extreme aging with only a small portion having any significant repairs in the last 20 years. Most of the repairs appear to be temporary patchwork intended to address spot specific leaks that are manifesting in occupied retail sales areas.

Viewing the roof of both the Rent-A-Center building and the Gold's Gym building revealed a gravel covered roof in both cases with signs of wear or poke for maintenance. The gravel, however, made it more difficult to fully evaluate the condition of the underlying roof. Observations from inside the building indicate that both structures have a multitude of roof leaks. The mansard roof at the Rent-A-Center building has a lot of asphalt shingle damage and missing shingles throughout. The gas line to rooftop HVAC unit at the Rent-A-Center building is improperly supported by a roof drain cover.²

There is antidotal evidence and physical evidence of multiple leaks in all units. Observation on the roof itself shows roofing throughout in various states of disrepair with some sections in very aged conditions. The roof area over Big Lots/JC Penney, while having recent repairs, is not free from leak or defect. The roof shows many patches throughout. As we began to examine roofs farther to the south it became apparent that there were some newer repairs over portions of the other units adjacent to the JC Penny building, but as we moved farther south the age and deterioration of the roof got older and greater. The deterioration of the roofing on the units south of the Big Lots store, with the exception of one large repaired area, is greatly deteriorated. It is my opinion that not only are there massive leaks but that the roof itself no longer functions as designed and that the roofing material is so aged and destroyed that it no way meets manufactures minimum specifications. This is further evidence by rusting and rusting through roof decking material that can be observed from the underside of the roof, while standing inside the retail units below. This condition will be addressed later in this correspondence as well.

During our examination of the roofs we noticed deteriorating and loosening clay tile on the parapet separating sections of the stripmall structure. These clay tile should be individually examined and refasten as necessary to not only prevent leakage but to avoid a situation where a pedestrian or innocent passerby could be harmed from falling tile. It was also our observation in many areas where aluminum flashing was used as capping material that it had become separated loosened, or perhaps in properly caulked and sealed.

During this same group examination we also discovered damaged, destroyed, cannibalized, or otherwise nonfunctional HVAC equipment on various rooftops. Apparently this HVAC equipment has the potential for live electric and gas service to the units, allowing for an extra degree of hazard that is not necessary at this facility. We strongly recommend that all HVAC equipment that is no longer useful or damaged beyond repair be immediately removed or otherwise tagged out of service so that it can clearly be identified by emergency services personnel and maintenance staff. We recommend tagging and locking all electrical and gas lines serving these units as out of service not only on the rooftop but also at the point of origin. Many of the electrical junction boxes, switchgear, and disconnects show improper installation and deterioration from that installation as well as exposure to the elements for these many years.^{3 4 5}

We observed several rooftop HVAC units that were in operation, however they were in various states of repair. We discovered that repair methods and materials not properly installed or not listed and labeled for

¹ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

² IPMC (International Property Maintenance Code) 603.1 Mechanical equipment to be properly installed, capable of performing, and in a safe working condition.

³ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

⁴ IPMC (International Property Maintenance Code) 603.1 Mechanical equipment to be properly installed, capable of performing, and in a safe working condition.

⁵ NEC (National Electric Code) 2008 Section 110-13 improper mounting

that type of installation where used, for example certain exterior ductwork was poorly installed and appeared to be not properly rated for that specific use. That electrical devices listed and labeled for "vertical installation only" were installed sideways or in other fashions not perpendicular to the ground thereby allowing the entrance of rainwater into the devices.^{6 7 8}

It was our further observation that some switchgear or disconnects, though installed for many years, appear to have been installed incorrectly from the beginning. Including those which were supported entirely on a single piece of conduit, not designed for that support, or those which were not installed in a perpendicular manner⁹. There was observed one run of conduit along the store roof parapet perpendicular to the street that had become separated exposing the interior wiring. The separation appears to have been from shoddy workmanship on the part of the roofing contractor. A portion of the conduit strapping was removed to facilitate the roof repair and never reinstalled. One rooftop exhaust fan was missing protective covering line rainwater to enter the electrical parts of the fan and perhaps interior of the building. The dusk to dawn lights on the west side second story of the JC Penny building appeared to have been wired using improper wiring methods and NM wire listed for interior use only. The wire has become deteriorated over the years any insulation or sheathing around the outside of the cable has become deteriorated broken and missing in many places exposing the circuit as a shock or electrocution hazard.^{10 11}

On another note it was observed that the cooking hood exhaust fans on the roof of China Wok were in poor condition relative to proper and adequate cleaning and maintenance. These units exhibited a severe buildup of grease and contaminants and creating a potential for failure and fire.^{12 13}

Additionally it was observed along the rear exterior wall of the Mexican grocery that the electrical service drop, from a three-phase utility service pole located across the rear alley from the stripmall, attaches to the stripmall and then travels parallel along the back wall of the Mexican grocery store to a point where it attaches to another utility pole, as part of the service entrance drop to the facility. During this course of parallel travel along the back wall of the stripmall one of the energized legs of the service conductors is actually resting on the rubber roof in close proximity to the rain gutter or against the building. It is my recommendation that this condition be immediately fixed. The condition presents a significant risk to public health and safety beyond the other safety risks that this report attempts to address. We have already made Chambersburg Borough Electric Department aware of the situation and they are taking action as this report is written.^{14 15 16}

⁶ NFPA 54-2012, National Fuel Gas Code, Section 7.13.2 requires bonding of corrugated stainless steel tubing in an effort to protect the tubing against the potentially harmful effects of an indirect lightning strike.

⁷ IPMC 603.1 Mechanical equipment to be properly installed, capable of performing, and in a safe working condition.

⁸ NEC 110.12(C) Broken or damaged parts and contamination by foreign materials.
110.13 Not secure mounting for electrical equipment.
110.26(A) and (E) inadequate working clearances, dedicated spaces, and headroom around equipment.

⁹ 110.26(A) and (E) inadequate working clearances, dedicated spaces, and headroom around equipment.

¹⁰ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

¹¹ 2008 NEC 334.12 NM Cable Uses not permitted - (B) (4) wet locations

¹² Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

¹³ Violations of Borough Ordinance § 168-1.1 Pennsylvania Acts and regulations adopted. [Added 3-26-2012 by Ord. No. 2012-04]. Borough Health Department Ordinance requiring compliance with Pennsylvania Food Code.

¹⁴ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

¹⁵ IPMC (International Property Maintenance Code) 304.2 All exterior surfaces to be maintained in good repair, wood/metal properly surface coded; feeling, flaking, chipped paint repair.

¹⁶ 2008 NEC (National Electric Code) 230.24 Improper clearance for service drop conductors.

JC Penney/Big Lots – the building is partially occupied on the first floor only by Big Lots, while the remaining portions of the first floor and the second floor are vacant. There appears to be one open building permit that is in progress, designed to provide a safe means of egress from the Big Lots to the outside rear of the structure. Some portions of the building have had sprinkler modification done to accommodate the need for above ceiling coverage of the sprinkler system, since the ceiling tile has been removed while other portions of the first floor vacant space have ceiling tile in place but have various panels missing rendering a sprinkler system ineffective in those areas.¹⁷

Within the vacant portion of the first floor there are a considerable number of florescent lighting fixtures (troffers) dangling in and unsecure manner throughout the area.¹⁸ These fixtures were active in operational time of our inspection. We also observed open junction boxes, improper and unsafe wiring methods, and other electrical violations of a similar nature throughout the roof, second floor, and first floor vacant spaces.¹⁹

Roof electrical issues included (as mentioned above) broken conduit, improperly installed disconnects, improper wiring methods for the dusk to dawn lights on the west side of the structure, damaged, broken, and separated conduit, an inside electrical lamp socket use in an outside application, service entrance cables too close or touching the roof, etc.²⁰

The rear stairwell access to the second floor was unlighted. The rear stairwell also was in deteriorated condition with damaged concrete stair treads and in one instance a wooden tread loosely installed to help cover a badly damaged area. There was no lighting in the stair well during the site visit. Rear exit doors in stairwell were chained and padlocked while workman were in the building. The rear entrance had railing and handrails removed along stairs and rear access creating fall hazard and accessibility issue.^{21 22}

During our inspection of the JC Penney/Big Lots building Hub City Sprinkler System Inc. was present and performed a sprinkler system evaluation and test. They submitted a three page report dated March 31, 2015. The report is for 184 Southgate Mall, Chambersburg, PA. 17201.^{23 24} The report indicates the

¹⁷Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

¹⁸ NEC (National Electric Code) 410.36(B) Recessed luminaires are not fastened to the suspended ceiling grid.

¹⁹Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

²⁰Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

²¹ IPMC 305.3 Interior surfaces. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

IPMC 305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

IPMC 305.5 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

IPMC 305.6 Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

IPMC 601.2 Owner to maintain safe mechanical and electrical systems.

IPMC 603.1 Mechanical equipment to be properly installed, capable of performing, and in a safe working condition.

IPMC 604.3 electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.

IPMC 605.1 electrical systems to be properly installed, maintained in a safe and approved manner.

²² Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

²³ IPMC 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.

IPMC 704.1.1 inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

following conditions that are not in compliance with NFPA 25 (testing of fire suppression systems) or NFPA 13 (installation of fire suppression systems):

- the hazard is not completely sprinkled
- all control valves are not in good condition seal or supervised
- water motor and contest failed
- Sprinkler piping is not in good condition, maybe obstructed, it is not free of corrosion or loading.
- Sprinkler contractor questions age of sprinkler heads. May be in excess of 50 years old. Some heads are from the 1960s
- Condition of piping, drain valves, check valves, hangers, pressure gauges, open sprinklers, and strainers may not be satisfactory.
- System control valves-system WPV #1 in poor condition.
- Big Lots has sprinkler placement issues-too far off walls and receiving, electric room, need ceiling or walls built a roof; sprinklers do not have enough coverage in furniture on sales floor, fire exit hallway needs sprinkled, all missing or broken ceiling tile needs replaced. Sprinklers obstructed by lights on sales floor, JC Penny dressing room in partition wall obstructing sprinkler.
- Old JC Penney building-second-floor telephone room not sprinkled, second-floor generator room not sprinkled.
- System is being monitored by Tyco on accounts with big lots.
- Second-floor duct along wall is obstructing sprinkler spray pattern.
- All broken and missing ceiling tile they replaced
- Second-floor shaft (elevator) is not sprinkled.
- System #2 main drain by passing.
- Control valves are not monitored but are chained and locked.

184 Southgate Mall – Big Lots a.k.a. #19A Southgate Mall, a.k.a. 184 West Washington Street; inside the 31,309 square-foot retail facility we observed a damaged thermostat with a protective cover open and hanging loose, missing and damaged ceiling tiles with evidence of roof leakage, indications of roof leakage in the warehouse area (this is particularly evident along the main beam separating the warehouse from the retail sales floor), and damaged broken or missing portions of the ceramic tile parapet Along the south wall exterior of the warehouse. This is noted just to the right of the gas line going up over the building. During our observations of this facility a sprinkler test was conducted by Hub City Sprinklers of Hagerstown, Maryland. Multiple deficiencies surrounding a sprinkler system were discovered and are further explained in their report which is part of the submittal.^{25 26}

299 Southgate Mall – Vacant Tenant Space – a.k.a. #3 Southgate Mall; this 1855 square-foot unit appears to be a former restaurant type occupancy with kitchen facilities. At the time of our inspection it appears as if interior renovations/remodeling work were underway to some degree. While we do not have access to the building code data at present, it appears as if interior renovations and remodeling are underway without the necessary permits or approvals. New cooking equipment was observed underneath a Type I cooking hood.²⁷

Multiple code violations exist within this facility including installation of new cooking equipment without the necessary permits or approvals, damaged and missing ceiling tile, evidence of roof leak, damaged emergency exit sign, missing protective globe on walk-in cooler light, leaking water meter, missing protective shield over drop-in florescent lighting fixture, sink being installed without the necessary

²⁴ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

²⁵IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.
IPMC 704.1.1 inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

²⁶ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

²⁷ 2009 IFC 609.3.4 Extinguishing system service. Automatic fire extinguishing systems protecting commercial cooking systems shall be serviced as required in Section 904.11.6.

plumbing permits or approvals. ANSIL System out of compliance out of date and not designed for the installed appliances.²⁸

Missing and damaged ceiling tile are evident. There also appears to be various roof leaks throughout the facility.^{29 30}

293 Southgate Mall – Vacant Tenant Space – a.k.a. #4 Southgate Mall; an approximate 1500 square foot vacant tenant space. Unit has missing and damaged ceiling tiles and shows evidence of massive roof leaks on both the ceiling tiles and the floor. There appears to be significant rusting on the underside of the roof decking material at various points throughout the unit. The unit has type NMB wiring various places above the suspended ceiling. We have observed this wiring condition exists in many of the units throughout the mall.^{31 3233}

281/287 Southgate Mall – Vacant Tenant Space – a.k.a. #5 Southgate Mall; this is approximately a 7000 square-foot vacant tenant space facing Cedar Street with an exit to the rear. The unit shows damaged and missing ceiling tile and massive evidence of water damage from roof leaks on the floor and with the ceiling tile. Rusted roof decking is evident. Improperly installed gas line at the rear of the building. Flexible gas line secured to iron pipe gas line with wire ties on the underside of the roof deck, in an unapproved manner.^{34 35 36}

269 Southgate Mall – Vacant Tenant Space – a.k.a. #6 Southgate Mall; an approximate 3500 square-foot vacant tenant space. Unit has missing and damaged ceiling tiles with leaks on floor. Unit has damaged electrical receptacles in the wall, they are dislodged are not properly secured. Water meter for this unit was noted is not having the proper bonding. This National Electric Code violation occurs in multiple units

²⁸ NFPA 17 & NFPA 17A – Various violations of these standards, as well as violations of the IFC and UCC in relation to the reuse of the Type I cooking hood.

²⁹ Title 34 Part XIV Section 403.42 of the Pa Uniform Constructions Code (UCC) at 403.42 (a) requires... “An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a commercial building, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the building code official and obtain the required permit under §403.42a (relating to permit application).”

IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.

IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

IPMC 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.

IPMC 704.1.1 inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.

IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.

³⁰ IPMC 504.3 Plumbing; Inadequate service, venting; cross connections, back siphoning; improper installation, deterioration/damage resulting in hazard. There appears to be no backflow preventer on the water service to this food related establishment.

³¹ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.

IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.

IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.

³² Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

³³ NEC 334.12 Uses not permitted. NM wiring shall not be use exposed in dropped or suspended ceilings in other than one and two family and multifamily dwellings.

³⁴ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.

IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

³⁵ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

³⁶ 2009 IFGC (International Fuel Gas Code) Section 407.1 Piping shall be provided with support in accordance with Section 407.2.

throughout the facility.³⁷ This unit has what appears to be a damaged water heater leaking continuously at the rear of the building. Although not further examined for safety reasons this leak along with other similar issues were pointed out to the Paran representative at the time of the inspection. An additional water meter was discovered in the water heater closet that was also not properly bonded.³⁸

263 Southgate Mall – Vacant Tenant Space – a.k.a. #7 Southgate Mall - an approximate 1500 square-foot vacant tenant space. Unit has damaged and missing ceiling tiles showing evidence of roof leaks. There were multiple electrical violations evident in the unit including improper wiring methods at the front service counter, open junction boxes and or missing fixtures. An extension cord was observed as part of a permanent wiring method inside of the counter unit itself. Unit had standing water on the floor to the left rear of the unit, perhaps leaking under the wall from tenant space 269 Cedar St.^{39 40 41}

257 Southgate Mall – Jackson Hewitt Tax Office – a.k.a. #8 Southgate Mall - this 1600 square-foot tenant space is a Jackson Hewitt tax office. The unit was occupied at the time of our inspection. This unit had ponded water on the floor to the rear of the unit also on the south side or left side adjacent to the rear wall. I observed in un-bonded water meter in out of date fire extinguisher.⁴²

255 Southgate Mall – China Wok – a.k.a. #9 Southgate Mall; once inside this 1800 square-foot retail facility we observed damaged and missing ceiling tile with evidence of roof leakage. The roof leakage is significant enough that we were able to observe the underside of the roof decking at one location examining large rusted areas. It is also considerable evidence of water damage in around the rear exit of the building. This evidence included peeling paint, peeling paneling, water staining, and mold. Immediately to the outside of the rear exit and surrounding the rear exit door there is considerable amount of evidence of water damage as well. This is witnessed by peeling paint in a local area around the door and rusting of specific areas of the gas service line to the roof and to the restaurant within, also around the same area rear door.^{43 44 45} While on the roof we observed the exhaust fans serving the China Wok Restaurant. Both fans showed a lack of preventive maintenance and routine cleaning. Both units had massive grease build ups and are cause for concern with the Borough Health Department and the Borough Fire Department. Borough Health Department recently took enforcement action against the

³⁷ NEC 250.30 (A) (6) improper bonding of metal piping/water meter.

³⁸ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.

IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.

IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.

IPMC 505.3 Water supply to be free from leaks and effects; maintain adequate working pressure.

³⁹IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.

IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.

IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and

IPMC 505.3 Water supply to be free from leaks and effects; maintain adequate working pressure.

⁴⁰ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

⁴¹ 29 CFR 1910.305(g) addresses flexible cords and cables. Flexible cords and cables may not be used: As a substitute for the fixed wiring of a structure; Where run through holes in walls, ceilings or floors; Where run through doorways, windows, or similar openings; Where attached to building surfaces, or Where concealed behind building walls, ceilings, or floors

⁴² IPMC 505.3 Water supply to be free from leaks and effects; maintain adequate working pressure.

⁴³ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.

IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

⁴⁴ IPMC 504.3 Plumbing; Inadequate service, venting; cross connections, back siphoning; improper installation, deterioration/damage resulting in hazard. There appears to be no backflow preventer on the water service to this food related establishment.

⁴⁵ IPMC 305.3 interior surfaces to be maintained in good, clean, sanitary condition; free of cracks, peeling paint, and the decayed/defective surface conditions.

restaurant. Part of that recent enforcement action was the requirement that the hood assembly, fan, and duct work receive a thorough cleaning. The Health Department received a receipt for the cleaning and verified that the cleaning was done. That inspection did not include a visit to the roof top units. Given the significant degree of the grease build up it is apparent that this part of the assembly was never serviced.^{46 47}

251 Southgate Mall – Vacant Tenant Space – a.k.a. #10 Southgate Mall – this approximately 1350 square-foot vacant tenant space has damaged ceiling tile showing large amounts of water staining from the roof above. The troffer lighting fixtures also show large amounts of staining on the grid/grill from standing water that apparently flowed through the fixture. There is broken and damaged emergency lighting, open spaces in the master electrical panel, and other similar electrical violations including installation of a porcelain keyless fixture at eye level to the right rear of the building. This unit also has a portion of the roof decking, in the northwest corner, which is deteriorated and rusted through completely.^{48 49}

245 Southgate Mall – Vacant Tenant Space – a.k.a. #11 Southgate Mall - this is approximately 1800 square-foot vacant tenant space is damaged and missing ceiling tile showing water staining from the roof above. The floor shows water staining from the roof above and perhaps from the unit next door as well. The roof decking shows rusting the underside. There are electrical violations including missing switch plate covers and there are mechanical violations including improper installation space heater. Space heater has open and exposed wiring and missing protective shielding. There appears to be a plumbing leak to the right hand side of the rear exit. This leak appears continuous and can be assumed to be due to the removal of water meter or similar appliance. There is a water meter at that site that is disconnected and hanging free. There are actually two water meters disconnected and hanging free.^{50 51}

239 and 233 Southgate Mall - Vacant Tenant Space – a.k.a. #12 Southgate Mall - this approximately 3765 square foot vacant tenant space has large areas of missing or damaged ceiling tile, rusting of the roof decking, electrical violations including unsecured junction boxes and inappropriate wiring methods. The water meter does not appear to be bonded at this location.^{52 53}

⁴⁶ *Violations of Borough Ordinance § 168-1.1 Pennsylvania Acts and regulations adopted. [Added 3-26-2012 by Ord. No. 2012-04]. Borough Health Department Ordinance requiring compliance with Pennsylvania Food Code.*

⁴⁷ *NFPA 17A improper maintenance of Type I hood, duct work, and exhaust system, IFC 609.3 Improper maintenance of commercial cooking hood.*

⁴⁸ *IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.
IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.*

⁴⁹ *Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.*

⁵⁰ *IPMC 505.3 Water supply to be free from leaks and effects; maintain adequate working pressure.
IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.
IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.*

⁵¹ *Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.*

⁵² *IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.
IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.*

⁵³ *Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.*

227 Southgate Mall - Watsons Chambersburg Optical – a.k.a. #13 Southgate Mall - this approximately 1402 square-foot occupied tenant space showed some evidence of water damage to the ceiling tiles. Most damaged tiles were either repeated or replaced.⁵⁴

224 Southgate Mall - Vacant Tenant Space – a.k.a. #14 Southgate Mall - this approximately 6046 square-foot vacant tenant space appeared gutted and empty at the time of inspection. There was evidence of rusted roof decking and water ponding on the floor in various locations. The unit appeared to be under renovation but it was observed that there were multiple penetrations in the masonry firewall on the left hand or south wall of the unit. These penetrations appear to be from previously on terminated or unsupervised electrical work. It was also observed that the fire separation between Unit 14 and Unit 15 is not continue wholly to the front of the store. In fact it ends just short of the mansard area creating an incomplete firewall or barrier between the two units. Wood framing appears to be in use in the mansard area. This combustible framing method appears to be in conflict with the rest of the framing use throughout the structure.⁵⁵

221 Southgate Mall - Family Dollar – a.k.a. #15 Southgate Mall - this approximately 8954 square-foot occupied tenant space exhibited signs of water damage to ceiling tiles of various locations. The electrical panels in the rear of the unit were obstructed with merchandise in janitorial supplies and equipment. Other electrical violations included the improper use of extension cords and power strips in the rear exit area and rear stockroom. The water meter does not appear to be properly bonded. One of the main breaker panel door covers has a broken lock making it inaccessible and difficult operate. The duct work for both mechanical exhaust fan serving the restrooms is crushed and damaged. The area above the restrooms is being used for storage but appears to not have been designed for such purpose or use.^{56 57}

215 Southgate Mall – Vacant Tenant Space – a.k.a. #16 Southgate Mall - this approximately 6000 square-foot vacant tenant space has undergone some minor restoration. All ceiling tile had been removed however the grid still remains. The underside of the roof decking shows rusting throughout. In some places rusting is quite heavy in others it is less obvious. The gas line appears to go through the decking and up to the roof with no visible shut off near that point. At the very rear of the building there appears to be a new electrical service installed or partially installed. A check of Borough records indicates that there are no permits for this work.⁵⁸ There are other electrical violations within the unit including separating conduit in the bar joist area. The underside of the roof decking exhibits in lot of rust scattered throughout. There are several penetrations through the masonry firewall that are not properly protected.^{59 6061}

⁵⁴ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

⁵⁵ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

⁵⁶ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.
IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.
IPMC 607.1 Duct systems shall be free from obstructions; capable of performing required function.

⁵⁷ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

⁵⁸ Title 34 Part XIV Section 403.42 of the UCC Regulations clearly call for permits for this type of electrical service work. No permit have been applied for or obtained.

⁵⁹ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.
IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.

209 Southgate Mall – Las Palmeras Restaurant – a.k.a. #17 Southgate Mall - this approximately 4200 square-foot tenant space contains a licensed and active restaurant. Ceiling tile exhibit staining from roof leaks. There are paper products stored within a few inches of the cooking light in the kitchen. One of the small gas grills under the cooking hood does not have proper control knobs on the front. They appear to be missing with no visible means of adjusting the flame. There is a deadbolt on the rear emergency exit however it appears to be broken.^{62 63 64 65 66 67}

203 Southgate Mall – La Union Mercado – a.k.a. #18 Southgate Mall - this approximately 3000 square-foot tenant space contains a grocery store. Ceiling tile exhibit staining from roof leaks.^{68 69 70}

171 Cedar St. – Award Beauty School – a.k.a. #20 Southgate Mall combines with
163 Cedar St. – Award Beauty School Massage – a.k.a. #21 Southgate Mall combines with
151 Cedar St. – Award Beauty School a.k.a. #22 Southgate Mall - these three units combine to make a 5900 square-foot beauty school and massage business including a nail and pedicure shop. Some violations include microwave in the break area plugged into a power strip, damaged or missing control knob on the school washing machine, storage in janitorial supplies obstructing main breaker panel (171 Cedar St.)⁷¹, cabinetry obstructing main service disconnect in manager's office, stained and damaged ceiling tiles from roof leak, broken or damaged door closers, obstructed electrical panel (163 Cedar St.)⁷², improper switch-unsafe repair on foot Hydro massage footbath and chair⁷³. This bath and chair should be placed out of service immediately into the unsafe conditions are corrected⁷⁴. Multiple devices up to one power strip at the massage footbath and chair possibly exceeding the rating of power strip.⁷⁵

IPMC 603.1 Mechanical equipment to be properly installed, capable of performing, and in a safe working condition.

⁶⁰ *Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.*

⁶¹ *NEC Article 300.21 Spread of Fire or Products of Combustion - Fire ratings to be restored at all electrical penetrations.*

⁶² *IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions. IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.*

⁶³ *Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.*

⁶⁴ *IPMC 603.1 Mechanical Equipment to be properly installed, capable of performing, and in a safe working condition.*

⁶⁵ *IPMC 305.6 Doors shall reasonably fit the frame with proper hardware and attachment so that they can be properly opened and closed.*

⁶⁶ *IPMC 504.3 Plumbing; Inadequate service, venting; cross connections, back siphoning; improper installation, deterioration/damage resulting in hazard. There appears to be no backflow preventer on the water service to this food related establishment.*

⁶⁷ *Violations of Borough Ordinance § 168-1.1 Pennsylvania Acts and regulations adopted. [Added 3-26-2012 by Ord. No. 2012-04]. Borough Health Department Ordinance requiring compliance with Pennsylvania Food Code. Due to unsafe equipment, leaky roof, no back flow preventer.*

⁶⁸ *IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions. IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.*

⁶⁹ *IPMC 504.3 Plumbing; Inadequate service, venting; cross connections, back siphoning; improper installation, deterioration/damage resulting in hazard. There appears to be no backflow preventer on the water service to this food related establishment.*

⁷⁰ *Violations of Borough Ordinance § 168-1.1 Pennsylvania Acts and regulations adopted. [Added 3-26-2012 by Ord. No. 2012-04]. Borough Health Department Ordinance requiring compliance with Pennsylvania Food Code. No back flow preventer.*

⁷¹ *NEC 110.26 Working Space and Dedicated Space used for storage.*

⁷² *NEC 110.26 Working Space and Dedicated Space used for storage.*

⁷³ *NEC 404.14, 406.3(A), 430.109 Switches and receptacles to be used within their ratings.*

⁷⁴ *Title 34 Part XIV Section 403.84 relating to unsafe equipment.*

149 Cedar St. - Vacant Tenant Space – a.k.a. #23 Southgate Mall - this 1200 square-foot vacant tenant space is open and empty without any utilities and combines with Unit #24 Southgate Mall. I believe it is correctly identified as 149 Cedar St. even though the attached map references it has 159 Cedar St.⁷⁶

147 Cedar St. - Vacant Tenant Space – a.k.a. #24 Southgate Mall - this 2400 square-foot vacant tenant space is open and empty without any utilities and combines with Unit #23 Southgate Mall. I believe the correct address is 147 Cedar St. it appears to be misidentified on the attached plan. There are emergency lighting units installed along the north wall of the tenant space. These appear to be powered through the wall from the occupancy at 145 Cedar St. (Rent-A-Center).^{77 78}

145 Cedar St. – Rent-A-Center – a.k.a. #25 Southgate Mall - this 4722 square-foot tenant space is occupied by a mercantile rental furnishings company. The space had evidence of roof leaking various places throughout the building as evidenced by damaged and stained ceiling tile. As with many of the other occupied units we were also given antidotal accounts of what happens during a rainstorm. Stockroom exit pass were obstructed and not clearly defined. The rear emergency exit had broken panic hardware on the door and was held shut by an extension cord used as a rope. The southwest corner of the building had a crack going ceiling and floor in the masonry exterior wall. This can be seen both inside and outside of the structure. The cause the origin is undetermined at this time. The main electrical service panel in the stockroom was obstructed with product in janitorial supplies. The local water meter was not bonded. At least one location marked for fire extinguisher or mounting bracket close by. The in-house refrigerator or staff refrigerator was being supplied current through an extension cord.^{79 80 81 82}

133 West Catherine St. - Gold's Gym building – a.k.a. #2A – 2B Southgate Mall my observations inside this 55,650 square-foot building indicate not only continuing roof leaks in various places throughout the structure but also a nonfunctional sprinkler system which was last inspected well over a year ago. The system appears to be perhaps operational but ineffective because of missing ceiling tile, improperly located heads, and lack of maintenance. We did not test the sprinkler system and a structure because of the fact that it was vacant and because the fact that the heads are ineffective anyhow because of their location and the missing ceiling tile.

⁷⁵ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.
IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.

⁷⁶ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

⁷⁷ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

⁷⁸ NEC 300.21 Restore Fire ratings from electrical Penetrations.

⁷⁹ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions.
IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.
IPMC 604.3 Electrical hazards; improper fusing, inadequate service, insufficient receptacles/lights, improperly installed/deteriorated/damaged wiring.
IPMC 605.1 Electrical systems to be properly installed, maintained in a safe and approved manner.
IPMC 702.1 A safe, continuous, and unobstructed path to be provided through a building to the public way.

⁸⁰ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

⁸¹ IPMC 305.3 interior surfaces to be maintained in good, clean, sanitary condition; free of cracks, peeling paint, and the decayed/defective surface conditions.

⁸² NEC 210.50, 400.7, 400.8 Receptacles must be provided for all cord-and-plug connected appliances and where other flexible cords are used.

Additionally we observed unprotected penetrations to second-floor wall joining the larger part of the building. Without further design review it is impossible to tell if these penetrations required for the protection or simply are indicative of poor electrical or mechanical work. We recommend proper draft stopping be installed at a minimum until the facility management can provide a comprehensive engineers report to address these types of deficiencies⁸³. We observed open junction boxes and improperly secured conduit in various places throughout the building⁸⁴. The electrical room had breaker boxes with damage panel covers, unable to lock or secure closed. Damaged HVAC fiber ductwork on second floor storage area. We noted stairwells missing handrails and improperly protected stairways⁸⁵. This includes open risers, missing handrails, missing guards where required.^{86 87} The structure is unoccupied.

In conclusion we have completed a serious visual inspection of the Southgate Mall facilities. The inspection, while thorough, was in no way meant to be 100% all-inclusive. While we have done our best to try to identify and articulate a multitude of code violations, maintenance problems, and other technical issues facing these facilities; it is impossible for us to provide a report or reports the covers all issues both in plain sight and hidden that exist throughout the facilities. What we have been able to observe and document is a slow decay and decline of a large commercial facility located strategically near the heart of downtown Chambersburg.

The entire facility shows evidence of neglect, lack of maintenance, deterioration, and repairs and modifications done by unqualified persons or by persons who had minimal appreciation for the necessity of code compliance in all areas of maintenance, installation, construction, and building performance. This report contains almost 100 footnotes relative to deficiencies found within the facility. It is worthy of mention that those footnotes represent more code violations and can easily be uncovered and enumerated here. For example we noted improper electrical installation existed in every unit we examined, in that were visible Type NM cable was found to be present and improperly installed above suspended ceilings or in other unprotected locations. Without a thorough examination above the ceiling grid in every unit we can only safely make the assumption that because of the preponderance of these violations but they will continue to be uncovered as more above ceiling research is completed.

Our records indicate that we have worked with this facility for several years to try to obtain code compliance with very little success in dealing with a wide variety of issues. It is apparent, given the condition of the overall roof for example, that little attention has been given to certain necessities facility like this requires such as routine preventive maintenance and periodic replacement of worn components such as roofing materials that have outlived their useful life and no longer continue to function as designed by the manufacture.

Please accept this report is my analysis of the facilities and is my enumeration of the various code violations that exist within these facilities, realizing that additional violations will become apparent as work to resolve the known violations takes place. Do not hesitate to contact me should you have additional questions or concerns.

Sincerely,

⁸³ NEC 300.21 Restore Fire ratings from electrical Penetrations.

⁸⁴ NEC 314.25, 314.28 covers required on electrical junction boxes.

⁸⁵ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

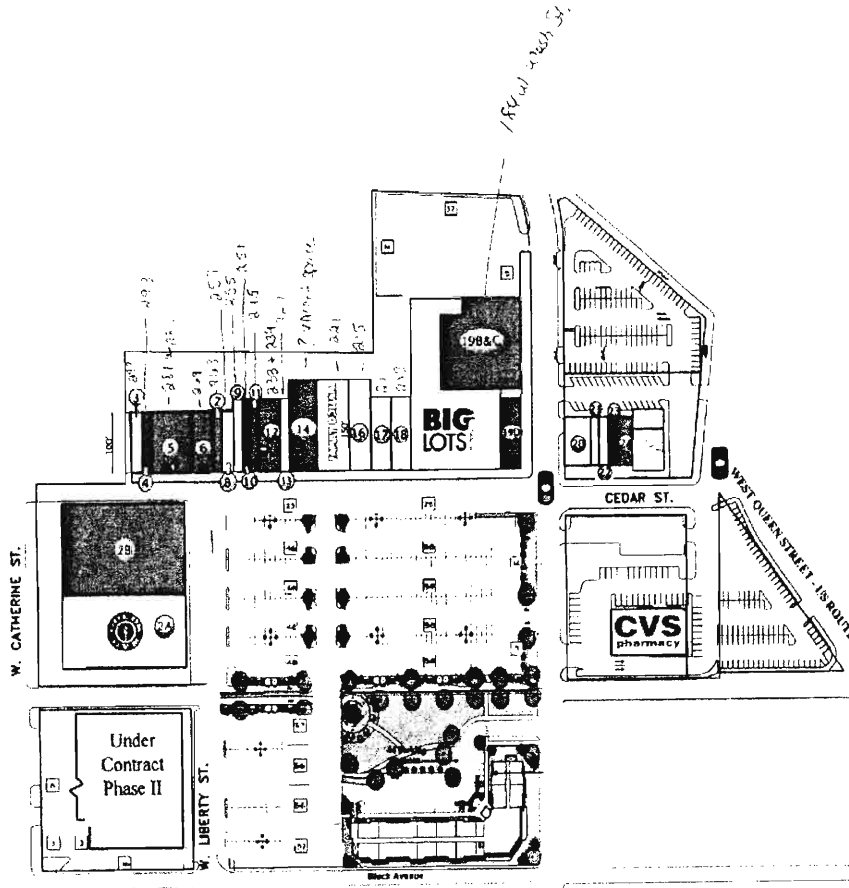
⁸⁶ IPMC 304.7 Roofs and flashing to be tight and not admit rain; roof drainage to be in good repair and free from obstructions. IPMC 304.8 Cornice, belt courses, corbels, trim, facings, and decorative features to be maintained properly anchored in good repair.

⁸⁷ IPMC 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code. IPMC 704.1.1 inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

⁸⁷ Title 34 Part XIV Section 403.84 (a) Unsafe building, structure or equipment. It is my recommendation that all unsafe conditions be corrected as outlined above.

R Clem Malot
R. Clem Malot, MCP CFP

Southgate Shopping Center Chambersburg, PA



1	Under Contract-Phase II	38,787
2A	Golds Gym (33,000 Sq Ft)	22,103
2B	AVAILABLE (33,000 Sq Ft)	33,547
3	Restaurant Coming Soon	1,855
4	AVAILABLE	1,500
5	AVAILABLE	7,000
6	AVAILABLE	3,500
7	AVAILABLE	1,500
8	Jackson Hewitt	1,600
9	China Wok	1,800
10	AVAILABLE	1,350
11	AVAILABLE	1,800
12	AVAILABLE	3,765
13	Chambersburg Optical	1,402
14	AVAILABLE	6,046
15	Family Dollar	8,954
16	La Union Mercado	6,000
17	Las Palmeras Restaurant	4,200
18	La Union Mercado	3,000
19A	Big Lots	31,309
19B	AVAILABLE	19,836
19C	AVAILABLE (Second Floor)	21,612
19D	AVAILABLE	3,175
20-22	Award Beauty (10,000 Sq Ft)	5,900
23	AVAILABLE (15,000 Sq Ft)	1,200
24	AVAILABLE (15,000 Sq Ft)	2,400
25	Rent-A-Center (12,500 Sq Ft)	4,722
26	CVS (12,500 Sq Ft)	10,125

Total 249,988

PARAN

Paran Management Company, Ltd. 2720 Van Aken Blvd. Suite 200 Cleveland, Oh 44120

Paran Management Map of the Southgate complex

Title 34 Part XIV Section 403.84. Unsafe building, structure or equipment.

- (a) A building code official may determine that a building, structure or equipment is unsafe because of inadequate means of egress, inadequate light and ventilation, fire hazard, other dangers to human life or the public welfare, illegal or improper occupancy or inadequate maintenance. A vacant building or structure that is not secured against entry is unsafe under this section.
- (b) When a building code official determines the existence of an unsafe condition, the building code official shall order the vacating of the building or structure.
- (c) A building code official shall serve a written notice on the owner or owner's agent of the building, structure or equipment that is unsafe under this section. The notice shall contain the order to vacate the building, structure or seal the equipment out of service and state the unsafe conditions, required repairs or improvements. The order shall be served by certified mail or personal service to the owner or to the owner's agent's last known address or on the owner, agent or person in control of the building, structure or equipment. A building code official shall post the written notice at the entrance of the structure or on the equipment if service cannot be accomplished by certified mail or personal service.
- (d) When a building or structure is ordered vacated under this section, the building code official shall post a notice at each entrance stating that the structure is unsafe and its occupancy is prohibited.
- (e) A building code official may not rescind the order to vacate until the owner abates or corrects the unsafe condition.

(f) The Department may seal an elevator for an unsafe condition under section 105(c)(1) of the act (35 P. S. §7210.105(c)(1)). The Department is the only entity that may remove or authorize the removal of a seal if an owner abates or corrects the unsafe condition.

§ 403.83. Order to show cause/order to vacate.

(a) A building code official may initiate action to vacate or close a building, structure or equipment for violations of the Uniform Construction Code by issuing an order to show cause to the owner or owner's agent of a building or structure.

(b) The order to show cause shall contain a statement of the grounds for the action, the alleged violations of the Uniform Construction Code and notification that the building, structure or equipment may be closed or vacated. The order to show cause shall contain notification that the owner or owner's agent shall submit a written answer within 30 days. The building code official shall serve the order to show cause upon the owner or owner's agent by certified mail or personal service.

(c) The owner or owner's agent may file a written answer to the order to show cause with the building code official within 30 days following service of the order to show cause. The answer shall contain specific admissions or denials of the allegations contained in the order to show cause and set forth the specific facts, matters of law or Uniform Construction Code interpretation relied upon by the owner. The answer may contain a request for a variance or an extension of time for compliance. The building code official shall forward all requests for variances, extensions of time or appeals regarding interpretations of the Uniform Construction Code to the board of appeals within 5 business days. The building code official shall send a request for variance, extension of time or appeals regarding interpretation of the Uniform Construction Code's accessibility requirements to the Department within 5 business days.

(d) If the owner or owner's agent files an appeal, the board of appeals or Department will assume jurisdiction and consolidate the answer with any pending request for variance, extension of time or appeal filed by the owner with the board of appeals.

(e) The building code official shall consider the pending request for variance or extension of time or appeal as a stay to an enforcement action.

(f) After receipt of the answer, the building code official may take the following actions if the owner or owner's agent did not previously file an appeal or request for variance or extension of time:

(1) Issue a stop work order.

(2) Vacate or close the building or structure or place equipment out of operation.

(3) Abate or modify the alleged violation.

(4) Order other action to protect persons or property.

(g) A construction code official shall inspect the construction at the expiration of an extension of time or other time period granted for compliance under this section. If the building, structure or equipment violates the Uniform Construction Code following inspection, the building code official may issue an order vacating or closing the building or structure or placing equipment out of operation. The building code official shall serve this order upon the owner or owner's agent by certified mail or personal service.

(h) Where an unsafe condition exists, a building code official shall act in accordance with § 403.84 (relating to unsafe building, structure or equipment).

Chambersburg Borough Health Ordinance

§ 168-1.1 Pennsylvania Acts and regulations adopted. [Added 3-26-2012 by Ord. No. 2012-04]

1. Retail food establishments, as defined herein, are declared to be subject to the provisions of the Pennsylvania Retail Food Facility Safety Act (3 Pa.C.S.A. § 5701 et seq.) and the Food Safety Act (3 Pa.C.S.A. § 5721 et seq.) and the rules and regulations adopted by the Pennsylvania Department of Agriculture as now enacted and as may be hereafter amended.

April 23, 2015

Steve Coccoresese, Esq.
Salzmann Hughes, P.C.
79 Saint Paul's Drive
Chambersburg, Pa. 17201

RE: 135 – 137 Garfield Street, Chambersburg Borough

Mr. Coccoresese;

At the request of The Borough of Chambersburg I visited the above referenced site on Thursday, April 23, 2015 at approximately 10:30 hrs. I was accompanied on the tour by William Dubbs, Borough Code Enforcement Officer; Aubrey Burkholder of Commonwealth Code Inspection Service; and a man simply identified as the neighbor watching property and having keys to the padlocks.

Upon my arrival I observed a two-story frame dwelling with a stone foundation, aluminum siding with shutters, a shingle roof exhibiting a large hole on the western side. The roof appeared to be somewhat out of plain. It appeared as if the electrical utilities were disconnected and both properties bore unsafe placard notifications January 12, 2015 by the Borough. It is my understanding that those placards simply refresh earlier postings by the borough. The structure was padlocked although I cannot say it was entirely secure. Some first floor windows were covered with plywood, some second floor windows were entirely missing or to more accurately describe the glass panes were missing from the frame.

At approximately 10:35 hrs. we entered the dwelling at the 135 side of Garfield Street. Entry to the structure on this side was difficult at best due to swelling and settling around the rear or kitchen doorframe and floor immediately adjacent the rear entry door. Once inside movement throughout the building on the 135 Garfield St. side was difficult as well due to large accumulation of personal belongings and furniture, fallen plaster, ceiling materials, and debris throughout the structure.

Observation of the condition of the floor in both the first and second floor portion of 135 Garfield St. was hindered extensively by this fallen plaster, personal possessions clothing, books, furniture, and other items. However it was obvious throughout this side of the structure that there was massive water damage from the aforementioned hole in the rear and other holes in the roof {which became evident upon our inspection of the attic}. The flooring material of the first and second floor appeared to be full sawn, probably pine lumber flooring. This flooring is showing the effects of what appears to be years of exposure to weather and neglect, in areas where rainwater is entering the building through either the holes in the roof or ineffective or missing flashing around the chimney and missing or broken window glazing.

Access to both floors of living space and the basement plus the attic are all through interior stairwells. The stairwell going to the attic is unsafe for human access due to rotted stair treads from prolonged exposure to the elements due to the damaged roof. Access to the attic should only be done with the most extreme caution. Access to the first and second floors also bears considerable caution due to the ongoing deterioration of the flooring elements in certain areas and due to the debris throughout.

While it was possible to observe evidence on the first and second floor of damage from a previous fire within the structure, examination of the framing members in the attic prove that a prior fire was an undeniable event. It was also evident that the repairs from that fire were minimal at best. Additional observation of the underside of the roof reveal not only the large hole in the roof that was evident from the street but also numerous other failures of the roofing system including additional areas of the roof that were incomplete or have holes to the exterior, leaking or missing flashing around the chimney, charred, damaged, and sagging roof rafters, missing collar ties on the rafters, and other general evidence of benign neglect.

Our observation of the structure continued back down through the second floor and first and onto the basement of 135 Garfield St. I was able to observe further evidence of the damage of the leaking roof and missing or damaged flashing around the chimney because water followed the penetration chimney through the structure to the basement and is creating a rot situation in the structural framing at or near the chimney. In addition to this rot, water penetrating the

structure to this point has also damaged the ductwork, piping, and furnace module serving the unit on this side of the duplex.

The basement of 135 Garfield St. although separated from 137 Garfield St. was not secure, in that a portion of the dividing wall panel was missing and we were able to cross between units. The basement portion of 137 Garfield St. appeared to be somewhat drier; however it had its own unique issues including a gas-fired hot water heater which had been improperly installed, damaged stairs to the first floor, and some large stones adjacent to the stairs that had become dislodged from a pier support, or the foundation itself.

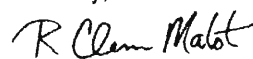
Examination of the first and second floors of 137 Garfield St. reveal additional water damage on this side of the duplex as evidenced by peeling wallpaper, collapsed drywall, staining on the ceiling and floor, and other evidence of dampness and water such as mold at various locations. Access to the attic from the side was prevented by a sheet of plywood fastened over the access at the top of the attic stairs. However the attic was observed from the 135 Garfield St. side and is a common attic shared over top of both units. During my examination I also found the carcass of the dead bird and a dead squirrel in this unit. These vermin carcasses further speak to the need to secure the property in such a manner that it is no longer an attractive nuisance and that the structure remain free from pests and vermin of all sorts.

After completing the above mentioned inspection, after an examination of my records and files, as well as my personal recollection of the site based on the previous inspection of the same structure February 20, 2009 lead me to the following beliefs and determinations:

- The structure is presently unfit for human habitation. Both Units.
- The structure shows copious evidence of neglect and deterioration from lack of adequate maintenance and proper repairs.
- The structure is an attractive nuisance in all senses of the definition.
- The structure, while supervised by caring neighbor, only continues to deteriorate. My brief conversation with the neighbor during entry to and exit from the structure revealed that he has little authority to make any necessary repairs. In fact it is my belief he has no authority or responsibility for the repairs or maintenance of the property nor does he have access to any funds for that purpose nor is he compensated for his efforts. He has indicated his biggest concern with the property is with "squatters" or unauthorized tenants and others using the structure. Such unauthorized use only helps to further deteriorate the structure and the quality of life for those living nearby. There was no evidence of immediate occupancy during the interior inspection.
- There is a possibility for renovation or repair of the structure, however, that costs far exceeds the value of the property and the structure. In fact in order to properly repair the roof it is my opinion it must start at the square of the second floor and a new roof system entirely replace the existing damaged roofing system. Furthermore, the plumbing, mechanical, and electrical systems are all outdated, damaged, and in need of complete rejuvenation.
- During my 2009 visit to the property all of the aforementioned issues existed. Five years later the problems have only gotten worse and no obvious attempt has been made to restore the structure to habitable conditions or to prevent its continued deterioration.

It is my recommendation that the Borough Chambersburg take whatever steps or measures they may deem appropriate or necessary to quickly resolve this problem. Allowing the structure to remain in an un-cared for state only serves to expedite the demise of the structure and promote neighborhood blight. Thank you for the opportunity to provide this evaluation. Do not hesitate to contact me should the need arise.

Sincerely,



R. Clem Malot, MCP CFM

cc: Chambersburg Borough Property Maintenance
Enforcement File

Encl: Notes from 02/20/2009 site visit

Below are my comments from my notes of 02/20/2009:

- The subject property appears to be an older frame dwelling on a stone foundation with aluminum siding and the remnants of a shingle roof.
- The structure appears to have been the location of an attic and flue fire many years ago which resulted in the repair of all of the rafters in the home along with the sheathing and the roofing material. Presently however the roof itself has deteriorated leaving a large hole exposed in several locations covered only by a tarp at present.
- This hole has allowed the elements to enter the structure destroying plaster ceilings and walls and allowing water to enter damaging also the floors and creating colonies of mold throughout.
- I recommend replacing the entire roof system for the structure.
- The foundation appears to be stable and solid and there is little or no apparent damage to floor or ceiling joists and most wooden flooring through out is relatively undamaged.
- The vast majority of the water damage appears to be limited to the western most of the two units.
- I observed that the utility systems were outdated and substandard and would require upgrade prior to reoccupancy of the structures.
- Specifically the plumbing systems in both dwelling units appear to be damaged and show signs of broken pipes and damaged and older fixtures.
- The heat appears to be forced air / gas but neither furnace appear to be operational and would require replacement with a more modern unit.
- The hot water heaters are gas fired, older and appear damaged and not adequately vented to the outside.
- The electrical system is undersized for a modern home and has remnants of knob and tube wiring throughout both units as well as two wire old style Romex. I would recommend replacing all and upgrading the electrical service as well as all interior wiring and devices.
- The chimney is presently serving two furnaces with one flue and shows evidence of being the cause of a previous fire within the structure. It is unlined brick and I would not recommend that it be reused for anything. There is evidence of a second chimney serving a back portion of the structure. I would also recommend this be removed. With the current power venting technology it is

unlikely that there is any advantage to preserving or reconstructing a masonry chimney for these units.

□ The dwelling units have mold problems that I suspect will be completely resolved during the remodeling process with the replacement of the roof system and the removal and replacement of most all wall coverings.

□ During this site visit I was not able to fully determine the energy compliance of the structure but observed little or no attic or roof insulation and suspect that the wall R values are equally lacking. This would also require updating if the structure was undergoing renovations to allow for code compliance.

COMMONWEALTH CODE INSPECTION SERVICE

April 2, 2014

Mr. Chris Minakas
412 North Second Street
Chambersburg, Pa. 17201

via: Registered Mail Restricted Delivery & Constable Service

Re: Notice of Violation for Violations at 412 North Second Street, Chambersburg, Pa. 17201

Dear Sir:

This letter is in response to our conversation this morning. This letter is also a formal notice of continuing violations. I have attached to this letter a copy of the Notice of Violation/Stop Work Order that was issued to you on July 31, 2013. It is my understanding from your conversation that you did not receive the original copy of this Notice of Violation/Stop Work Order. I have also included for your reference a copy of the Borough of Chambersburg Land-Use Permit Application Number 13 – 271, completed on July 29, 2013. I will attempt to explain their full meaning in the following paragraphs.

On July 29, 2013 Mr. Earl Baer, a Construction Code Administrator and Assistant Zoning Officer with Commonwealth Code Inspection Service, representing the Building Code Official as a Construction Code Administrator, made a site visit to your commercial property located at 412 N. 2nd St., Chambersburg. Upon arrival he discovered workman replacing or repairing a roof on this commercial property.

In speaking with you and with the workman on the site, Mr. Baer gave a verbal notice of violation and stop work order advising you and your workman of the necessity to obtain proper permits, inspections, and approvals. You were directed to first obtain a land-use permit approval from the Borough of Chambersburg and subsequent Uniform Construction Code (UCC) building permit from our offices (Commonwealth Code) in order to make work compliant with the state requirements for building code and local requirements for construction.

My records indicate that you or your representative immediately approached Chambersburg Borough and obtained the attached application for land-use permit. The Borough yet the same day returned land-use permit application, number 13 – 271. Calling your attention to this land-use permit application, in the first paragraph the last sentence very clearly says: "it will be the applicant's responsibility to contact Commonwealth Code Inspection Service, Inc. to obtain a UCC Permit, Demolition Permit, Borough Plumbing Permit, Certificate of Occupancy or Health License to serve food to the Public". Directly underneath that paragraph is the contact information for Commonwealth Code Inspection Service, Inc. directing your attention then to the bottom of the land-use permit application there is a series of yes and no questions answered by the borough. Third question up from the bottom CCIS UCC Permit Required is answered with a checkmark in the Yes box.

During our conversation this morning I handed you a copy of the Pennsylvania Uniform Construction Code, Act 45 of 1999 and its subsequent regulations. This is also known as 35 PA Code 7210.101 et seq. along with chapters 401, 403, and 405. Please refer to your copy now.

According to the PA UCC, your structure located at 412 N. 2nd St. would be classified as a commercial building. Commercial buildings are regulated under chapter 403 starting at paragraph 42 (403.42). 403.42 requires a permit to repair any commercial building. Title 34 Part XIV § 403.42. Permit requirements and exemptions, says: "(a) An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a commercial building, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform

Construction Code shall first apply to the Building Code Official and obtain the required permit under §403.42a (relating to permit application)".

As a Building Code Official, Section 403.42 gives us the directive that a permit is required for the repair of any commercial building. The paragraph states quite clearly that that permit is obtained from the building code official.

As a building code official it is then my responsibility to determine if your proposed project meets any of the exemptions set forth in the Act or Regulations. During our conversation this morning you raised the question of the possibility of an exemption for this type of work. I now direct your attention to section 403.1(b) which outlines the exclusions to the requirements for permitting under the Uniform Construction Code. Title 34 Part XIV § 403.1. Scope. (b) *Exclusions and exemptions*, says "The Uniform Construction Code does not apply to:

(8) Alterations to residential buildings which do not make structural changes or changes to means of egress, except as required by ordinances in effect under sections 303(b) (1) or 503 of the act (35 P.S. §§ 7210.303(b)(1), 7210.503). Under this subsection, a structural change does not include a minor framing change needed to replace existing windows or doors.

(9) Repairs to residential buildings, except as required by ordinances in effect under sections 303(b)(1) and 503 of the act.

(10) Installation of aluminum or vinyl siding onto an existing residential or an existing commercial building, except as might be required by ordinances in effect under section 303(b)(1) (35 P. S. § 7210.303(b)(1)) or 503 of the act".

Close examination of 403.1(b)(8) – (10) reveals that an exemption's provide for alterations and repairs to residential buildings except as required by ordinances in effect under sections 303 and 503 of the act. It also reveals that the installation of aluminum or vinyl siding on existing residential or an existing commercial building are exempt unless otherwise required by local ordinance. Since your property is commercial in nature the language appears very clear that a building permit is required under section 403.42 of Uniform Construction Code regulations.

The next attachment that I would like to call your attention to is the one titled Notice of Violation/Stop Work Order dated July 31, 2013. This letter in the first paragraph calls to your attention the need to obtain the required Uniform Construction Code permit. This letter was mailed to you both Certified Mail and First Class Mail on August 2, 2013. The Certified Mail was sing for on your behalf, the First Class Mail was not returned and is assumed delivered. In either case the attached document serves you again. Please review your records and your mail handling policy with the others at this address who are responsible for receiving such important documents.

The July 31, 2013 Notice of Violation directs you to obtain a building permit and again cites the regulations with the requirement clearly calling you attention to 403.42 as well as the required inspections at Section 403.45. Our records indicate that the violations remain yet uncorrected as of today's date, April 2, 2014.

You had questions today relative to other sections of the regulations relating to Orders to Show Cause and Orders to Vacate and why they were not also being applied to your structure. The regulations give clear direction at 403.82 relative to Notices of Violation. 403.82. Notice of violations says: "A building code official shall follow the following procedures if an inspection reveals a violation of the Uniform Construction Code:

(1) A construction code official shall discuss the inspection results with the permit holder at the completion of the inspection.

(2) The building code official may issue a written notice of violations to the permit holder. The notice is to contain a description of the violations and an order requiring correction of the violations within a reasonable period determined by the building code official. When a violation

relates to an unsafe building, structure or equipment, a building code official shall act in accordance with § 403.84 (relating to unsafe building, structure or equipment).

(3) After the compliance date contained in the order, the building code official shall inspect the building, structure or equipment to determine whether the violation was corrected. The building code official shall close the order if the violation was corrected. The building code official may issue an order to show cause under § 403.83 (relating to order to show cause/order to vacate) to the owner for a violation that was not corrected".

The above paragraph clearly describes the Code Official's duties relative to notification of this ongoing violation. Orders to Show Cause and Orders to Vacate are additional enforcement tools to obtain compliance depending on the severity of the infractions or the danger to the occupants or the general public. These additional enforcement steps are not requirements of the Code Official in the path to obtain compliance from a violation. It does not make sense to us to take steps to order the business closed simply to correct the ongoing roofing violations. We do recognize however that the violations are ongoing daily since your conversation with Mr. Baer on July 29, 2014 at which time he directed you to Stop Work and obtain a permit.

Turning your attention back to the Notice of Violation dated July 31, 2014 which is attached to this letter please also note that you were advised of the right to Legal Counsel and you were notified of your right to appeal the decision of the Code Official. If you wish to yet appeal the decision of the Code Official you may do so within 15 days of the date of service of this letter. Your appeal must be made to the Building Code Board of Appeals in writing on a form provided by the Borough of Chambersburg. You may obtain a copy of the Building Code Board of Appeals Form by contacting Julie Martin at eh Chambersburg Borough Municipal Offices, 100 South Second Street, Chambersburg, Pa. 17201. The Pa UCC says the following relating to appeals:

You have the right to appeal decisions of the Building Code Official. Your appeal must be on a form provided by the municipality; this may be obtained by contacting the office mentioned above. Under Title 34 part XIV Section 403.122 (f) A board of appeals shall only consider the following factors when deciding an appeal under section 501(c)(2) of the act:

- (1) The true intent of the act or Uniform Construction Code was incorrectly interpreted.
- (2) The provisions of the act do not apply.
- (3) An equivalent form of construction is to be used.

(g) A board of appeals may consider the following factors when ruling upon a request for extension of time or the request for variance:

- (1) The reasonableness of the Uniform Construction Code's application in a particular case.
- (2) The extent to which the granting of a variance or an extension of time will pose a violation of the Uniform Construction Code or an unsafe condition.
- (3) The availability of professional or technical personnel needed to come into compliance.
- (4) The availability of materials and equipment needed to come into compliance.
- (5) The efforts being made to come into compliance as quickly as possible.
- (6) Compensatory features that will provide an equivalent degree of protection to the Uniform Construction Code.

Now that we have discussed your continuing failure to obtain a permit and the right to appeal the decisions of the Code Official lets discuss the ongoing criminal violations at the above address. 35 Pa Code 7210.101 et seq. (The Pennsylvania Uniform Construction Code or Pa UCC) provides for violations of the state statute at 35 Pa Code 7210.903. This section clearly identifies any violation of the Pa UCC as a Summary Offense. Please note the following:

§ 7210.903. Penalties (a) VIOLATION OF ACT.—

- (1) Any individual, firm or corporation that violates any provision of this act commits a summary offense and shall, upon conviction, be sentenced to pay a fine of not more than \$1,000 and costs.
- (2) Each day that a violation of this act continues shall be considered a separate violation.

(b) DISPOSITION OF PENALTIES. The amount of the penalty shall be forwarded to the entity with enforcement jurisdiction.

April 2, 2014

In closing let me provide for you that it is my sincere hope, given the extraordinary amount of information, legal advice, and effort provided to you relative to these ongoing criminal violations by the code department and the court system that you will now recognize that a permit is required and make all necessary efforts to obtain one in order to abate the continuing criminal violations. Otherwise you leave little recourse for this Building Code Official but to pursue further and more severe legal action.

Please consider this letter also an additional Notice of Violation. You should take this letter to an attorney at once.

Sincerely,



R. Clem Malot, MCP
Building Code Official

Cc: Chambersburg Borough
Solicitor
Enforcement File
David W. Rahouser, Esq.

COMMONWEALTH CODE INSPECTION SERVICE

June 3, 2014

Bombay Dining
815 Wayne Ave.
Chambersburg, PA 17201

**Notice of Violation/Revocation of Health License/Eating and Drinking
Establishment License**

Re: Bombay Dining Eating and Drinking Establishment License, 815 Wayne Ave.,
Chambersburg, PA.

Ladies and Gentlemen;

This is a notice of violation and a revocation of your eating and drinking establishment license. Operation of your establishment must immediately cease and may not continue unless and until the conditions outlined in this letter are met. There are violations of state law and local ordinance as outlined in this letter and previous inspection reports. In particular I reference you to retail food facility inspection reports dated June 3, 2014; November 14, 2013; October 30, 2013; October 29, 2013 which were provided to you at the time of your facility inspection on those dates.

On Tuesday, June 3, 2014 an inspector from our office performed a Food Facility Inspection at the above referenced address. This inspection revealed a multitude of violations of Title VII Chapter 46 of the Pennsylvania Code. These violations were found to be serious in nature and to carry significant risks of foodborne illness and public health issues. The risks were found to be so significant that they are considered an imminent threat to public health and safety. It is with the foregoing in mind that your license is immediately terminated. In fact a review of our records and the license on display that was seized during our inspection reveals that you are operating on an expired license or in other words without the necessary health department license to operate and eating and drinking establishment. It appears your displayed license expired December 31, 2013 and our records show no evidence of a renewal application or approval for this location.

You are therefore barred from the operation of an eating and drinking establishment within the Borough of Chambersburg unless and until you obtain approval from this department to reopen your facility. That approval will only be granted once a new license is applied for and obtained and a health department occupancy inspection completed.

Since the end of October 2013 we have had occasion to visit your facility at least four times through the routine inspection process or responding to complaints. On all four visits we have encountered noncompliant health-related issues within the restaurant. Three of those four visits resulted in closure of the restaurant due to health-related violations. The fourth visit was to reopen the restaurant after a prior closing. These violations are significant in nature and show blatant disregard for public health and safety. They also show a lack of management skill and supervision of the food preparation and serving staff as well as food inventory storage and purchasing procedures.

Some of the some of the recent violations of Title VII Chapter 46 of the Pennsylvania Food Code and Borough Ordinance include:

- violation of 46.101 no person in charge available.
- Violation of 46.111 no health awareness procedure
- violation of 46.131 no proper handwashing procedure
- violation of 46.261 no gloves being used
- violation of 46.211 no documentation for any of the food products
- violation of 46.213 packaged food not labeled as required
- violation of 46.215 packaged raw meat and poultry not labeled safe handling instructions
- violation of 46.218 food in kitchen, cooler, freezer with no covering. Raw chicken stored on kitchen counter/table beside the ready-to-eat food
- violation of 46.711(a) food contact surfaces not clean to site or touch
- violation of 46.731 observed no chemical sanitizer being used
- violation of 46.385(b) commercially processed and ready-to-eat food with no labels or dates
- violation of 46.382 frozen chicken sitting at room temperature to thaw
- violation of 46.383 frozen chicken going on kitchen table
- violation of 46.632 thermometer not being utilized
- violation of 46.422 prepackaged food not properly labeled
- violation of 46.282 food in freezer is all and tomato boxes. Wontons in raw chicken boxes, etc.
- violation of 46.321 food is not protected door and storage
- violation of 46.304 no tubs of sanitizer
- violation of 46.711(b)(c) cooking equipment needs thoroughly cleaned. Equipment in kitchen with accumulation of grease on nonfood contact surfaces
- violation of 46.714 nonfood contact surfaces not clean to a frequency to preclude accumulation of soil
- violation of 46.943 no light in walk-in freezer

In addition our investigation reveals your facility is in possession of an expired eating and drinking establishment license. This license has been expired since December 31, 2013.

Because of the severity of these violations and the apparent inability of management to easily rectify the situation you will not be issued a new health license until a remediation plan can be developed, reviewed, approved, and implemented. That remediation plan needs to be prepared by a qualified food-service professional with a working knowledge of facility similar to yours and industrial experience in the preparation of Hazard Analysis Critical Control Point Plans (HACCP). Once completed and implemented this consulting food-service professional must remain on board with your facility in a supervisory capacity to assure compliance with the (HACCP) plan; unless and until they are released in writing by the Authority Having Jurisdiction. Our authority for this request comes through the Borough of Chambersburg as the authority having jurisdiction under Title VII Chapter 46 Paragraph 46.122 (iii) of the Pennsylvania Code.

Therefore you are hereby directed (if you intend to reopen) to immediately seek the employ of such a qualified consultant. That consultant should contact the Health Department Officer initiating this correspondence and provide their resume for our

review and acceptance as such a qualified individual. Our office will, once your consultant is approved, work with your consultant to help achieve an understanding of the requirements of the foregoing condition. We will help them develop an outline of work to be performed based on the following bullet points or items:

Conduct a hazard analysis.

- With the aid of your consultant you shall identify all of food safety hazards that may be present in your facility and identify any and all preventive measures that you can apply to control the out of compliance conditions.

Identify critical control points.

- Identify points, steps, or procedures in your operation at which control can be applied that will prevent, eliminate, or reduce to an acceptable level the food safety hazards currently present in your facility. A food safety hazard is any *biological, chemical, or physical* property that may cause a food to be unsafe for human consumption.

Establish critical limits for each critical control point.

- A *critical limit* is the maximum or minimum value to which a physical, biological, or chemical hazard must be controlled at a critical control point to prevent, eliminate, or reduce to an acceptable level.

Establish critical control point monitoring requirements.

- Monitoring activities are necessary to ensure that the process is under control at each critical control point. Each monitoring procedure and its frequency must be listed in the remedial plan that you are developing.

Establish corrective actions.

- Corrective actions are actions to be taken whenever your critical control point monitoring shows a change or deviation beyond an established critical limit. Identify the corrective actions to be taken if a critical limit is not met. Corrective actions are intended to ensure that no adulterated or injurious products are produced, distributed, or sold from your establishment.

Establish record keeping procedures.

- Pennsylvania State Law and borough of Chambersburg Ordinance, Rules, and Regulations require that you maintain certain documents and records to be available for inspection by the local health department and other officials. In addition to the documents you are already required to keep, going forward you must keep on site the aforementioned hazard analysis and your written plan of corrective action. You must also keep, available for inspection, all records documenting the monitoring of critical control points, critical limits, verification activities, and handling of any changes or deviations from the approval process. It is important for continued operation and review that these records are available and up-to-date.

Establish procedures for verifying the remedial procedure is working as intended.

- *Verification* ensures that the plan is doing what it is intended to do, assisting you in providing a safe and compliant eating and drinking establishment.

- Verification procedures may include such activities as review of the plan, records, critical limits, training procedures, and other conditions as necessary.
- Verification tasks to be performed by restaurant personnel. Verification and compliance will also be monitored by Chambersburg Health Department inspectors.

Please notify this office of your chosen consultant and any change in staff or intention to reopen this facility.

You have the right to legal counsel. If you do not intend to fully comply with this Order you should take this letter to your attorney at once. If you do not have an attorney or if you cannot afford one please contact the PA Bar Association Lawyer Referral Service; P.O. Box 186, 100 South Street; Harrisburg, PA 17108; Telephone Number: 800-692-7375.

You have the right to appeal decisions of the Health Code Official. Your appeal must be on a form provided by the municipality; this may be obtained by contacting the Codes Sec., Ms. Julie Martin, Chambersburg Borough office; 100 S. 2nd St., Chambersburg, PA 17201. 717-264-5151. Your prompt and kind attention to this matter is appreciated.

Sincerely,



R. Clem Malot, MCP, CFM
Health Code Official

Cc: Chambersburg Borough Board of Health
Borough Solicitor
Enforcement File

Title 7 Chapter 46 of the Pennsylvania Code

Definitions:

HACCP—Hazard Analysis Critical Control Point—A system developed by the National Advisory Committee on Microbiological Criteria for Foods that identifies and monitors specific foodborne hazards that can adversely affect the safety of the food products.

HACCP plan—A written document that delineates the formal procedures for following the HACCP principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

§ 46.1121. Facility and operating plans.

(a) *When plans are required.* A food facility licensing applicant or food facility operator shall have plans and specifications reviewed by the Department or licensor and will submit these properly prepared plans

and specifications (as described in subsection (b)) to the Department or licensor for review and approval (using the procedure described in § 46.1142 (relating to application procedure for appropriate license or registration)) before any of the following:

- (1) The construction of a food facility.
- (2) The conversion of an existing structure for use as a food facility.
- (3) The remodeling of a food facility (including installation and use of any new major food equipment for heating, cooling and hot and cold holding food) or a change of type of food facility or food operation if the Department or licensor determines that plans and specifications are necessary to ensure compliance with this chapter.
- (4) A change of ownership of a food facility.
- (b) *Contents of the plans and specifications.* The plans and specifications for a food facility shall include (as required by the Department or licensor based on the type of operation, type of food preparation and foods prepared) the following information to demonstrate conformance with this chapter:
 - (1) Intended menu and consumer advisory intentions, if a consumer advisory is required under § 46.423 (relating to consumer advisory required with respect to animal-derived foods that are raw, undercooked or not otherwise processed to eliminate pathogens).
 - (2) Anticipated volume of food to be stored, prepared and sold or served.
 - (3) Proposed layout, mechanical schematics, construction materials and finish schedules.
 - (4) Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities and installation specifications.
 - (5) Source of water supply, means of sewage disposal and refuse disposal.
 - (6) An HACCP plan, if required under § 46.1122 (relating to HACCP plans).
 - (7) Other information that may be required by the Department or licensor for the proper review of the proposed construction, conversion or modification of a food facility, and requested by the Department or licensor in writing.

Cross References

This section cited in 7 Pa. Code § 46.1122 (relating to HACCP plans); 7 Pa. Code § 46.1123 (relating to confidentiality of trade secrets); 7 Pa. Code § 46.1143 (relating to issuance); and 7 Pa. Code § 46.1144 (relating to conditions of retention: responsibilities of the food facility operator).

§ 46.1122. HACCP plans.

(a) *When a HACCP plan is required.*

(1) Before engaging in an activity that requires a HACCP plan, a food facility applicant or food facility operator shall submit to the Department or licensor for approval a properly prepared HACCP plan as specified in subsection

(b) and the relevant provisions of this chapter if any of the following occurs:

- (i) Submission of a HACCP plan is required according to applicable Federal or State laws.
- (ii) A variance is required as specified in § 46.250(b)(2)(ii), § 46.361(d)(2), § 46.401 or § 46.589(b).
- (iii) The Department or licensor determines that a food preparation or processing method requires a variance based on a plan submittal specified in § 46.1121(b) (relating to facility and operating plans), an inspectional finding or a variance request.

(2) A food facility applicant or food facility operator shall have a properly prepared HACCP plan as specified in § 46.402 (relating to reduced oxygen packaging).

(b) *Contents of a HACCP plan.* For a food facility that is required in subsection (a) to have a HACCP plan, the plan and specifications shall indicate the following:

(1) A categorization of the types of potentially hazardous foods that are specified in the menu such as soups and sauces, salads, and bulk, solid foods such as meat roasts, or of other foods that are specified by the Department or licensor.

(2) A flow diagram by specific food or category type identifying critical control points and providing information on the following:

- (i) Ingredients, materials and equipment used in the preparation of that food.

- (ii) Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved.
- (3) Food employee and supervisory training plan that addresses the food safety issues of concern.
- (4) A statement of standard operating procedures for the plan under consideration including clearly identifying the following:
 - (i) Each critical control point.
 - (ii) The critical limits for each critical control point.
 - (iii) The method and frequency for monitoring and controlling each critical control point by the food employee designated by the person in charge.
 - (iv) The method and frequency for the person in charge to routinely verify that the food employee is following standard operating procedures and monitoring critical control points.
 - (v) Action to be taken by the person in charge if the critical limits for each critical control point are not met.
 - (vi) Records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed.
- (5) Additional scientific data or other information, as required by the Department or licensor, supporting the determination that food safety is not compromised by the proposal.

Cross References

This section cited in 7 Pa. Code § 46.366 (relating to treating juice); 7 Pa. Code § 46.402 (relating to reduced oxygen packaging); 7 Pa. Code § 46.461 (relating to additional safeguards for a food facility that serves a highly susceptible population); 7 Pa. Code § 46.1103 (relating to variances); 7 Pa. Code § 46.1121 (relating to facility and operating plans); 7 Pa. Code § 46.1123 (relating to confidentiality of trade secrets); and 7 Pa. Code § 46.1144 (relating to conditions of retention: responsibilities of the food facility operator).

COMMONWEALTH CODE INSPECTION SERVICE

August 4, 2014

Phil Wolgemuth, Land Use & Development Director Borough of Chambersburg
100 S. Second St.
Chambersburg, PA 17201

Re: Noise Complaint at 128 East Queen Street, Chambersburg, Pa. 17201

Dear Sir:

At the request of the Borough I performed a Noise Compliance Assessment of 128 East Queen Street, Chambersburg and surrounding area. My evaluation was to determine if activities taking place inside of 128 East Queen Street generated noticeable non complaint noise levels outside the structure and within adjoining and/or nearby structures and properties. The purpose was to evaluate for compliance with Borough of Chambersburg Noise Performance Standards as set forth at Paragraph 300-171 of the Code of the Borough of Chambersburg.

My inspection/evaluation was conducted on Sunday, August 3, 2014 between the hours of 10:30 hrs. and 12:30 hrs. at the above location. My findings are as follows:

- All measurements were made with a Hand Held Sound Level Meter at 5.50 feet above ground level or with a stationary sound level meter mounted on a tripod in an area along an interior wall of the adjoining ground floor apartment representative of the average location within that portion of the adjoining dwelling. All measurements were taken with 'A' Weighting enabled taking all measurements in the 500Hz – 10,000 Hz Frequency Range. The handheld meter was set to a slow response time, sampling every 0.5 seconds. Accuracy of measurement was calculated at ± 2 dBA at 94 dBA SPL (Sound Pressure Level). The tripod meter was set to sample once every second.
- At 10:51 hrs. I proceeded to take Ambient Sound Level measurements throughout the area in question.
- There was a mixture of amplified music and voices discernable at all locations sampled adjacent the structure.
- I found the ambient sound level at the outside front of 128 East Queen Street to range routinely between 60 dBA and +80 dBA with many averages at or above 68 dB with a few notable peaks above 80 dBA.
- 64 dB to +80 dBA also was a consistent measurement along South Main Street.
- Baseline Measurements along the outside rear of the property were routinely 56 – 66.1 dBA.
- Baseline measurements at outside center of building east side were approximately 60 dBA with much (continuous) ambient street noise.
- Baseline measurements outside along South Central Avenue to the East were 56 - 65 dBA at the rear of the structures increasing to 60 - 70 dBA at the intersection with East Queen Street.
- My measurements taken outside around the subject property showed little change in the ambient noise level although the sounds of the amplified music were readily discernable or plainly audible. This condition (little change from ambient noise level during performances) is due to the high background noise created by US Route 30, Queen Street. This background traffic noise does not however remove the readily discernable characteristic of the sound emanating from the structure at 128 East Queen Street.
- Measurements were also taken inside of the adjoining rental unit located immediately to the West known as the first floor of 122 East Queen Street. The interior of this apartment had an ambient sound level of about 35 - 40 dBA.

- Beginning at 10:51 hrs. I began monitoring of the sound level as the church had noticeably become active. I observed marked difference in the sound level within the apartment and also the outside of the structures.
- The increase in sound level was obviously being created by amplified music and voices coming from the occupancy at 128 East Queen Street.
- Inside the apartment on the ground floor of 122 East Queen Street the conditions were much different than outside. With an ambient or baseline sound level determined to be at approximately 35 - 40 dBA the change was quite noticeable. Beginning at 10:51:04 and ending at 11:58:03 I recorded continuous sound level readings. The readings were taken along the "East" Wall of the Apartment using a stationary recording sound level meter placed on a tripod facing the noise emanating from 128 East Queen Street.
- Readings were taken and recorded every 01.00 seconds for 66 minutes and 59 seconds.
- During my measurements both the tenant of the apartment and the building owner were present.
- At approximately 11:47 a member of the church arrived while I was making outside measurements. Apparently he recognized me or perhaps the property owner next door. I noticed then an immediate decrease in the noise level. WE then terminated the recording at 11:58:03 hours.
- I have attached to this report an excel spread sheet each measurement taken and with illustrative graphics to show the out of compliance measurements and trends. For purposes of clarity in the illustration I only show measurement approximately every 38 seconds.
- The measurements taken show that 38% of the time the measurements fell above the 62 dBA limit imposed through the ordinance.
- The tenant at 122 East Queen Street confirmed that the subject property has as many as four days each week when these types of violations occur. He has tried unsuccessfully to resolve the noise issue directly with the occupants to no avail. He is generally forced to leave his apartment during their performances to simply have peace and quiet.
- The owner of 122 East Queen Street offered that the violations are making his property unrentable due to the frequent noise issues. He also offered that he has made efforts on his own to resolve the issues before contacting Borough Officials. His efforts were also unsuccessful.
- It is my observation that the noise that escapes the subject property has indeed created a nuisance, entirely pervades the apartment at 122 East Queen, and exceeds the limits of the Ordinance by a marked amount.

In conclusion, it is my professional observation that ordinance violations definitely exist. Thank you for the opportunity to be of service. Please do not hesitate to contact me should you have additional questions or concerns.

Sincerely,



R. Clem Malot, MCP
Building Code Official

Cc:

COMMONWEALTH CODE INSPECTION SERVICE

January 6, 2012

Amos B. Blank
12540 Mongul Hill Road
Shippensburg, Pa. 17257

via: Certified Mail

**ORDER TO SHOW CAUSE / ORDER TO VACATE
NOTICE OF UNSAFE STRUCTURE
REVOCATION OF OCCUPANCY APPROVAL**

RE: 142 Lincoln Way West, Chambersburg Borough, Franklin County, Pa. 17201

This is a legal notice – you should immediately seek the advice of legal counsel.

Dear Sir:

Pennsylvania Uniform Construction Code Administrative regulation 403.84 states that:

(a) A building code official may determine that a building, structure or equipment is unsafe because of inadequate means of egress, inadequate light and ventilation, fire hazard, other dangers to human life or the public welfare, illegal or improper occupancy or inadequate maintenance. A vacant building or structure that is not secured against entry is unsafe under this section.

(b) When a building code official determines the existence of an unsafe condition, the building code official shall order the vacating of the building or structure.

(c) A building code official shall serve a written notice on the owner or owner's agent of the building, structure or equipment that is unsafe under this section. The notice shall contain the order to vacate the building, structure or seal the equipment out of service and state the unsafe conditions, required repairs or improvements. The order shall be served by certified mail or personal service to the owner or to the owner's agent's last known address or on the owner, agent or person in control of the building, structure or equipment. A building code official shall post the written notice at the entrance of the structure or on the equipment if service cannot be accomplished by certified mail or personal service.

(d) When a building or structure is ordered vacated under this section, the building code official shall post a notice at each entrance stating that the structure is unsafe and its occupancy is prohibited.

(e) A building code official may not rescind the order to vacate until the owner abates or corrects the unsafe condition.

Finding:

The Building Code Official has discovered that this building has fallen into a serious state of disrepair, presents an imminent danger to public safety, is a fire hazard, and is unfit for human habitation. The Building Code Official notes that there was a recent fire (1/5/12) in an apartment contained in this structure. The cause of origin of the fire appears to be related to unpermitted gas work being performed by unqualified individuals without any necessary permits, approvals or inspections.

Further investigation reveals that the boiler or heating plant serving the structure is not functional and has not been functional for an extended period. By your own admission you were attempting to install wall and/or floor mounted space heaters in the apartments to provide a source of heat during the winter. The fire appears to be a direct result of said work. Investigation reveals that the heater being installed within the apartment where the fire originated was Manufactured for and listed for

use with Propane fuel and not natural gas. It was noted that Chambersburg Gas Department was serving the structure with natural gas. It was observed that the gas supply to the heater was obtained from a supply line to the apartment's cooking stove. No calculations were available to prove the supply capable of serving both appliances. No provisions were made for venting or make up air. The apartment was not equipped with functioning smoke detectors or a carbon monoxide detector. It was observed that those same deficiencies were repeated through the apartment building. While investigating this fire you allowed us access to all apartments and common areas. It was noted that the remaining apartments appeared to be attempting to provide themselves with heat by opening the cooking oven door and allowing the oven to cast heat into the apartment. Additional heat was provided by portable electric space heaters powered by extensions cords throughout all apartments. Interviewing with the Borough Gas Department also reveals that you were previously warned against the installation of heaters of this nature and of the danger they pose to the occupants of the structure. It was also very apparent that several of the other apartments had natural gas wall heaters installed in a manner that was similar to the unit where the fire originated. We observed these units installed with unlisted iron piping using unlisted Teflon tape on the connections and unlisted electrical strapping used to retain the piping to the wall or ceiling. However it was obvious that, where tested, the pipe was not secure in the clamps and could be shifted and moves, further stressing the gas lines and connections. The fire originated in the floor/wall area and appeared to be caused by an unlisted elbow or joint loosening due to the construction work necessary to install the propane heater. It should be noted that code strictly prohibits concealment within walls and floor of joints in gas piping as outlined in Section 404 of the international Fuel Gas Code (IFGC). In this case Listed shall mean the following: *"LISTED - Equipment, materials, products or services included in a list published by an organization acceptable to the code official and concerned with evaluation of products or services that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services and whose listing states either that the equipment, material, product or service meets identified standards or has been tested and found suitable for a specified purpose."*

The Uniform Construction Code clearly dictates "every dwelling unit shall be provided with heating facilities capable of maintaining a minimum room temperature of 68°F (20°C) at a point 3 feet (914 mm) above the floor and 2 feet (610 mm) from exterior walls in all habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance with this section." The entire building is presently incapable of maintaining that specification.

The theme of portable space heaters and use of the cooking oven to provide heat to the apartments was repeated throughout the structure in every apartment.

While present and investigating the apartments, for further life safety issues, the electrical service to one of the upstairs units was interrupted entirely. It was discovered that this was a recurring issue in the last few weeks and appeared due to an electrical overload of the units wiring due to the use of the space heaters. It was quickly corrected by one of the teenage occupants of the apartment who said they go to the basement and change the fuses when that happens. An investigation of the service entrance in the basement revealed a extremely dangerous situation where there was what appears to be two service drops brought into a meter board assembly serving the 8 apartments and landlord spaces. At least one of those services had the meter missing and the safety covers removed allowing direct exposure to unprotected and unfused electrical service entrance conductors. They were easily within reach of those persons capable of changing the fuses to the affected apartments. It was also noted that the meters and fuse boxes were incorrectly marked and that you had difficult in remembering which one served what. An exercise that would be even more difficult in a emergency situation. I noticed there was not an adequate supply of fuses available to service all the fuse boxes that were present given the opportunity for overload that was present during our investigation.

While in the basement to examine the electrical service panel I also noticed that there was a multitude of wiring safety violations, obviously not completed by a Borough Licensed Master Electrician as required by Borough Ordinance. Those violations included free span splices not in junction boxes, open junction boxes without covers and with wires protruding out of them, unsupported or improperly installed wiring including unsupported romex and damaged knob and

tube wiring. I also noticed the boiler was inoperative and did not appear to be under repair. It appears as if you are serving the entire structure with one small hot water heater not suitable for all 8 apartments and not capable of providing a continuous supply of heated water. There were two rooms that appear to be used for unpermitted automobile tire storage presenting an additional fire hazard to your tenants.

Continuing our investigation of the common areas we found an unlocked closet in the second floor hallway. When opened the closet was actually an electrical equipment closet with approximately 12 fused disconnects and junction boxes installed with only a few having appropriate working clearance due to the cramped and narrow nature of the closet. The switch gear was mostly open or presenting an unsecure cover. Junction boxes had no covers or were open. All devices and circuits appeared to be live (or hot). As in the basement the closet exhibits evidence of work performed by unskilled and unlicensed individuals. This is particularly clear when one takes notice of the multitude of electrical safety violations that occur just within this tiny space. We took particular note of wiring coming out the front of at least one disconnect so that the door or cover could not be closed, recent wiring upgrades that were unsupported and unsecured merely draping over equipment and passing through missing plaster holes in the existing lath and plaster walls, a receptacle laying loose on the closet floor fed by a piece of unsecure romex wiring, and romex wiring dropping from one disconnect to the floor then through the floor via a hole that appears to be a sawn hand hold or access to the floor joist space and not an proper wiring route.

A strong odor of kerosene was evident on the street in front of the structure and inside about the first floor. Investigation reveals that the Apartment Building has a vermin or Bed Bug infestation that may have been first discovered on the first floor front apartment. Examination of that apartment revealed many dead bed bugs, strong presence of kerosene, and general unkempt conditions that would allow for the infestation to multiply and migrate. I observed a quote you provided from an exterminator to perform extermination on only one of the units. I then cautioned you that Bed Bugs once in a structure may infest the entire structure and that treatment of one unit is not effective. Your treatment must be of the entire building to obtain a clean bill of health. Certainly something we are going to be looking for prior to occupancy approval and after all other issues are resolved.

Close examination of the Fire Escape system serving the second and third floors reveals a combination of wooden porches and railings and metal and concrete stairs and landings. Many structural and life safety issues are found with all components. Prior to re-occupancy and Occupancy approval this egress path / emergency escape system must be evaluated by your structural engineer. You must provide his report to our office for review and approval then once a permit is obtained make all necessary structural and safety repairs related to this issue. It was noted that the emergency egress path was unsafe in some areas due to rotted steel support structures, missing balusters or guards along porches, inadequate or improper railings and handrails, a set of missing steps out of the kitchen area where the fire originated (there is a several foot drop out the door to the roof), and improperly located deadbolt locks so installed at the tops of doors as to make them unreachable by many persons, especially children. The interior stairs have no emergency lighting and during our investigation did not have adequate natural or provided light to maintain the required illumination of the egress path.

Determination:

- I. It is my determination as Building Code Official that all of the structure known as the apartment house; Located at 142 Lincoln Way West, Chambersburg Borough, Franklin County, Pennsylvania is unsafe and unfit for human habitation or use. It is my further determination that portions of the premises constitute a hazard, a threat to human occupation, and show copious evidence of neglect and inadequate maintenance. The

structure presents a fire hazard and a clear and present danger to life and property. Occupancy of the structure is denied and may not take place until all code related issues are addressed to the satisfaction of the Building Code Official in accordance with the Pennsylvania uniform Construction Code and a valid Certificate of Occupancy is granted as provided under Title 34 part XIV section 403.46 or 403.65 of the Pennsylvania Code. Further Occupancy without a valid Certificate of Occupancy is a criminal offence in Pennsylvania and subject to severe penalty. Further neglect of the property is a criminal offence and subject to severe penalty.

- II. You are ordered to immediately secure this structure and site against unauthorized entry. You are further directed to make immediate application for Building Permit to remove, repair, or replace the many areas of the structure that exhibit outward signs of unsafe conditions, Danger of fire or electrocution, structural failure or otherwise unsafe conditions. You must upon receipt of the appropriate permits and approvals make immediate repairs and/or removal of all unsafe conditions. All structural repairs must be inspected and approved in accordance with Title 34 Part XIV Section 403.43 & 403.45 or 403.62 & 403.64 of the Pennsylvania Code.
- III. You are ordered to Show Cause as to why the conditions exist unabated and why the Municipality should not take further action to remove the structure or unsafe conditions.
- IV. The Order to Show Cause allows up to 30 days for a written response. Failure to comply within 30 days could result in additional severe actions being taken against you and the property. Please be further advised that under 35 Pa Code 7210.903 violations are occurring daily and that each day is viewed as a new violation. Violations of the Uniform Construction code are criminal in nature and carry severe penalty. The Order to Show Cause does not defer your responsibility to immediately vacate the structure and take all necessary steps to protect the structure and the public from further dangers. The Order to Show Cause does not prohibit the Building Code Official or other enforcement officers from filing charges relative to the situation at hand.
- V. Citing various prior contacts with the Municipal Officials it is obvious that you have done little with prior requests or notices to comply with the requests to repair and protect.
- VI. Be advised that I have ordered this structure and associated site Vacated and declared it Unsafe. I have asked the Municipality to seek Court approval to remove the hazards and mitigate damages, which could include razing the building. This could affect your property rights. You should contact legal council at once.
- VII. Be further advised due to the unsafe conditions and the recent gas related fire I have requested the utilities be disconnected and remain disconnected unless and until all necessary testing and permitting has proven them to be capable of serving the structure.
- VIII. Take note: Pa UCC requires the assistance of a registered design professional (Architect or Engineer) in preparing any permit submittal for Building Permit {Title 34 XIV 403.42a(c)}. Take a copy of this notice with you to a meeting with your design professional.

This is a legal notice – you should immediately seek the advice of legal counsel.
Take a copy of this Notice with you to any meeting with your attorney. This notice clearly outlines the nature of the violations but can hardly describe the magnitude of the life safety issues they present.

Further occupancy or use of this facility without the necessary approvals and permits is a violation of state and local law and ordinance. This includes the use of the structure or site as a storage facility of any kind. If you do not intend to comply with this order you are advised to contact

January 6, 2012

an attorney at once. You have the right to legal counsel. If you do not intend to fully comply with this Order to Vacate you should take this letter to your attorney at once. If you do not have an attorney or if you cannot afford one please contact legal aid. Pennsylvania Legal Aid Network, Inc., The Louise Brookins Building, 118 Locust Street, Harrisburg, Pa., 17101-1414, Phone 717.236.9486 or 800.322.7572, Fax 717.233.4088.

Sincerely,



R. Clem Malot
Building Code Official

Cc: Municipality
Chambersburg Borough Electric Department
Chambersburg Borough Gas Department
Chambersburg Borough Fire Department
Chambersburg Borough Police Department
Chambersburg Borough Water and Sewer Department
Solicitor
Enforcement File

Title 34 Part XIV Section 403.122. Appeals, variances and extensions of time.

- (a) An owner or owner's agent may seek a variance or extension of time or appeal a building code official's decision by filing a petition with the building code official or other person designated by the board of appeals on a form provided by the municipality.
- (b) The postmark date or the date of personal service will establish the filing date of the appeal and request for variance or extension of time.
- (c) An appeal or request for variance or extension of time to a board of appeals will automatically suspend an action to enforce an order to correct until the matter is resolved. **An action under § 403.94 (relating to unsafe building, structure or equipment) may not be stayed.**
- (d) A board of appeals shall decide an appeal, variance request or request for extension of time by reviewing documents and written brief or argument unless the owner or owner's agent requests a hearing.
- (e) A board of appeals shall hold a hearing within 60 days from the date of an applicant's request unless the applicant agreed in writing to an extension of time.
- (f) A board of appeals shall only consider the following factors when deciding an appeal under section 501(c)(2) of the act:
 - (1) The true intent of the act or Uniform Construction Code was incorrectly interpreted.
 - (2) The provisions of the act do not apply.
 - (3) An equivalent form of construction is to be used.
- (g) A board of appeals may consider the following factors when ruling upon a request for extension of time or the request for variance:
 - (1) The reasonableness of the Uniform Construction Code's application in a particular case.
 - (2) The extent to which the granting of a variance or an extension of time will pose a violation of the Uniform Construction Code or an unsafe condition.
 - (3) The availability of professional or technical personnel needed to come into compliance.
 - (4) The availability of materials and equipment needed to come into compliance.
 - (5) The efforts being made to come into compliance as quickly as possible.
 - (6) Compensatory features that will provide an equivalent degree of protection to the Uniform Construction Code.

From: Clem Malot
To: mstoltzfus@pa.gov
Subject: FW: code wienie question
Date: Thursday, May 14, 2015 8:44:28 AM
Attachments: [2009 IRC Plumbing Commentary- Section P2705.1.pdf](#)
Importance: High

Good Morning Milt!

I have reviewed both the code and the commentary. The way I understand and have applied this information is as follows:

IRC 2705.1 in the previous code (2006 IRC) did not clarify the required distance to or separation from a vanity. As you know modern vanities can provide a significant code challenge as there are as many different forms of vanity tops as there are manufactures. Then there are certainly, added into that mix custom, vanity tops for the artistically inclined and the high end buyer. The vanity and vanity top may take a lot of different shapes and sizes.

It is my belief that the code section was clarified in 2009 to give clear direction toward the installation isolation distances so you would not be particularly crowded when trying to use the adjacent water closet or bidet.

The confusion often compounds when trying to apply the measurements listed to a multiple basin vanity top. I know that I, for one, tend to look at it (the vanity top) and see two sinks; where the actual intent of the code is to look at the entire top of the vanity as the surface in consideration relative to the isolation distance. It is the intention of the code to provide sufficient clearance between fixtures or appliances (between the water closet and the vanity or sink base/cabinet base in this case) for a "normal" ambulatory person to use either device comfortably or for both fixtures or devices to be used simultaneously. In the electrical world the call that dedicated space "working clearance."

2009 IRC 2705.1 (5). Water closets, lavatories and bidets. A water closet, lavatory or bidet shall not be set closer than 15 inches (381 mm) from its center to any side wall, partition or vanity or closer than 30 inches (762 mm) center-to-center between adjacent fixtures. There shall be at least a 21-inch (533 mm) clearance in front of the water closet, lavatory or bidet to any wall, fixture or door.

Please look at the vanity similar to a sidewall or partition. It is specifically mentioned in the 2009 code in the same sentence requiring a 15 inch separation from the water closet, lavatory, or bidet. If you examine the code section closely you will see that that 15" measurement is specific and also separated from (differentiated from) the 30" required center to center measurement of adjacent fixtures by the word "or". The entire passage is specific to "Water Closets, Lavatories, and Bidets

Reflecting on your comments:

My Take / Interpretation: The text from the Significant Changes commentary makes a couple of assertions that are otherwise not grounded or included in any form of the actual code text:

1. "Vanities are not fixtures" – that is a wrong statement. While the vanity itself (the cabinet, specifically) is not a fixture the sink set into the cabinet is a fixture, be definition in chapter 2

of the IRC.

- a. I would agree that the sink or sink bowls set into a vanity are fixtures. Two bowls in one vanity is one fixture.
 - b. I would also argue that if you maintain the required 15" clearance to the edge of the vanity most likely there is another 15" available before you reach the centerline of the first sink bowl.
 - c. I have carefully phrased the term "sink bowl" so that you are not confused trying to determine if two bowls are two sinks or if two bowls are a "two bowl sink".
2. *"...the measurement...applies to wall-hung or pedestal lavatories, not sinks..." – that is a wrong statement. Nowhere in the code does it make the application to wall-hung or pedestal lavatories. Since there is no exclusive reference then I can't turn around and apply it simply because it is contained in a commentary.*
- a. I agree that commentary is not code. It is considered reference material. Using reference material one must always return to the code for definitive wording.
 - b. I agree that the code is not specific to wall hung or pedestal. I disagree that the statement is wrong. It merely is a statement. Since they are not excluded the statement is broad and therefore they are included. I believe the commentary mentioned them for clarity. Unfortunately that clarity can sometimes cause cloudiness.
 - c. Returning to the code it appears to mention measurements from the water closet, lavatory, or bidet.
 - d. The measurement referenced in this code section is relative to those fixtures only.
 - e. The code section gives specific measurements to a vanity from these fixtures.
 - f. That measurement over rides anything else you may be referencing.
 - g. That measurement is 15" from the center of the water closet, lavatory, or bidet to the side wall of the vanity.

Question: Do you agree with the assessment that the 15-inch centerline requirement applies to the fixtures installed in the 24-inch vanity base, described for this particular house?

- I respectfully disagree for the reasons stated above.

Or am I taking a hard-headed action or interpretation?

- I think you were (hard headed), hopefully I have helped clarify the code writing for you.
- While I am not certain of what your real life situation is with this code issue, it appears to me that the installation would be compliant if the following conditions exist:
 - There must be a minimum of 15" clearance from the centerline of the Water closet, lavatory, or bidet to the side wall of the vanity in question.
 - There must be at least a 21" clearance in front of the water closet, lavatory, or bidet to a wall, fixture, or door.
 - There must be a minimum of 30" clearance {15" from either unit} between water closets, lavatories, and bidets. Gives you "working room" when using the fixture.
 - Beyond that your next measurement of importance would be centerline of the water closet, lavatory, or bidet to the centerline of the first sink bowl of the vanity. I would expect that to be 30" minimum but I would also NOT try to enforce any

measurement between the first bowl and the second bowl as an argument can handily be made that they are part of the same vanity and therefore part of one unit not subject to such restrictions. In a commercial setting different rules apply.

Please let me know if this helps. I really appreciate your confidence in my opinion. Generally however advice is worth what it costs.

Best regards,

Clem

Sincerely,

R. Clem Malot

R. Clem Malot, MCP CFM
Construction **Code Official**
PMCA
405 Wayne Avenue
Chambersburg, PA 17201
Phone: 717 496-4996
clem@pacodealliance.com

From: Stoltzfus, Milton [mailto:mstoltzfus@pa.gov]

Sent: Wednesday, May 13, 2015 1:54 PM

To: Clem (uncleclm@embarqmail.com)

Subject: code wienie question

Good afternoon, Clem.

I hope everything is going well for you – enduring the spring-summer heat, and all that.

I have a code guru question that I am seeking your opinion on.

Scenario: A house has been constructed with two bathroom sinks, installed into a 24-inch vanity base. With this arrangement a violation has been cited that the 15-inch spacing to center-of-the-fixture is not being achieved (ref. IRC – 2705.1, item 5). From reading that text I agree the installation does not conform to the requirements.

Clarification: When asking the third party agencies (both the one responsible for this house and another not directly involved) both responded, citing text taken from the ICC document “Significant Changes to the 2009 IRC”. I have included a copy with this message for your reading.

My Take / Interpretation: The text from the Significant Changes commentary makes a couple of assertions that are otherwise not grounded or included in any form of the actual code text:

1. “Vanities are not fixtures” – that is a wrong statement. While the vanity itself (the cabinet, specifically) is not a fixture the sink set into the cabinet is a fixture, by definition in chapter 2 of the IRC.
2. “...the measurement...applies to wall-hung or pedestal lavatories, not sinks...” – that is a wrong statement. Nowhere in the code does it make the application to wall-hung or pedestal lavatories. Since there is no exclusive reference then I can’t turn around and apply it simply because it is contained in a commentary.

Question: Do you agree with the assessment that the 15-inch centerline requirement applies to the fixtures installed in the 24-inch vanity base, described for this particular house? Or am I taking a hard-headed action or interpretation?

I trust your opinion – so don't pull any punches.
If not sooner, I will see you at the RAC meetings next week.
Have a great week.

Milton Stoltzfus / Industrialized Housing Program Manager

PA Department of Community & Economic Development
Factory Housing & Building Standards
Commonwealth Keystone Building
400 North Street, 4th Floor | Harrisburg, PA 17120-0225
Phone: 717.720.7418

www.padev.com : www.mvdlr.com

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P2705.1

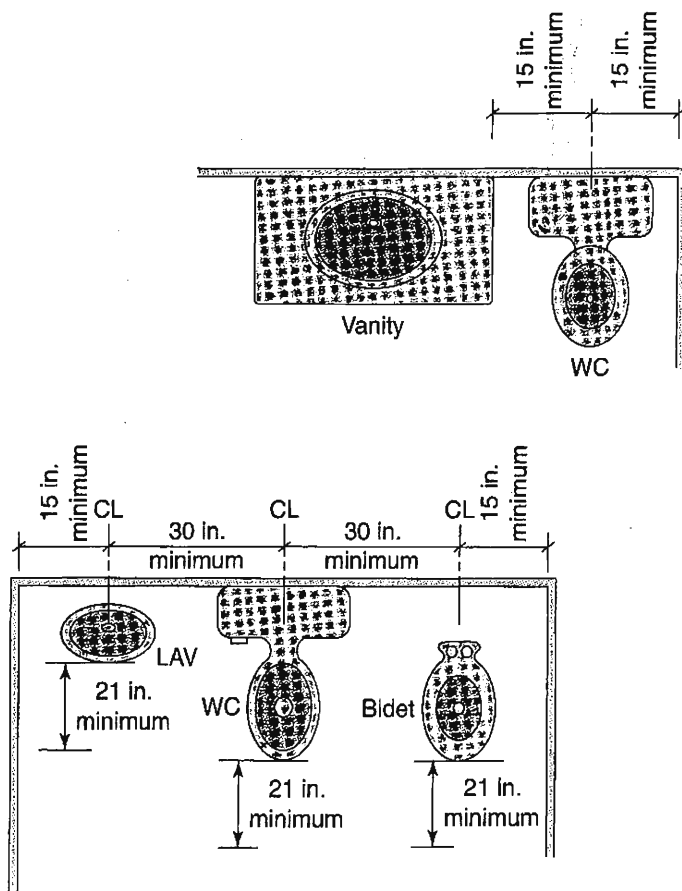
Installation of Fixtures

CHANGE TYPE: Modification

CHANGE SUMMARY: Bathroom fixture clearance dimensions have been revised to include lavatories and to provide consistency with the requirements of the *International Plumbing Code* (IPC).

2009 CODE: P2705.1 General. The installation of fixtures shall conform to the following:

1. (through) 4. (No change to text.)
5. The centerline of water closets or bidets shall not be less than 15 inches (381 mm) from adjacent walls or partitions or not less than 15 inches (381 mm) from the centerline of a bidet to the outermost rim of an adjacent water closet. There shall be at least 21 inches (533 mm) clearance in front of the water closet, bidet or lavatory to any wall, fixture or door.
5. Water closets, lavatories and bidets. A water closet, lavatory or bidet shall not be set closer than 15 inches (381 mm) from its center to any side wall, partition, or vanity or closer than 30 inches (762 mm) center-to-center between adjacent fixtures.



Installation of fixtures

There shall be at least a 21-inch (533 mm) clearance in front of the water closet, lavatory, or bidet to any wall, fixture, or door.

6. (through) 8. (No change to text.)

CHANGE SIGNIFICANCE: The IRC plumbing provisions now provide clear direction on the spacing of water closets, bidets, and lavatories that is consistent with IPC Section 405.3.1. Previously, lavatory spacing was not included, and the measurement between a bidet and a water closet was subjective and contrary to the IPC. Now all adjacent fixtures require minimum 30-inch spacing measured centerline to centerline. Vanities have been added to the list of objects requiring a clearance of not less than 15 inches measured from the centerline of an adjacent fixture. Vanities are not fixtures, and this change clarifies that the centerline-to-centerline measurement for adjacent fixtures applies to wall-hung or pedestal lavatories, not sinks set in or on vanity cabinets.

From: Clem
To: "Matthew Light"; "David Bskirk@internationalcodeconsultants.com"; "Rodney Sarver (rsarver@bethelpark.net)"
Subject: RE: dead end corridor
Date: Thursday, March 06, 2014 7:36:00 PM

I would say that it is not defined as a "Corridor"
From commentary, definitions in section 1002

CORRIDOR. An enclosed exit access component that defines

and provides a path of egress travel to an exit.

∩ Corridors are regulated in the code because they serve as principal elements of travel in the means of egress systems within buildings. Corridors have walls that extend from the floor to at least the ceiling. They need not extend above the ceiling or have doors in their openings unless a fire-resistance rating is required for (see Section 1017). The enclosed character of the corridor restricts the sensory perception of the user. A fire located on the other side of the corridor wall, for example, may not be as readily seen, heard or smelled by the occupants traveling through the egress corridor. An egress path bounded by partial-height walls, such as work-station partitions in an office, are not corridors by definition since they are not enclosed by full-height walls.

From: Matthew Light [mailto:Matthew@uprov-montco.org]
Sent: Thursday, March 06, 2014 9:57 AM
To: David Bskirk@internationalcodeconsultants.com; Rodney Sarver (rsarver@bethelpark.net); 'Clem Mallot'
Subject: dead end corridor

I have a 100 foot long aisle between high rack storage. It is a dead end. Does an aisle in an S1 constitute a "corridor"? It is occupied by a laborer who stocks shelves. It is a sprinkled building.

Should the aisle be open at both ends? Tell me code sections please.

Matthew D. Light
Building Inspector
Upper Providence Township
610.933.9179

This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

COMMONWEALTH CODE INSPECTION SERVICE

June 20, 2014

**Mike Kalathas
The Orchards Restaurant
1580 Orchard Drive
Chambersburg, PA 17201**

VIA First Class and Certified Mail Return Receipt

RE: Orchards Restaurant, 1580 Orchard Drive, Chambersburg, PA 17201

Mr. Kalathas,

This letter is in response to the undated letter received in my office June 16, 2014 to the attention of Ms. Francine L Shaw. As chief code official, it is my responsibility to answer letters of this nature.

On Monday, June 9, 2014 my office was contacted regarding a fire at your establishment. Your recent letter, I assume, is in reference to our investigations relative to the fire. I hardly know where to start, your letter is somewhat surprising given the magnitude of the situation at the time. It is my recollection that I was called by emergency dispatch because of a fire in your facility. We have no record of contact from you or any other food-service professional representing your facility relative to notification of fire. 46.1144 (5) Such notification is required by law.

Because of the great distance between my location and the fire scene, in order to facilitate resolution to any problems, I dispatched a Health Department inspector and a commercial building inspector to assist with any issues that might be at your facility as a result of the aforementioned fire. Prior to their arrival I had spoken with the Chambersburg Fire Department Chief and a senior fire department official who were on the scene in response to the alarm. During my phone interview with them I was able to determine that there was sufficient cause to close your facility because of unknown damage relating to the fire, failure of the fire alarm monitoring system, smoke in the kitchen, possible contamination of exposed food products, unsafe conditions in your electrical and fire sprinkler equipment rooms, out of compliance fire suppression systems in the cooking hoods, general unsanitary conditions throughout as evidenced by grease and dirt buildup, obstructed fire department access, gasoline powered equipment stored within the structure-more specifically stored within equipment sprinkler riser room, improperly located dumpsters installed in an unsafe manner under the eaves of the building and showing evidence of a prior fire which is damaged the soffit of the structure (also not reported to the authorities or the Health Department 46.1144 (5), and many other problems too numerous to mention here (most of which have been enumerated in both fire department and health department reports along with an inspection report provided by the commercial building inspector).

Given the preponderance of health & life safety violations, I ordered the facility closed prior to my arrival (46.1141). Upon arrival of Ms. Shaw it was discovered that your facility was still attempting to seat customers. It is my observation that Chambersburg Fire Department Chief William Fitzgerald had, at my direction, already removed your Health Department license from the wall and ordered the structure closed to the public; an order that was apparently ignored by you and your staff {46.1141(a)}. Ms. Shaw observed customers still entering the facility and being seated by your staff. Ms. Shaw's concern was with public safety and with management's apparent lack of regard for public health and safety or the laws, rules, and regulations of the Borough of Chambersburg and the Commonwealth Pennsylvania. Ms. Shaw therefore took the appropriate action to reinforce my orders and the directives from Chief Fitzgerald to close your facility. At the point of

removal of your license by Chief Fitzgerald you were operating your eating and drinking establishment without a license, in violation of not only the regulations of the Borough and the State Food Code but also in violation of your liquor license requirements through the PA LCB.

After reviewing all the written reports, photographs, and conducting interviews with my staff and the fire department I can only reiterate what I told you in person during my site visits immediately after the fire and the following day. If you recall, I expressed to you my concern about the significant amount of health code and life safety violations in and about your facility, your serious disregard for compliance with local and state regulations, and the anger exhibited towards inspection staff and emergency first responders for simply attempting to do their job and bring your facility into compliance with health regulations and fire code.

I have attached for your referral a copy of Title VII Chapter 46 of the Pennsylvania food code. Within this rather large document you'll find the rules and regulations from the state of Pennsylvania for which your establishment must remain compliant. In addition to those rules and regulations your facility must remain safe for entrance by the general public and your employees. In other words, to retain your certificate of use and occupancy your structure and the facilities within it must also remain compliant with the Pennsylvania Uniform Construction Code (35 Pa Code 7210.101 e seq.). In that light I have also attached copies of the report from our commercial building inspector and from the Chambersburg fire department. All of these above reports you were previously given and/or mailed to you for your consideration and compliance.

As you peruse through Chapter 46 of the Pennsylvania Food Code I would like to call your attention to paragraph 46.1101. This paragraph quite clearly says and I quote: "After the Department or licenser presents identification, the person in charge shall allow the Department or licenser to determine if the food facility is in compliance with this chapter by allowing access to the facility, allowing inspection and providing information and records specified in this chapter and to which the Department or licenser is entitled under the Public Eating and Drinking Places Law, the Food Act and any other relevant statutory or food regulatory authority during the food facility's hours of operation and other reasonable times if the facility is not open during normal business hours." For purposes of your establishment the Borough of Chambersburg Health Department is the "licenser." Please be advised that our policy is to never allow a facility to dictate who will inspect the facility, nor do we allow the facility to dictate when or how the inspection will be performed. If you wish to retain your certificate of use and occupancy and your eating and drinking establishment license you will permit the entrance of any authorized inspector from our department at any reasonable hour. Failure to admit our inspector is immediate grounds for a revocation of your licenses to operate. You may not prohibit any of our staff from performing their duties under the Statutes {46.1101} {35 Pa Code 7210.101 et seq.}.

Furthermore it has become evident through my personal observation and interviews with Health Department and Fire Department staff that your representatives have exhibited threatening behavior or behavior which can be perceived as threatening toward those who are there simply trying to enforce local ordinance and state law. As you and I discussed during my last visit it is truly unfortunate that the lack of professionalism within your facility warrants that these public servants must now be accompanied by an armed uniformed police officer to perform a routine inspection of your operation {46.1101}. Quite frankly I have to reassess your standing as a quality establishment based on these facts and on my review of your health records over the last 7 or 8 months.

The records reveal that you have had 7 health department inspections since mid-November 2013. The first inspection was a routine annual, the rest were either follow ups or related to the recent fire. All 7 visits have had health code violations that show there is

little regard for sanitation or food safety. These violations reflect directly on you and your management style as the designated "Food Facility Operator" {46.1144}. These violations are criminal offences and if warranted could subject you as the owner/operator of the establishment to criminal charges and or the loss of privilege to operate an eating and drinking establishment.

As I suggested to you verbally earlier, violations of the Pennsylvania Uniform Construction Code and the Borough Health Laws are criminal in nature and subject to citation. The violations that I personally observed as a result of these investigations cause me to have question and concern about how serious you take your role as the certified food facility operator {46.1144}. Indeed, during my first follow-up inspection the day after the fire it appeared as if very little had been done to clean your facility, remove the obstructions from the sprinkler riser room and the electrical service closet, or to assure that the food available for that days service had been properly stored or otherwise not contaminated or improperly stored. If you recall we discovered food required to be refrigerated was stored at room temperature, food was stored on the floor, insect infestation, dust and grease on the light fixtures above cooking surfaces, nonfunctioning alarm system, employee food or drink stored with clean plates, food throughout the establishment not covered, no sanitizer set up throughout the kitchen, mold found in both ice machines, food contact surfaces not clean to site or touch, commercially processed ready to eat food located throughout the kitchen area was not date marked, potentially ready-to-eat repackaged by the facility not date marked with use by or discard date, food ingredients stored in containers in cooler area not labeled with common name of the food, many products in 5 gallon buckets, buckets appear to have been cleaning chemical containers in the past, clean forks in the freezer stored directly on the shelf, refrigeration gaskets in need of repair and/or good cleaning, plywood surfaces throughout the establishment are not easily cleanable, the Kick Plate on the walk-in cooler doors has a projection that does not facilitate cleaning, this kick plate {by my observation} has been damaged for quite some time, no sanitation test strips for the ware washing machine, buildup of dirt from not being cleaned throughout the day, burned-out light bulbs, and the list goes on and on.

I sincerely hope this experience has caused you to reflect on the management issues within your establishment and that hereafter you will endeavor to remain compliant with the regulations. Failure to do so may result in additional unscheduled inspections and if your facility does not improve you may be required to undergo additional remedial actions. We have had some success in the past in improving management of operations similar to yours through the requirement for, development, and implementation of a HACCP Plan for the facility (Hazard Analysis and Critical Control Point Plan) {46.1122}. You may wish to look into the services of a consultant to assist you with this or simply ask the consultant for guidance toward a program that helps assure better inspection results in the future.

In closing let me reiterate that you still have outstanding issues with the alarm system, the obstructions to the fire department connections, improper signage relative to your fire suppression system, the location of your dumpsters, the insect infestation (proof of extermination required), the walk in cooler kick plate damaged and protruding, wooden shelving not covered, and perhaps several other items that were indicated on the Fire Department (6/9/14), Building Department (6/10/14), and Health Department (6/10/14) reports. Additionally please be aware once again that Pennsylvania State Law under Title 7 Chapter 46 Paragraph 46.1101 and the conditions of your Chambersburg Borough Eating and Drinking Establishment License require that you allow access to any inspector from our department regardless of your prejudice against them. Paragraph 46.1144 places the burden of compliance squarely on your shoulders as the operator of the facility.

I expect you will contact our office in the immediate future to secure a re-inspection of the facility once the outstanding issues have been corrected. This will help prevent further enforcement actions for the above mentioned non-complaint issues. Delay in providing the requested information about your alarm system or delay in completing the necessary repairs or modifications will place you once again in the enforcement spotlight. Additionally, I want to one last time stress the importance of you not interfering with Fire Department or Health Department Staff in the performance of their duties. These types of interferences are criminal and could subject you or your staff to additional criminal charges and immediate closure of the facility. Besides such behavior is immature and unbecoming of what the community perceives to be a quality establishment.

Respectfully,



R. Clem Malot, MCP. CFM
Chief Code Official

CC: Municipality
PA LCB
Solicitor
Enforcement File

Encl: Your letter rcv'd 6/16/14 {1 page}
Food Facility Inspection Report 6/9/14 {2 pages}
Food Facility Inspection Report 6/10/14 {2 pages}
Building Department Notice of Violation 6/10/14 {3 pages}
Chambersburg Fire Department Fire Code Violation Notice 6/9/14 {7 pages}
Title 7 Chapter 46 – Pennsylvania Food Code {134 pages} (via certified mail only)

Following are excerpts from Title 7 Chapter 46 of the Pennsylvania Code. They are referenced above and also provided as part of the complete chapter that will be included with this letter. In all cases where the language references “the Department or the licensor” be advised that the Borough of Chambersburg is the “licensor” for your establishment.

§ 46.1101. Access to food facilities.

After the Department or licensor presents identification, the person in charge shall allow the Department or licensor to determine if the food facility is in compliance with this chapter by allowing access to the facility, allowing inspection and providing information and records specified in this chapter and to which the Department or licensor is entitled under the Public Eating and Drinking Places Law, the Food Act and any other relevant statutory or food regulatory authority during the food facility’s hours of operation and other reasonable times if the facility is not open during normal business hours.

Cross References This section cited in 7 Pa. Code § 46.1144 (relating to conditions of retention: responsibilities of the food facility operator).

§ 46.1144. Conditions of retention: responsibilities of the food facility operator.

To retain a license or registration issued by the Department or licensor under this chapter, a food facility operator shall do the following:

- (1) Post the license or registration in a location in the food facility that is conspicuous to consumers and the Department or licensor.
- (2) Comply with this chapter—including the conditions of a granted variance as specified in § 46.1103(c) (relating to variances)—and approved plans as specified in § 46.1121(b) (relating to facility and operating plans).
- (3) If a food facility is required in § 46.1122(a) (relating to HACCP plans) to operate under a HACCP plan, comply with the plan as specified in § 46.1103(c).
- (4) Immediately contact the Department or licensor to report an illness of a food employee as specified in § 46.111(b) (relating to duty to report disease or medical condition).
- (5) Immediately discontinue operations and notify the Department or licensor if an imminent health hazard may exist because of an emergency such as a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition or other circumstance that may endanger public health. A food facility operator need not discontinue operations in an area of a facility that is unaffected by the imminent health hazard.
- (6) Not resume operations discontinued in accordance with paragraph (5) or otherwise according to the Public Eating and Drinking Places Law or the Food Act until approval is obtained from the Department or licensor.
- (7) Allow representatives of the Department or licensor access to the food facility as specified in § 46.1101 (relating to access to food facilities).
- (8) Except as specified in paragraph (9), replace existing facilities and equipment with facilities and equipment that comply with this chapter if either of the following occurs:
 - (i) The Department or licensor directs the replacement because the facilities and equipment constitute a public health hazard or no longer comply with the criteria upon which the facilities and equipment were accepted.
 - (ii) The facilities and equipment are replaced in the normal course of operation.
- (9) Upgrade or replace refrigeration equipment as specified in § 46.385(a)(3) (relating to potentially hazardous food: hot and cold holding), by December 13, 2008, if the circumstances specified in paragraph (8)(i) and (ii) do not occur first, and unless a variance has been approved as specified in § 46.1103.
- (10) Comply with directives of the Department or licensor including time frames for corrective actions specified in inspection reports, notices, orders, warnings and other directives issued by the Department or licensor in regard to the operator's food facility or in response to community emergencies.
- (11) Accept notices issued and served by the Department or licensor according to the Public Eating and Drinking Places Law or the Food Act.

§46.1122 HACCP plans.

(a) *When a HACCP plan is required.*

- (1) Before engaging in an activity that requires a HACCP plan, a food facility applicant or food facility operator shall submit to the Department or licensor for approval a properly prepared HACCP plan as specified in subsection (b) and the relevant provisions of this chapter if any of the following occurs:
 - (i) Submission of a HACCP plan is required according to applicable Federal or State laws.

- (ii) A variance is required as specified in § 46.250(b)(2)(ii), § 46.361(d)(2), § 46.401 or § 46.589(b).
- (iii) The Department or licensor determines that a food preparation or processing method requires a variance based on a plan submittal specified in § 46.1121(b) (relating to facility and operating plans), an inspectional finding or a variance request.
- (2) A food facility applicant or food facility operator shall have a properly prepared HACCP plan as specified in § 46.402 (relating to reduced oxygen packaging).
- (b) *Contents of a HACCP plan.* For a food facility that is required in subsection (a) to have a HACCP plan, the plan and specifications shall indicate the following:
 - (1) A categorization of the types of potentially hazardous foods that are specified in the menu such as soups and sauces, salads, and bulk, solid foods such as meat roasts, or of other foods that are specified by the Department or licensor.
 - (2) A flow diagram by specific food or category type identifying critical control points and providing information on the following:
 - (i) Ingredients, materials and equipment used in the preparation of that food.
 - (ii) Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved.
 - (3) Food employee and supervisory training plan that addresses the food safety issues of concern.
 - (4) A statement of standard operating procedures for the plan under consideration including clearly identifying the following:
 - (i) Each critical control point.
 - (ii) The critical limits for each critical control point.
 - (iii) The method and frequency for monitoring and controlling each critical control point by the food employee designated by the person in charge.
 - (iv) The method and frequency for the person in charge to routinely verify that the food employee is following standard operating procedures and monitoring critical control points.
 - (v) Action to be taken by the person in charge if the critical limits for each critical control point are not met.
 - (vi) Records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed.
 - (5) Additional scientific data or other information, as required by the Department or licensor, supporting the determination that food safety is not compromised by the proposal.

Cross References This section cited in 7 Pa. Code § 46.366 (relating to treating juice); 7 Pa. Code § 46.402 (relating to reduced oxygen packaging); 7 Pa. Code § 46.461 (relating to additional safeguards for a food facility that serves a highly susceptible population); 7 Pa. Code § 46.1103 (relating to variances); 7 a. Code § 46.1121 (relating to facility and operating plans); 7 Pa. Code § 46.1123 (relating to confidentiality of trade secrets); and 7 Pa. Code § 46.1144 (relating to conditions of retention: responsibilities of the food facility operator).

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



XVI. Professional development and training involvement:

- a. PMCA is an ICC Preferred Provider of Continuing Education offering training opportunities in many aspects of the International Codes and in the Administration and Enforcement of the Pa. UCC. PMCA Is approved "Preferred Provider" #1243 with the International Code Council.



- b. Mr. Malot has participated in the development of the following professional or industry publications and/or training programs through various committees as appointed by DCED, PHRC, and PSATS/PCCA (2 Copies of these publications have been provided to the Borough with this submission.):
- i. Technical guidance for Pennsylvania's Alternative Energy Provisions-PHRC-2006.
 - ii. Technical guidance for Pennsylvania's Alternative Energy Provisions-PHRC-2009.
 - iii. Technical guidance for Installation Guidelines for Relocated Manufactured Homes-DCED-2012.
 - iv. Technical guidance for Habitability Guidelines for Relocated Manufactured Homes-DCED-2012.
 - v. Pennsylvania Field Guide – Foundation Systems for Relocated Manufactured Homes – PHRC 2007
- c. Member of the Governors Pa Uniform Construction Code Review and Advisory Council 2009 – Present. Responsible to review and recommend the code adoption process for Pennsylvania.

R. Clem Malot,
President PMCA

May 21, 2015

SUPPLEMENT TO THE RFP

REQUEST FOR PROPOSALS (RFP)

Borough of Chambersburg, PA

THIRD PARTY CODE ENFORCEMENT SERVICES

Uniform Construction Code ("UCC") Enforcement - Systematic Residential Rental Code Enforcement and/or As Needed Complaint Based International Property Maintenance Code Enforcement
Health Code Enforcement



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**Pennsylvania's
ALTERNATIVE
Residential
Energy
Provisions**

2006





**Pennsylvania's
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Energy
Provisions**

Pennsylvania Housing Research/Resource Center

The Pennsylvania State University

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University Park, PA 16801

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2006





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Mark Fortney
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PHRC
219 Sackett Building
University Park, PA 16802



Preface

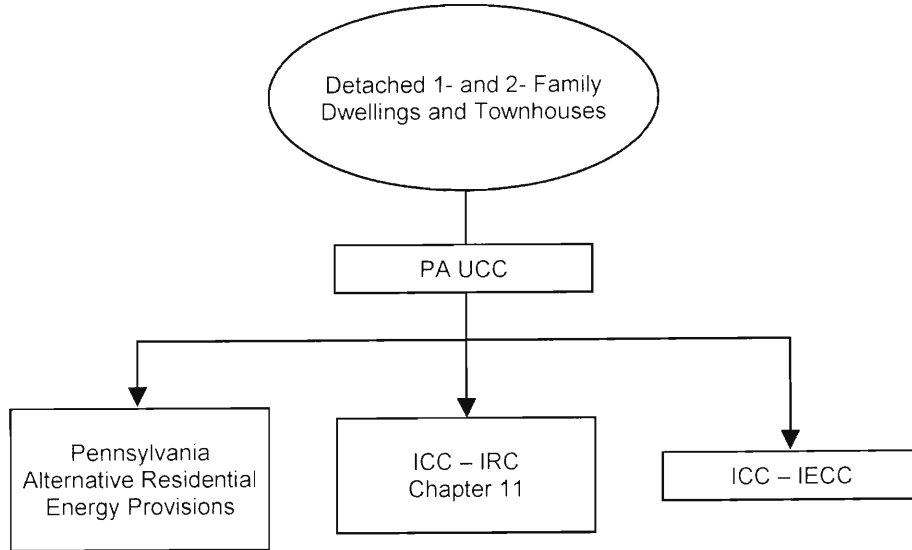
In November 1999, the Pennsylvania Legislature passed ACT 45, known as the Uniform Construction Code (UCC), into law mandating a statewide building code across Pennsylvania. Act 45 requires the Pennsylvania Department of Labor and Industry (DLI) to promulgate regulations to implement the requirements of the legislation and, in addition, to consider the development of alternative prescriptive methods for energy conservation that account for the various climatic regions within the Commonwealth. In deriving these energy standards, the DLI was to seek to balance energy savings with initial construction costs.

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The initial version of the PA-Alt was developed in 2000 and was based on the 2000 IECC and IRC. The second version was updated to the 2003 IECC. This document is the third reiteration of the PA-Alt and is equivalent to the 2006 IECC.

This PA-Alt document is just that: an alternative to Chapter 11 of the IRC. It is intended to supplement the IRC and, as far as possible, to be consistent in format and general intent. The scope and definitions used in the IRC apply. The flowchart that follows illustrates how this proposed alternative path fits into the overall regulatory structure for Pennsylvania's UCC. It is important to note that a choice needs to be made by the builder or design professional between the PA-Alternative, the IRC and, the IECC.



Flowchart showing the various Regulatory Paths for Space Conditioning Energy Compliance

Financial support for work on the development of Pennsylvania's Alternative Residential Energy Provisions was provided by the Commonwealth of Pennsylvania through the Pennsylvania Department of Community and Economic Development, the Hankin Endowment, the Pennsylvania State University and the members of the PHRC.

This alternative was developed by the PHRC as a service to DLI on behalf of all the consumers of housing in Pennsylvania.

Mark R. Fortney
Director



I

SECTION PA100 ADMINISTRATION

PA101 Scope. The provisions of this document regulates the energy efficiency for the design and construction of buildings regulated by the International Residential Code (IRC).

Exception: Portions of the building envelope that do not enclose conditioned space.

PA102 Compliance. Compliance shall be demonstrated by either meeting the requirements of this document or the International Residential Code (IRC) or the International Energy Conservation Code (IECC) adopted by the Commonwealth of Pennsylvania.

PA103 Identification. Materials, systems and equipment shall be identified in a manner that will allow a determination of compliance with the applicable provisions of this chapter.

PA104 Building thermal envelope insulation. An *R*-value identification mark shall be applied by the manufacturer to each piece of building thermal envelope insulation 12 inches (305 mm) or more wide. Alternately, the insulation installers shall provide a certification listing the type, manufacturer and *R*-value of insulation installed in each element of the building thermal envelope. For blown or sprayed insulation (fiberglass and cellulose), the initial installed thickness, settled thickness, settled *R*-value, installed density, coverage area and number of bags installed shall be listed on the certification. For sprayed polyurethane foam (SPF) insulation, the installed thickness of the area covered and *R*-value of installed thickness shall be listed on the certificate. The insulation installer shall sign, date and post the certificate in a conspicuous location on the job site.

PA104.1 Blown or sprayed roof/ceiling insulation. The thickness of blown in or sprayed roof/ceiling insulation (fiberglass or cellulose) shall be written in inches (mm) on markers that are installed at least one for every 300 ft² (28 m²) throughout the attic space. The markers shall be affixed to the trusses or joists and marked with the minimum initial installed thickness with numbers a minimum of 1 inch (25 mm) high. Each marker shall face the attic access opening. Spray polyurethane foam thickness and installed *R*-value shall be listed on the certificate provided by the insulation installer.

PA104.2 Insulation mark installation. Insulating materials shall be installed such that the manufacturer's *R*-value mark is readily observable upon inspection.

PA105 Fenestration product rating. *U*-factors of fenestration products (windows, doors and skylights) shall be determined in accordance with NFRC 100 by an accredited, independent laboratory, and labeled and certified by the manufacturer. Products lacking such a labeled *U*-factor shall be assigned a default *U*-factor from IRC 2006 Tables N1101.5(1) and N1101.5(2). The solar heat gain coefficient (SHGC) of glazed fenestration products (windows, glazed doors and skylights) shall be determined in accordance with NFRC 200 by an accredited, independent laboratory, and labeled and certified by the manufacturer.

PA106 Installation. All materials, systems and equipment shall be installed in accordance with the manufacturer's installation instructions and the provisions of this code.

PA106.1 Protection of exposed foundation insulation. Insulation applied to the exterior of basement walls, crawl space walls, and the perimeter of slab-on-grade floors shall have a rigid, opaque and weather-resistant protective covering to prevent the degradation of the insulation's thermal performance. The protective covering shall cover the exposed exterior insulation and extend a minimum of 6 inches (152 mm) below grade.

PA107 Above code programs. The building official or other authority having jurisdiction shall be permitted to deem a national, state or local energy efficiency program to exceed the energy efficiency required by this chapter. Buildings approved in writing by such an energy efficiency program shall be considered in compliance with this document.

PA108 Certificate. A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall be completed by the builder or registered design professional. The certificate shall list the predominant *R*-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces; *U*-factors for fenestration; and the solar heat gain coefficient (SHGC) of fenestration. Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the type and efficiency of heating, cooling and service water heating equipment.

SECTION PA200 DEFINITIONS

PA201 General. Unless otherwise expressly stated, all words and terms shall have the meaning indicated in Chapter 2 of the 2006 International Residential Code.

SECTION PA300 CLIMATE ZONES

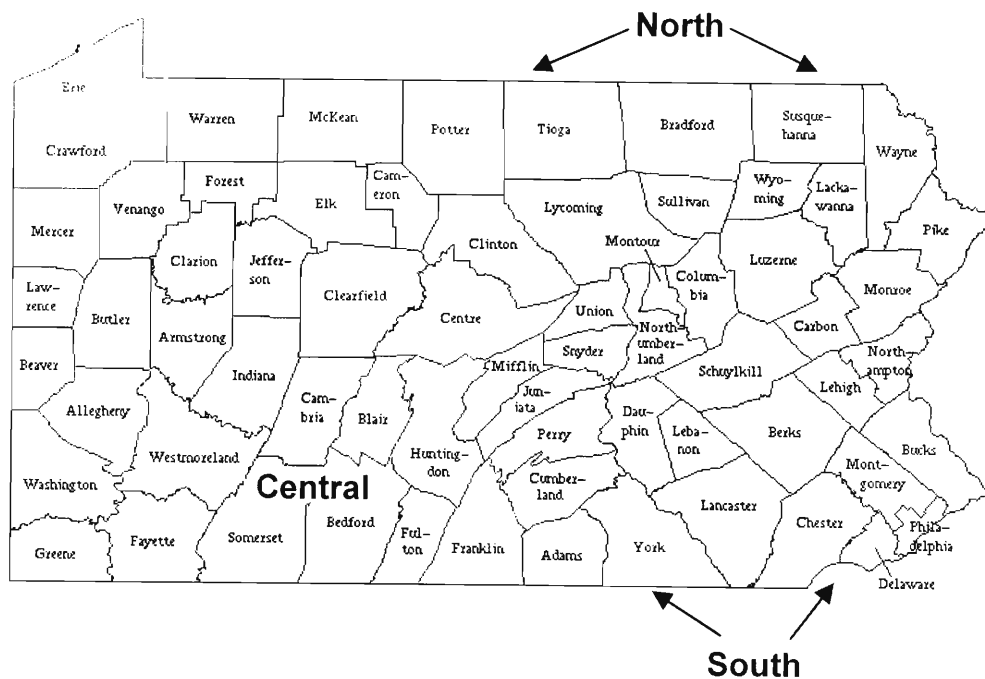
PA301 General. Climate zones listed in PA301.1 shall be used.

PA301.1 Climate Zones

South: Bucks, Chester, Delaware, Montgomery, Philadelphia, York

Central: All other counties

North: Cameron, Clearfield, Elk, McKean, Potter, Susquehanna, Tioga, Wayne



**Figure PA301.1
Pennsylvania Climate Zones**

SECTION PA400 PERSCRIPTIVE REQUIREMENTS

PA401 - Building Thermal Envelope

PA401.1 General. The building thermal envelope shall meet the requirements of Table PA401.1 based on the climate zone specified in PA301.1.

PA401.1.1 R-value computation. Insulation material used in layers, such as framing cavity insulation and insulating sheathing, shall be summed to compute the component *R*-value. The manufacturer's settled *R*-value shall be used for blown insulation. Computed *R*-values shall not include an *R*-value for other building materials or air films.

**Table PA401.1
Insulation and Fenestration Requirements by Component^a**

	Climate Zone		
	South	Central	North
Fenestration <i>U</i> -Factor	0.40	0.35	0.35
Skylight <i>U</i> -Factor ^b	0.60	0.60	0.60
Ceiling <i>R</i> -Value	38	38	49
Wood Frame Wall <i>R</i> -Value	13	19 or 13+5 ^f	19 or 13+5 ^f
Mass Wall <i>R</i> -Value	5	13	15
Floor <i>R</i> -Value	19	30 ^e	30 ^e
Basement ^c Wall <i>R</i> -Value	10 / 13	10 / 13	10 / 13
Slab ^d <i>R</i> -Value & Depth	10, 2 ft	10, 2 ft	10, 4 ft
Crawl Space ^c Wall <i>R</i> -Value	10 / 13	10 / 13	10 / 13

For SI: 1 foot = 304.8 mm.

- a. *R*-values are minimums. *U*-factors and SHGC are maximums. R-19 shall be permitted to be compressed into a 2 x 6 cavity.
- b. The fenestration *U*-factor column excludes skylights.
- c. The first *R*-value applies to continuous insulation, the second to framing cavity insulation; either insulation meets the requirement.
- d. R-5 shall be added to the required slab edge *R*-values for heated slabs.
- e. Or insulation sufficient to fill the framing cavity, R-19 minimum.
- f. "13+5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.

PA401.1.2 *U*-factor alternative. An assembly with a *U*-factor equal to or less than that specified in Table PA401.1.2 shall be permitted as an alternative to the *R*-value in Table PA401.1.

Exception: For mass walls not meeting the criterion for insulation location in Section PA401.2.3, the *U*-factor shall be permitted to be:

1. *U*-factor of 0.10 in South Zone
2. *U*-factor of 0.082 in Central Zone

**Table PA401.1.2
Equivalent *U*-factors^a**

	Climate Zone		
	South	Central	North
Ceiling <i>U</i> -Factor	0.030	0.030	0.026
Frame Wall <i>U</i> -Factor	0.082	0.060	0.060
Mass Wall <i>U</i> -Factor	0.141	0.082	0.06
Floor <i>U</i> -Factor	0.047	0.033	0.033
Basement Wall <i>U</i> -Factor	0.059	0.059	0.059
Crawl Space Wall <i>U</i> -Factor	0.065	0.065	0.065

a. Nonfenestration *U*-factors shall be obtained from measurement, calculation or an approved source.

PA401.1.3 Total UA alternative. If the total building thermal envelope UA (sum of *U*-factor times assembly area) is less than or equal to the total UA resulting from using the *U*-factors in Table PA401.1.2, (multiplied by the same assembly area as in the proposed building), the building shall be considered in compliance with PA401.1. The UA calculation shall be done using a method consistent with the ASHRAE *Handbook of Fundamentals* and shall include the thermal bridging effects of framing materials as calculated by software such as REScheck.

PA401.2 Specific insulation requirements.

PA401.2.1 Ceilings with attic spaces. When Table PA401.1 would require R-38 in the ceiling, R-30 shall be deemed to satisfy the requirement for R-38 wherever the full height of uncompressed R-30 insulation extends over the wall top plate at the eaves. Similarly R-38 shall be deemed to satisfy the requirement for R-49 wherever the full height of uncompressed R-38 insulation extends over the wall top plate at the eaves. See Figure PA401.2.1.

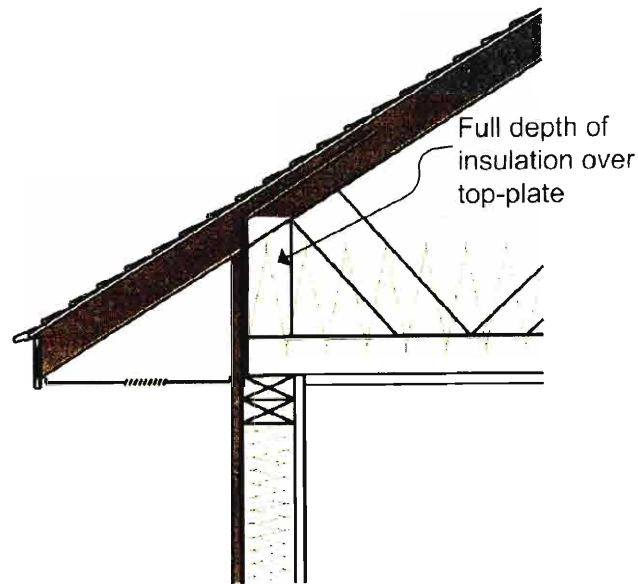


Figure PA401.2.1: Reduced Ceiling Insulation

PA401.2.2 Ceilings without attic spaces. Where Table PA401.1 would require insulation levels above R-30 and the design of the roof/ceiling assembly does not allow sufficient space for the required insulation, the minimum required insulation for such roof/ceiling assemblies shall be R-30.

PA401.2.3 Mass walls. Mass walls for the purposes of this Chapter shall be considered walls of concrete block, concrete, insulated concrete form (ICF), masonry cavity, brick (other than brick veneer), earth (adobe, compressed earth block, rammed earth) and solid timber/logs. The provisions of Section PA401.1 for mass walls shall be applicable when at least 50 percent of the required insulation *R*-value is on the exterior of, or integral to, the wall. Walls that do not meet this criterion for insulation placement shall meet the wood frame wall insulation requirements of Section PA401.1.

Exception: For walls that do not meet this criterion for insulation placement, the minimum added insulation *R*-value shall be permitted to be:

1. *R*-value of 10 in the South Zone
2. *R*-value of 13 in the Central Zone

PA401.2.5 Floors. Floor insulation shall be installed to maintain permanent contact with the underside of the subfloor decking.

PA401.2.6 Basement walls. Walls associated with conditioned basements shall be insulated from the top of the basement wall down to 10 feet (3048 mm) below grade or to the basement floor, whichever is less. Walls associated with unconditioned basements shall meet this requirement unless the floor overhead is insulated in accordance with Sections PA401.1 and PA401.2.5.

PA401.2.7 Slab-on-grade floors. Slab-on-grade floors with a floor surface less than 12 inches (305 mm) below grade shall be insulated in accordance with Table PA401.1. The insulation can be installed on either the exterior or interior of the foundation wall.

Exterior Insulation: Exterior insulation shall be installed from the top of the slab and extend the distance provided in Table PA401.1 by any combination of vertical insulation or horizontal insulation extending away from the building. Insulation extending away from the building shall be protected by pavement or by a minimum of 10 inches (254 mm) of soil.

Interior Insulation: Interior insulation shall be installed from the bottom of the slab and extend the distance provided in Table PA401.1 by any combination of vertical insulation or horizontal insulation extending under the slab. The slab edge shall be separated from the foundation wall by a ½ inch thermal break as per Figure PA401.2.7. A thermal break shall be created by a material suitable for ground contact, which includes, but is not limited to, asphalt impregnated fiber board or extruded polystyrene.

Slab-edge insulation is not required in jurisdictions designated by the code official as having a very heavy termite infestation.

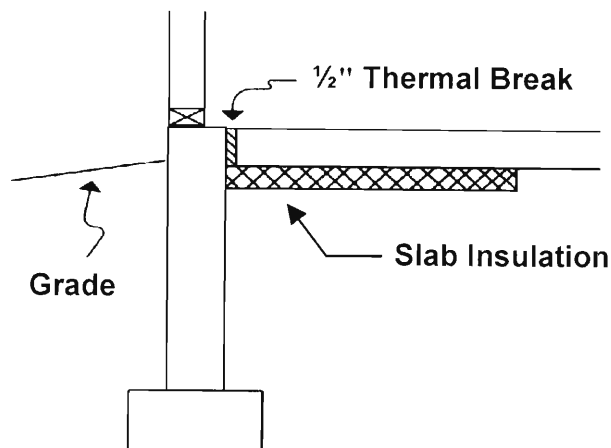


Figure PA401.2.7: Interior Slab Insulation

PA401.2.8 Crawl space walls. As an alternative to insulating floors over crawl spaces, crawl space walls shall be permitted to be insulated when the crawl space is not vented to the outside. Crawl space wall insulation shall be permanently fastened to the wall and extend downward from the floor to the exterior finished grade level and then vertically and/or horizontally for at least an additional 24 inches (610 mm). Exposed earth in unvented crawl space foundations shall be covered with a continuous vapor retarder. All joints of the vapor retarder shall overlap by 6 inches (153 mm) and be sealed or taped. The edges of the vapor retarder shall extend at least 6 inches (153 mm) up the stem wall and shall be attached to the stem wall.

PA401.2.9 Masonry veneer. Insulation shall not be required on the horizontal portion of the foundation that supports a masonry veneer.

PA401.2.10 Thermally isolated sunroom insulation. The minimum ceiling insulation *R*-values shall be R-19 in the South zone and R-24 in the Central and North zones. The minimum wall *R*-value shall be R-13. New wall(s) separating a sunroom from conditioned space shall meet the building thermal envelope requirements.

PA401.3 Fenestration.

PA401.3.1 *U*-factor. An area-weighted average of fenestration products shall be permitted to satisfy the *U*-factor requirements.

PA401.3.3 Glazed fenestration exemption. Up to 15 square feet (1.4m²) of glazed fenestration per dwelling unit shall be permitted to be exempt from *U*-factor requirements in Section PA401.1.

PA401.3.4 Opaque door exemption. One opaque door assembly is exempted from the *U*-factor requirement in Section PA401.1.

PA401.3.5 Thermally isolated sunroom *U*-factor. The maximum fenestration *U*-factor shall be 0.50 and the maximum skylight *U*-factor shall be 0.75. New windows and doors separating the sunroom from conditioned space shall meet the building thermal envelope requirements.

PA401.3.6 Replacement fenestration. Where some or all of an existing fenestration unit is replaced with a new fenestration product, including sash and glazing, the replacement fenestration unit shall meet the applicable requirements for *U*-factor in Table PA401.1.

PA401.4 Air leakage.

PA401.4.1 Building thermal envelope. The building thermal envelope shall be durably sealed to limit infiltration. The sealing methods between dissimilar materials shall allow for differential expansion and contraction. The following shall be caulked, gasketed, weather-stripped or otherwise sealed with an air barrier material, suitable film or solid material:

1. All joints, seams and penetrations.
2. Site-built windows, doors and skylights.
3. Openings between window and door assemblies and their respective jambs and framing.
4. Utility penetrations.
5. Dropped ceilings or chases adjacent to the thermal envelope.
6. Knee walls.
7. Walls and ceilings separating a garage from conditioned spaces.
8. Behind tubs and showers on exterior walls.
9. Common walls between dwelling units.
10. Other sources of infiltration.

PA401.4.2 Fenestration air leakage. Windows, skylights and sliding glass doors shall have an air infiltration rate of no more than 0.3 cfm per square foot (1.5 L/s/m^2), and swinging doors no more than 0.5 cfm per square foot (2.6 L/s/m^2), when tested according to NFRC 400 or AAMA/WDMA/CSA 101/I.S.2/A440 by an accredited, independent laboratory and listed and labeled by the manufacturer.

Exceptions: Site-built windows, skylights and doors.

PA401.4.3 Recessed lighting. Recessed luminaries installed in the building thermal envelope shall be sealed to limit air leakage between conditioned and unconditioned spaces by being:

1. IC-rated and labeled as meeting ASTM E 283, when tested at 1.57 psi (75 Pa) pressure differential with no more than 2.0 cfm (0.944 L/s) of air movement from the conditioned space to the ceiling cavity; or
2. IC-rated and labeled with enclosures that are sealed or gasketed to prevent air leakage to the ceiling cavity or unconditioned space; or
3. Located inside an airtight sealed box with clearances of at least 0.5 inch (12.7 mm) from combustible material and 3 inches (76 mm) from insulation.

PA401.5 Moisture control. The building design shall not create conditions of accelerated deterioration from moisture condensation. Above-grade frame walls, floors and ceilings not ventilated to allow moisture to escape shall be provided with an approved vapor retarder. The vapor retarder shall be installed on the warm-in-winter side of the thermal insulation.

Exceptions:

1. In construction where moisture or its freezing will not damage the materials.
2. Frame walls, floors and ceilings in the south zone (crawl space floor vapor retarders are not exempt).
3. Where other approved means to avoid condensation are provided.

SECTION PA402 SYSTEMS

PA402.1 Controls. At least one thermostat shall be provided for each separate heating and cooling system.

PA402.1.1 Heat pump supplementary heat. Heat pumps having supplementary electric-resistance heat shall have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load.

PA402.2 Ducts.

PA402.2.1 Insulation. Supply and return ducts shall be insulated to a minimum of R-8. Ducts in floor trusses and unconditioned basements shall be insulated to a minimum of R-6.

Exception: Ducts or portions thereof located completely inside the building thermal envelope.

PA402.2.2 Sealing. All ducts, air handlers, filter boxes, and building cavities used as ducts shall be sealed. Joints and seams shall comply with Section M1601.3.1 of the *International Residential Code*.

PA402.2.3 Building cavities. Building framing cavities shall not be used as supply ducts.

PA402.3 Mechanical system piping insulation. Mechanical system piping capable of carrying fluids above 105°F (41°C) or below 55°F (13°C) shall be insulated to a minimum of R-2.

PA402.4 Circulating hot water systems. All circulating service hot water piping shall be insulated to at least R-2. Circulating hot water systems shall include an automatic or readily accessible manual switch that can turn off the hot water circulating pump when the system is not in use.

PA402.5 Mechanical ventilation. Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating.

PA402.6 Equipment sizing. Heating and cooling equipment shall be sized in accordance with Section M1401.3 of the *International Residential Code*.

SECTION PA500 EFFICIENCY TRADEOFFS

PA501 General. Buildings that utilize high efficiency equipment that meets Section PA502 can reduce the thermal requirements of Section PA400 as allowed by Section PA502. These tradeoffs are intended to provide equivalent energy performance to a dwelling built to Section PA400 and uses the minimum HVAC equipment requirements established by the National Appliance Energy Conservation Act.


PA502 Allowable Tradeoffs. Any one of the tradeoffs to reduce thermal envelope requirements may be used instead of the related requirements in Section PA400 if the dwelling meets or exceeds the following minimum equipment efficiency:

**Table PA502
Efficiency Tradeoffs**

Tradeoff	Component	Reduced R-value	Minimum Equipment Efficiency ^{c,d}					
			South		Central		North	
			AFUE ^a	HSPF ^b	AFUE ^a	HSPF ^b	AFUE ^a	HSPF ^b
A	Walls between conditioned and unconditioned spaces ^e	R-13	NA	NA	83	8.3	84	9.0
	Floors over unconditioned basements	R-19						
B	Duct insulation Unconditioned Basement	R-4	83 ^g	8.6	84 ^g	9.1	85 ^g	10.6
	Attic & Exterior Walls ^f	R-6	81	8.6 ^g	83 ^g	9.0 ^g	83	10.0 ^g
C	Walls between conditioned and unconditioned spaces ^e	R-13	NA	NA	89	9.8	91	12.2
	Floors over unconditioned basements	R-19						
	Duct insulation ^g Unconditioned Basement	R-4						
	Attic & Exterior Walls ^f	R-6						

- a. Annual Fuel Utilization Efficiency (AFUE) applies to oil and gas furnaces and boilers.
- b. Heating Seasonal Performance Factor (HSPF) applies to heat pumps.
- c. Any Seasonal Energy Efficiency Ratio (SEER) may be used for air conditioning equipment.
- d. For buildings with multiple furnaces, boilers or heat pumps having different AFUE or HSPF values, use the capacity weighted average of the efficiency ratings of the installed equipment to determine whether the building complies with the minimum equipment performance requirement.
- e. Examples include, but are not limited to, walls between the house and garage, and basement stairway walls and ceiling when the floor above an unconditioned basement is insulated.
- f. Ducts in exterior walls with insulated sheathing of R-5 or more do not need to be insulated.
- g. If ducts are located in both the attic and unconditioned basement, R-6 can be used for the attic ducts and R-4 can be used for the unconditioned basement ducts.


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PREFACE

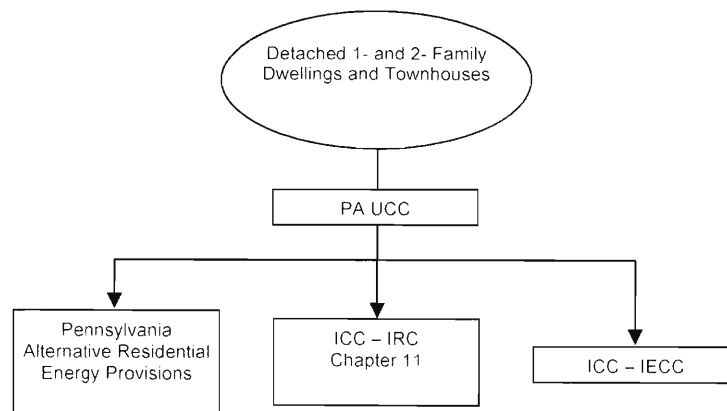
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- equivalent to the provisions of the International Energy Conservation Code (IECC).

The initial version of the PA-Alt was developed in 2000 and was based on the 2000 IECC and IRC. The second and third versions were updated to the 2003 and 2006 IECC and IRC. This document is the fourth iteration of the PA-Alt and is equivalent to the 2009 IECC and IRC.

The *Pennsylvania Alternative Residential Energy Provisions* document is just that: an alternative to chapter 11 of the IRC. It is intended to supplement the IRC and, to the extent possible, to be consistent in format and general intent. The scope and definitions used in the IRC apply. The flowchart that follows illustrates how this proposed alternative path fits into the overall regulatory structure for Pennsylvania's UCC. It is important to note that a choice needs to be made by the builder or design professional between the PA-Alt, the IRC, and the IECC.



Flowchart Showing the Regulatory Paths for Space Conditioning Energy Compliance

The Development of the PA-Alt was led by the PHRC with guidance from an Advisory Committee. The PHRC would like to recognize the following members of the Advisory Committee for their contribution of time and knowledge:

Andy Bowman (Code Official)
Manheim Township Commissioners

R. Clem Malot (Code Official)
Commonwealth Code Inspection Service

Scott Cannon (Builder)
Cannon Custom Homes

Mike Landis (Code Official)
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Ed Carr (Energy Consultant)
Comfort Home Corporation

Tim Palaski (Code Official)
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D&C Development Company

Frank C. Thompson, (Builder)
Sweetwater Builders, Inc.

Jerry Leach (Builder)
Pennsylvania Builders Association

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This document was developed by Mark Fortney, with assistance from Mike Turns, PHRC. Energy equivalence analysis was performed by Andy Lau, P.E., of the Center for Sustainability at the Pennsylvania State University. The document design and formatting was done by Rhonda Decker at the PHRC. The graphics were developed by Mark Martin.

The PA-Alt was developed by the PHRC as a service to DLI on behalf of all the consumers of housing in Pennsylvania.

Mark R. Fortney
Director

SECTION PA100
GENERAL

PA101 Scope. The provisions of this document regulate energy efficiency for the design and construction of buildings regulated by the 2009 International Residential Code in the Commonwealth of Pennsylvania.

Exception: Portions of the building envelope that do not enclose *conditioned space*.

PA102 Intent. This document was developed with the intent of being: simpler to build and easier to enforce; more rational and flexible; focused on Pennsylvania in terms of climatic and other conditions; and, equivalent to the provisions of the International Energy Conservation Code (IECC) in terms of energy efficiency.

PA103 Compliance. Compliance shall be demonstrated by either meeting the requirements of the *International Energy Conservation Code, the International Residential Code* or meeting the requirements of this document. Climate zones from PA201 shall be used in determining the applicable requirements from this document.

PA104 Entrance requirements. This compliance path allows for some reductions in energy efficiency that will allow simplified enforcement and construction. To provide for equivalent performance, the building owner or agent must choose one of the energy enhancements in Table PA104.

Table PA104
Energy Enhancement Options

Option	Description	Minimum efficiency by climate zone		
		South	Central	North
1	Ductless systems ^a or all air ducts located inside the thermal envelope			
2	On-site electric generation installed ^b			
3	HERS Index of 85 or less ^c			
4	Geothermal or water source heat pump installed			
5	Solar hot water system installed ^d	1.0 SEF	1.1 SEF	1.3 SEF
6	Improved efficiency air source heat pump installed	8.1 HSPF	8.8 HSPF	9.5 HSPF
7	Improved efficiency furnace installed	81 AFUE	86 AFUE	86 AFUE

- Notes:
- a. Electric resistance heat is not allowed in this option.
 - b. This option is limited to systems of 1 kW or larger and include combined heat and power systems, fuel cell systems or photovoltaic solar systems.
 - c. HERS rating is required to be performed by Residential Energy Services Network (RESNET) Certified Rater and shall include plan review, inspections and post-construction testing. The RESNET-Certified Rater must certify to the building official that the building has a HERS Index of 85 or less and that it complies with the requirements of this document.
 - d. SEF is a certified performance rating of the solar water heating system determined in accordance with the Solar Rating and Certification Corporation's OG-300 Protocol. The collectors for the system must be mounted with a tilt from horizontal of no less than 15 degrees and no more than 45 degrees, and have an azimuthal orientation of within 45 degrees of true south.

PA105 Compliance documents. If this document is used for energy compliance it must be clearly identified on construction documents. Additionally, the option used to meet the entrance requirements in PA104 must be identified.

PA106 Definitions. To minimize confusion, the definitions contained in Chapter 2 of the IRC apply to this document.

PA107 Identification. Materials, systems and *equipment* shall be identified in a manner that will allow a determination of compliance with the applicable provisions of this chapter.

PA108 Building thermal envelope insulation. An *R*-value identification *mark* shall be applied by the manufacturer to each piece of *building thermal envelope* insulation 12 inches (305 mm) or more wide. Alternately, the insulation installers shall provide a certification listing the type, manufacturer and *R*-value of insulation installed in each element of the *building thermal envelope*. For blown or sprayed insulation (fiberglass and cellulose), the initial installed thickness, settled thickness, settled *R*-value, installed density, coverage area and number of bags installed shall be listed on the certification. For sprayed polyurethane foam (SPF) insulation, the installed thickness of the area covered and *R*-value of installed thickness shall be listed on the certificate. The insulation installer shall sign, date and post the certificate in a conspicuous location on the job site.

PA108.1 Blown or sprayed roof/ceiling insulation. The thickness of blown in or sprayed roof/ceiling insulation (fiberglass or cellulose) shall be written in inches (mm) on markers that are installed at least one for every 300 ft² (28m²) throughout the *attic* space. The markers shall be affixed to the trusses or joists and marked with the minimum initial installed thickness with numbers a minimum of 1 inch (25 mm) high. Each marker shall face the *attic* access opening. Spray polyurethane foam thickness and installed *R*-value shall be listed on the certificate provided by the insulation installer.

PA108.2 Insulation mark installation. Insulating materials shall be installed such that the manufacturer's *R*-value *mark* is readily observable upon inspection.

PA109 Fenestration product rating. *U*-factors of fenestration products (windows, doors and skylights) shall be determined in accordance with NFRC 100 by an accredited, independent laboratory, and *labeled* and certified by the manufacturer. Products lacking such a *labeled U*-factor shall be assigned a default *U*-factor from IRC Tables N1101.5(1) and N1101.5(2)

PA110 Insulation product rating. The thermal resistance (*R*-value) of insulation shall be determined in accordance with the CFR Title 16, Part 460, in units of h ft² °F/Btu at a mean temperature of 75°F (24°C), installer shall sign, date and post the certificate in a conspicuous location on the job site.

PA111 Installation. All materials, systems and *equipment* shall be installed in accordance with the manufacturer's installation instructions and the provisions of this code.

PA111.1 Protection of exposed foundation insulation. Insulation applied to the exterior of *basement* walls, crawl space walls, and the perimeter of slab-on-grade floors shall have a rigid, opaque and weather-resistant protective covering to prevent the degradation of the insulation's thermal performance. The protective covering shall cover the exposed exterior insulation and extend a minimum of 6 inches (152 mm) below *grade*.

PA112 Above code programs. The *building official* or other authority having *jurisdiction* shall be permitted to deem a national, state or local energy efficiency program to exceed the energy efficiency required by this document. Buildings *approved* in writing by such an energy efficiency program shall be considered in compliance with this document.

PA113 Certificate. A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall not cover or obstruct the visibility of the circuit directory *label*, service disconnect *label* or other required *labels*. The certificate shall be completed by the builder or registered *design professional*. The certificate shall list the predominant *R-values* of insulation installed in or on ceiling/roof, walls, foundation (slab, *basement wall*, crawlspace wall and/or floor) and ducts outside *conditioned spaces*; *U-factors* for fenestration; and the solar heat gain coefficient (SHGC) of fenestration. Where there is more than one value for each component, the certificate shall list the value covering the largest area.

The certificate shall list the types and efficiencies of heating, cooling and service water heating *equipment*. Where a gas-fired unvented room heater, electric furnace and/or baseboard electric heater is installed in the residence, the certificate shall list “gas-fired unvented room heater,” “electric furnace” or “baseboard electric heater,” as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces or electric baseboard heaters.

SECTION PA200
CLIMATE ZONES

PA201 General. Climate zones listed in PA201.1 shall be used.

PA201.1 Climate Zones

South: Bucks, Chester, Delaware, Montgomery, Philadelphia, York

Central: All other counties

North: Cameron, Clearfield, Elk, McKean, Potter, Susquehanna, Tioga, Wayne

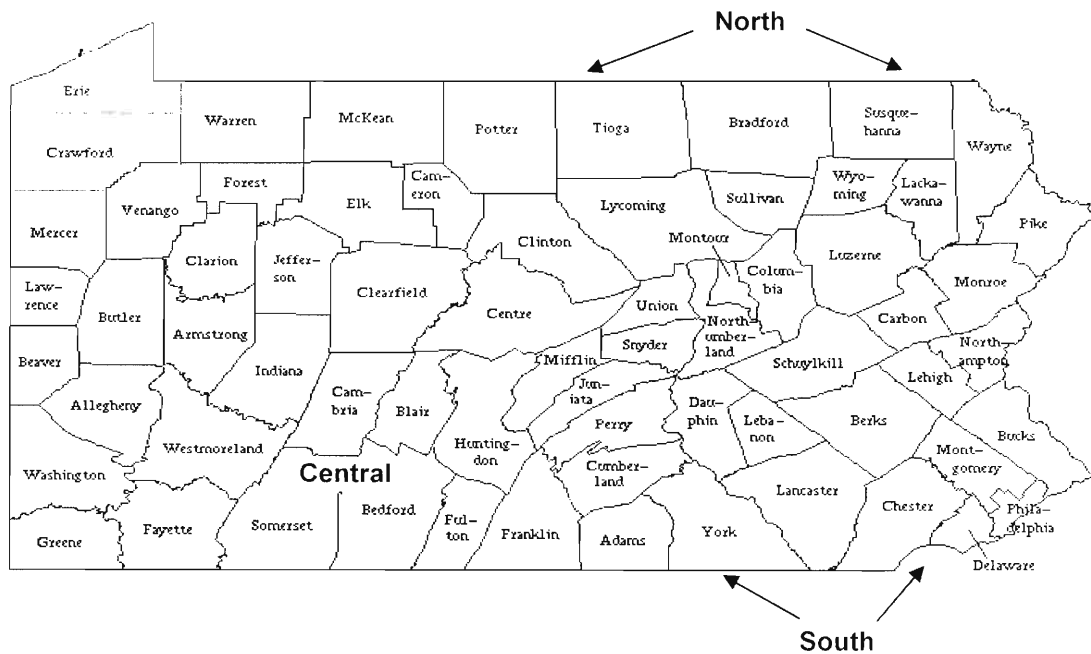


Figure PA201.1
Pennsylvania Climate Zones

SECTION PA300
BUILDING THERMAL ENVELOPE

PA301 Insulation and fenestration criteria. The *building thermal envelope* shall meet the requirements of Table PA301 based on the climate zone specified in PA201.

PA301.1 R-value computation. Insulation material used in layers, such as framing cavity insulation and insulating sheathing, shall be summed to compute the component *R*-value. The manufacturer's settled *R*-value shall be used for blown insulation. Computed *R*-values shall not include an *R*-value for other building materials or air films.

Table PA301
Insulation and Fenestration Requirements by Component ^a

Climate Zone	Fenestration U-factor	Skylights ^b U-factor	Ceiling R-value	Wood frame wall R-value	Mass Wall R-value ^h	Floor R-value	Basement ^c wall R-value	Slab ^d R-value and depth	Crawlspace ^e wall R-value
South	0.35	0.60	38	13	5/10	19	10/13	10, 2 ft	10/13
Central	0.35	0.60	38	20 ^g or 13 + 5 ^g	13/17	30 ^f	10/13	10, 2 ft	10/13
North	0.35	0.60	49	20 ^g or 13 + 5 ^g	15/19	30 ^f	15/19	10, 4 ft	10/13

- Notes:
- a. R-values are minimums. U-factors and solar heat gain coefficient (SHGC) are maximums. R-19 batts compressed in to nominal 2 x 6 framing cavity such that the R-value is reduced by R-1 or more shall be marked with the compressed batt R-value in addition to the full thickness R-value.
 - b. The fenestration U-factor column excludes skylights.
 - c. The first R-value applies to continuous insulation, the second to framing cavity insulation; either insulation meets the requirement.
 - d. R-5 shall be added to the required slab edge R-values for heated slabs. Insulation depth shall be the depth of the footing or 2 feet, whichever is less, in zones 1 through 3 for heated slabs.
 - e. Low density spray applied foam and cellulose insulation in a 2x6 wall cavity shall be considered in compliance with this requirement.
 - f. Or insulation sufficient to fill the framing cavity, R-19 minimum. Floor insulation may also be reduced to R-19 if installed above an unconditioned basement.
 - g. "13 + 5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25% or less of the exterior, R-5 sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25% of exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.
 - h. The second R-value applies when more than half the insulation is on the interior.

PA302 Specific insulation requirements.

PA302.1 Ceilings with attic spaces. When Section PA301 would require R-38 in the ceiling, R-30 shall be deemed to satisfy the requirement for R-38 wherever the full height of uncompressed R-30 insulation extends over the wall top plate at the eaves. Similarly R-38 shall be deemed to satisfy the requirement for R-49 wherever the full height of uncompressed R-38 insulation extends over the wall top plate at the eaves.

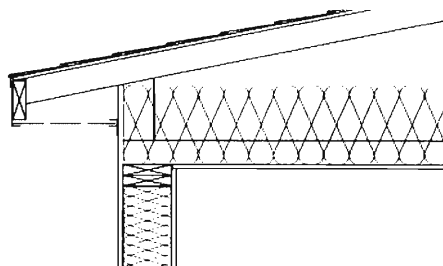


Figure PA 302.1
Ceiling Insulation With Full-Height
Uncompressed Insulation Above The Top Plate

PA302.2 Ceilings without attic spaces. Where the design of the roof/ceiling assembly does not allow sufficient space for the required insulation, such as cathedral ceilings, the minimum required insulation for such roof/ceiling assemblies shall be R-30.

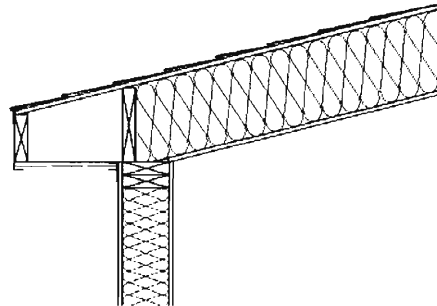


Figure PA 302.2
Ceiling Without Attic Spaces

PA302.3 Access hatches and doors. Access hatches and doors from *conditioned spaces* to unconditioned spaces (e.g., attics and crawl spaces) shall be weather stripped. Both vertical and horizontal access hatches shall be insulated to a minimum of R-20 with rigid foam permanently attached to the access hatch. This is not intended to restrict the use of proprietary products meeting the intent of this provision. Side hinged access door shall meet the fenestration requirements of Table PA301.

A wood framed or equivalent baffle or retainer is required to be provided when loose fill insulation is installed. The purpose of which is to prevent the loose fill insulation from spilling into the living space when the *attic* access is opened. Areas around access hatches required to service *equipment* shall provide a permanent means of maintaining the installed *R*-value of the insulation.

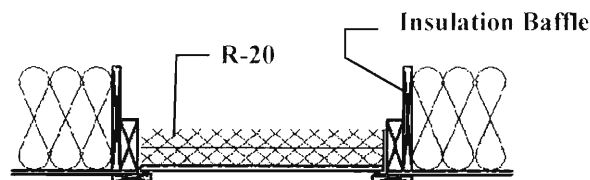


Figure PA 302.3 (1)
Attic Hatch

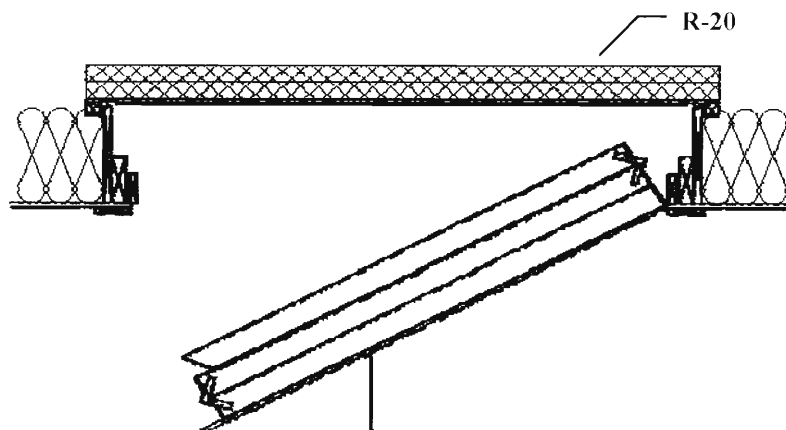


Figure PA 302.3 (2)
Pull-Down Stairs

PA302.4 Walls between conditioned and unconditioned spaces. Walls between conditioned and unconditioned spaces may be insulated to R-13. This includes walls between conditioned space and garages, and walls and ceilings of stairwells leading to unconditioned basements.

PA302.5 Mass walls. Mass walls, for the purposes of this chapter, shall be considered above-grade walls of concrete block, concrete, insulated concrete form (ICF), masonry cavity, brick (other than brick veneer), earth (adobe, compressed earth block, rammed earth) and solid timber/logs.

PA302.6 Floors. Floor insulation shall be installed to maintain permanent contact with the underside of the subfloor decking.

PA302.7 Basement walls. *Exterior walls* associated with conditioned basements shall be insulated from the top of the *basement wall* down to 10 feet (3048 mm) below *grade* or to the *basement floor*, whichever is less. Walls associated with unconditioned basements shall meet this requirement unless the floor overhead is insulated in accordance with Sections PA301.

PA302.8 Slab-on-grade floors. Slab-on-grade floors with a floor surface less than 12 inches (305 mm) below grade shall be insulated in accordance with Table PA301. The insulation can be installed on either the exterior or interior of the foundation wall.

Exterior Insulation: Exterior insulation shall be installed from the top of the slab and extend below grade the distance listed in Table PA301 by any combination of vertical insulation or horizontal insulation extending away from the building. Insulation extending away from the building shall be protected by pavement or by a minimum of 10 inches (254 mm) of soil. Insulation shall also meet PA 111.1.

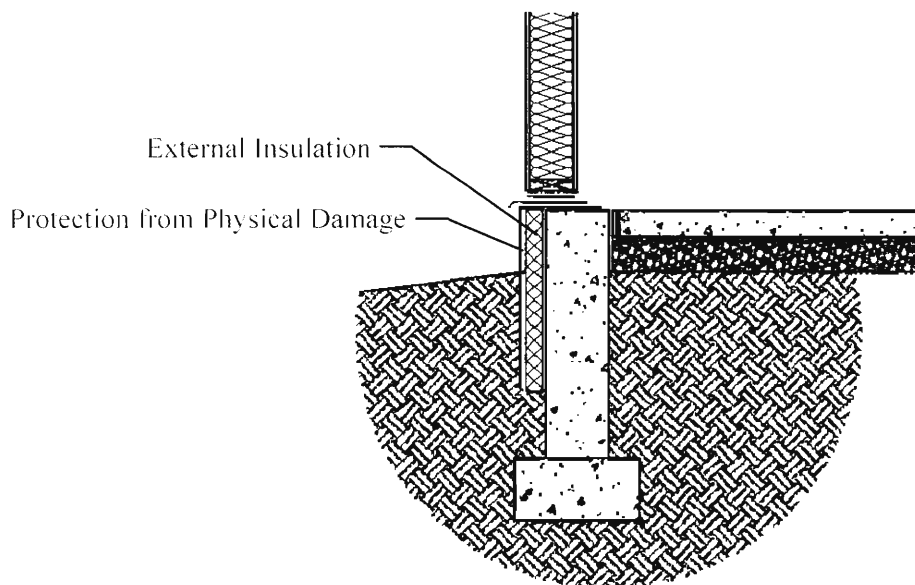


Figure PA 302.8 (1)
Exterior Slab Insulation

Interior Insulation: Interior insulation shall be installed from the bottom of the slab and extend the distance provided in Table PA301 by any combination of vertical insulation or horizontal insulation extending under the slab. The slab edge shall be separated from the foundation wall by a continuous ½ inch thermal break as per Figure PA302.8.(2) A thermal break shall be created by a material suitable for ground contact, which includes, but is not limited to, asphalt impregnated fiber board or extruded polystyrene. Slab-edge insulation is not required in jurisdictions designated by the code official as having a very heavy termite infestation

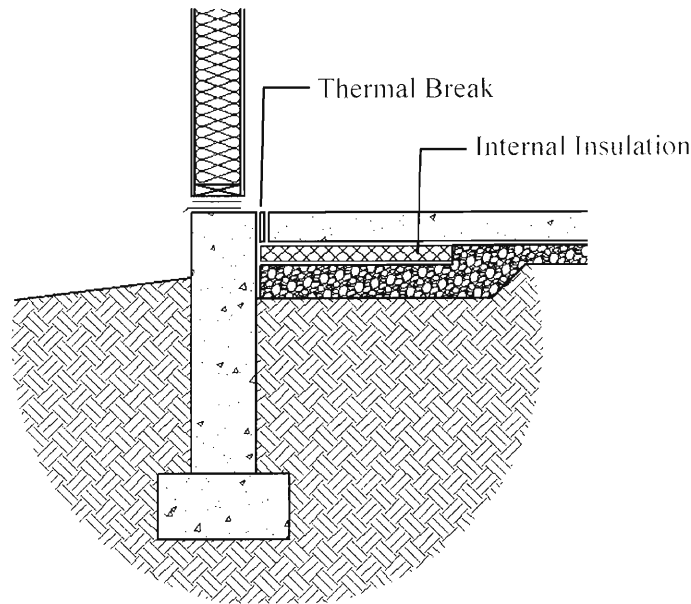


Figure PA 302.8 (2)
Interior Slab Insulation

PA302.9 Crawl space walls. As an alternative to insulating floors over crawl spaces, insulation of crawl space walls shall be permitted when the crawl space is not vented to the outside. Crawl space wall insulation shall be permanently fastened to the wall and extend downward from the floor to the finished *grade* level and then vertically and/or horizontally for at least an additional 24 inches (610 mm). Exposed earth in unvented crawl space foundations shall be covered with a continuous Class I vapor retarder. All joints of the vapor retarder shall overlap by 6 inches (152 mm) and be sealed or taped. The edges of the vapor retarder shall extend at least 6 inches (152 mm) up the stem wall and shall be attached to the stem wall.

PA302.10 Masonry veneer. Insulation shall not be required on the horizontal portion of the foundation that supports a masonry veneer.

PA302.11 Thermally isolated sunroom insulation. The minimum ceiling insulation *R*-values shall be R-24. The minimum wall *R*-value shall be R-13. New wall(s) separating the sunroom from *conditioned space* shall meet the *building thermal envelope* requirements.

PA303 Fenestration.

PA303.1 U-factor. An area-weighted average of fenestration products shall be permitted to satisfy the *U*-factor requirements.

PA303.2 Glazed fenestration exemption. Up to 15 square feet (1.4 m²) of glazed fenestration per *dwelling unit* shall be permitted to be exempt from *U*-factor requirements Table PA301.

PA303.3 Opaque door exemption. One door assembly, including side hinged opaque doors, sidelights and transoms, up to 54 square feet (5.02 m²) in area is exempted from the *U*-factor requirement in Table PA301.

PA303.4 Thermally isolated sunroom *U*-factor. Maximum fenestration *U*-factor shall be 0.50 and the maximum skylight *U*-factor shall be 0.75. New windows and doors separating the sunroom from *conditioned space* shall meet the *building thermal envelope* requirements.

PA303.5 Replacement fenestration. Where some or all of an existing fenestration unit is replaced with a new fenestration product, including sash and glazing, the replacement fenestration unit shall meet the applicable requirements for *U*-factor in Table PA301.

PA304 Air leakage.

PA304.1 Building thermal envelope. The *building thermal envelope* shall be durably sealed to limit infiltration. The sealing methods between dissimilar materials shall allow for differential expansion and contraction. The following shall be caulked, gasketed, weatherstripped or otherwise sealed with an air barrier material, suitable film or solid material.

1. All joints, seams and penetrations.
2. Site-built windows, doors and skylights.
3. Openings between window and door assemblies and their respective jambs and framing.
4. Utility penetrations.
5. Dropped ceilings or chases adjacent to the thermal envelope.
6. Knee walls. (Fig. PA 304.1 (1))
7. Walls and ceilings separating the garage from *conditioned spaces*. (Fig. PA 304.1 (1))
8. Behind tubs, showers, and fireplaces on *exterior walls*. (Fig. PA 304.1 (2) and Fig. PA 304.1 (3))
9. Common walls between *dwelling units*.
10. Attic access openings.
11. Rim joists junction.
12. Other sources of infiltration.

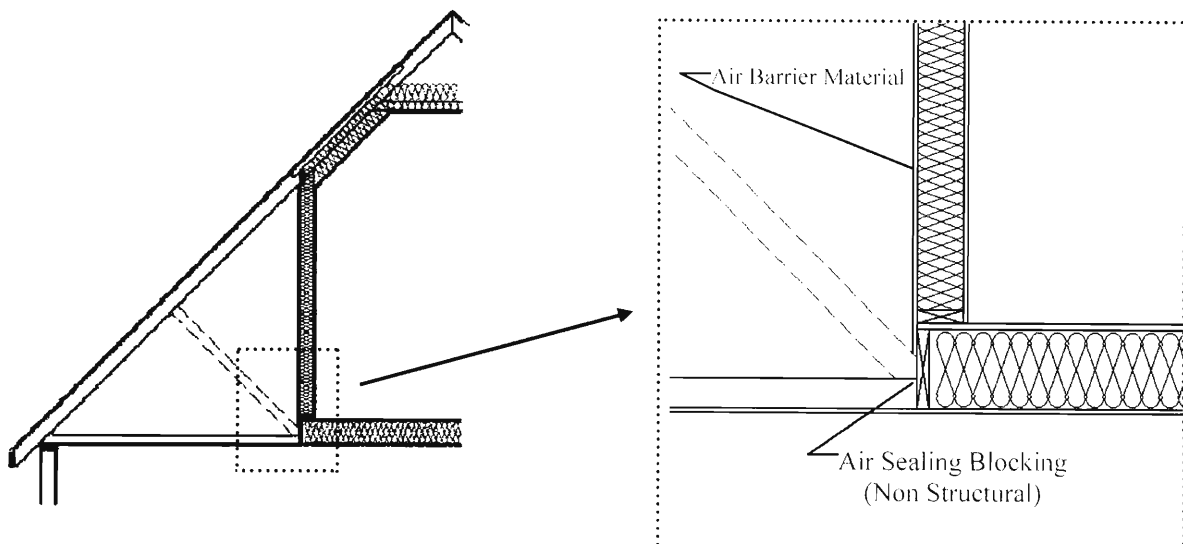


Figure PA 304.1 (1)
Air Sealing—Knee Walls

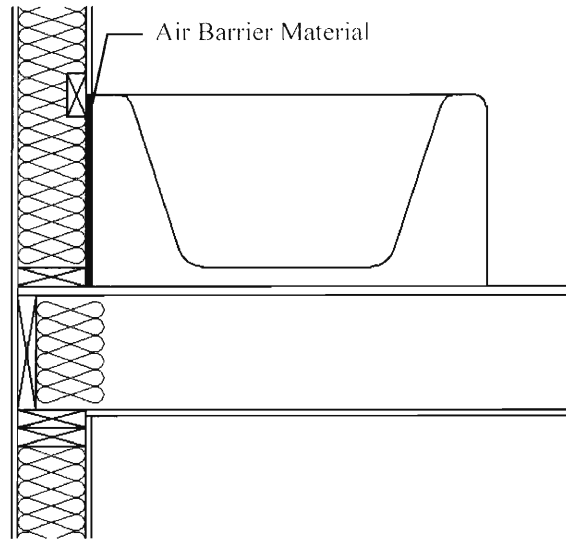


Figure PA 304.1 (2)
Air Sealing—Bathtubs and Showers

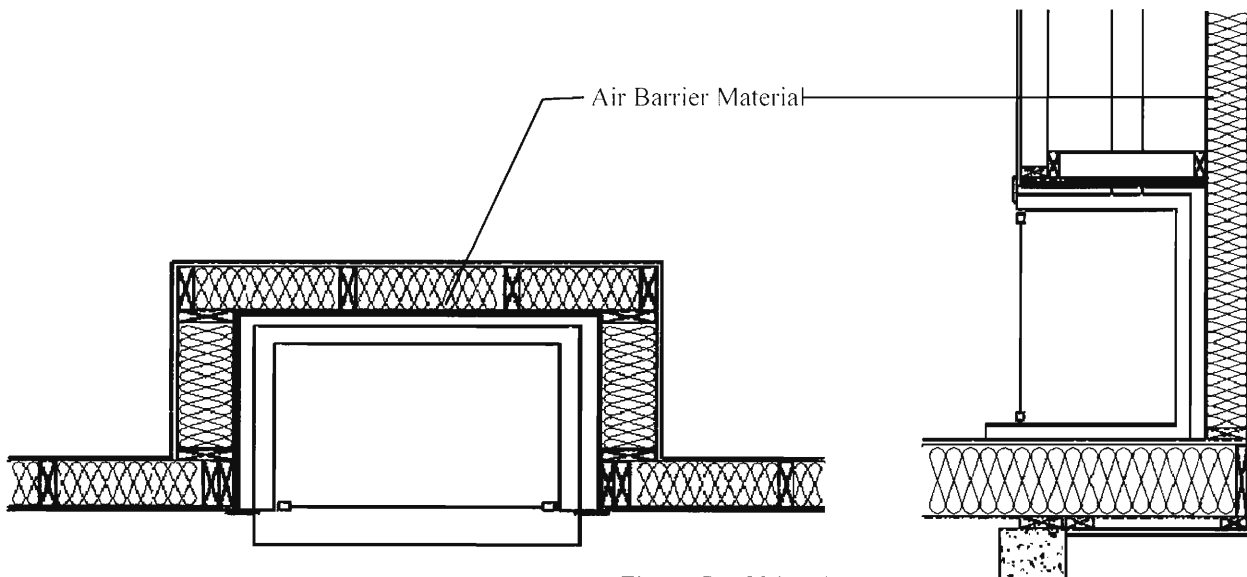


Figure PA 304.1 (3)
Air Sealing—Fireplaces

PA304.2 Air sealing and insulation. Building envelope air tightness and insulation installation shall be demonstrated to comply with one of the following options given by Section PA304.2.1 or PA304.2.2.

PA304.2.1 Testing option. Tested air leakage is less than 7 ACH when tested with a blower door at a pressure of 50 pascals (0.007 psi) in accordance with ASHRAE 119 Air Leakage Performance for Detached Single-Family Residential Buildings. Testing shall occur after rough in and after installation of penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation and combustion appliances.

During testing:

1. Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed;
2. Dampers shall be closed, but not sealed: including exhaust, intake, makeup air, back draft, and flue dampers;
3. Interior doors shall be open;
4. Exterior openings for continuous ventilation systems and heat recovery ventilators shall be closed and sealed;
5. Heating and cooling system(s) shall be turned off;
6. HVAC ducts shall not be sealed; and
7. Supply and return registers shall not be sealed.

PA304.2.2 Visual inspection option. The items listed in Table PA304.2.2, applicable to the method of construction, are field verified. Where required by the code official, an *approved* party independent from the installer of the insulation, shall inspect the air barrier and insulation.

PA304.3 Fireplaces. New wood-burning fireplaces shall have gasketed doors and outdoor combustion air.

Exception: Manufactured fireplaces where this requirement would void a product listing.

PA304.4 Fenestration air leakage. Windows, skylights and sliding glass doors shall have an air infiltration rate of no more than 0.3 cubic foot per minute per square foot [1.5(L/s)/m²], and swinging doors no more than 0.5 cubic foot per minute per square foot [2.5(L/s)/m²], when tested according to NFRC400 or AAMA/WDMA/CSA 101/I.S.2/ A440 by an accredited, independent laboratory, and listed and *labeled* by the manufacturer.

Exception: Site-built windows, skylights and doors.

PA304.5 Recessed lighting. Recessed luminaires installed in the *building thermal envelope* shall be sealed to limit air leakage between conditioned and unconditioned spaces. All recessed luminaires shall be IC-rated and *labeled* as meeting ASTM E 283 when tested at 1.57 psi (75 Pa) pressure differential with no more than 2.0 cfm (0.944 L/s) of air movement from the *conditioned space* to the ceiling cavity. All recessed luminaires shall be sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.

**Table PA304.2.2
Air Barrier and Insulation Inspection**

COMPONENT	CRITERIA
Air barrier and thermal envelope	Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier. Breaks or joints in the air barrier are filled or repaired. Air-permeable insulation is not used as a sealing material.
Ceiling/attic	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed. Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
Walls	Corners and headers are insulated. Junction of foundation and sill plate is sealed.
Windows and doors	Space between window/door jambs and framing is sealed.
Rim joists	Rim joists are insulated and include an air barrier.
Floors (including above garage and cantilevered floors)	Insulation is installed to maintain permanent contact with underside of subfloor decking. Air barrier is installed at any exposed edge of floor.
Crawlspace walls	Insulation is permanently attached to walls. Exposed earth in unvented crawlspaces is covered with Class I vapor retarder with overlapping joints taped.
Shafts, penetrations	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditional space are sealed.
Narrow cavities	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown insulation.
Garage separation	Air sealing is provided between the garage and conditioned spaces.
Recessed lighting	Recessed light fixtures are airtight, IC rated and sealed to drywall. Exception—fixtures in conditioned space.
Plumbing and wiring	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
Shower/tub on exterior wall	Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
Electrical/phone box on exterior wall	Air barrier extends behind boxes or air sealed type boxes are installed.
Common wall	Air barrier is installed in common wall between dwelling units.
HVAC register boots	HVAC register boots that penetrate the thermal envelope are sealed to subfloor or drywall.
Fireplace	Fireplace walls include an air barrier.

SECTION PA400 SYSTEMS

PA401 Controls. At least one thermostat shall be installed for each separate heating and cooling system.

PA401.1 Programmable thermostat. Where the primary heating system is a forced air furnace, at least one thermostat per *dwelling unit* shall be capable of controlling the heating and cooling system on a daily schedule to maintain different temperature set points at different times of the day. This thermostat shall include the capability to set back or temporarily operate the system to maintain zone temperatures down to 55°F (13°C) or up to 85°F (29°C). The thermostat shall initially be programmed with a heating temperature set point no higher than 70°F (21°C) and a cooling temperature set point no lower than 78°F (26°C).

PA401.2 Heat pump supplementary heat. Heat pumps having supplementary electric-resistance heat shall have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load.

PA402 Ducts.

PA402.1 Insulation. Supply ducts in attics shall be insulated to a minimum of R-8. All other ducts shall be insulated to a minimum of R-6.

Exception: Ducts or portions thereof located completely inside the *building thermal envelope*.

PA402.2 Sealing. Ducts, air handlers, filter boxes and building cavities used as ducts shall be sealed. Joints and seams shall comply with Section M1601.4. Duct tightness shall be verified by either of the following:

- Option 1. Post-construction test: Leakage to outdoors shall be less than or equal to 8 cfm (3.78 L/s) per 100 ft² (9.29 m²) of conditioned floor area or a total leakage less than or equal to 12 cfm (5.66 L/s) per 100 ft² (9.29m²) of conditioned floor area when tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler end closure. All register boots shall be taped or otherwise sealed during the test. Tests shall be conducted in accordance with ANSI/ASHRAE 152-2004, *Method of Test for Determining the Design and Seasonal Efficiencies of Residential Thermal Distribution Systems*.
- Option 2. Rough-in test: Total leakage shall be less than or equal to 6 cfm (2.83 L/s) per 100 ft² (9.29 m²) of conditioned floor area when tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the roughed in system, including the manufacturer's air handler enclosure. All register boots shall be taped or otherwise sealed during the test. If the air handler is not installed at the time of the test, total leakage shall be less than or equal to 4 cfm (1.89 L/s) per 100 ft² (9.29 m²) of conditioned floor area. Tests shall be conducted in accordance with ANSI/ASHRAE 152-2004, *Method of Test for Determining the Design and Seasonal Efficiencies of Residential Thermal Distribution Systems*.

Exception: Duct tightness test is not required if the air handler and all ducts are located within *conditioned space*.

PA402.3 Building cavities. Building framing cavities shall not be used as supply ducts.

PA403 Mechanical system piping insulation. Mechanical system piping capable of carrying fluids above 105°F (40°C) or below 55°F (13°C) shall be insulated to a minimum of R-2.

PA404 Circulating hot water systems. All circulating service hot water piping shall be insulated to at least R-2. Circulating hot water systems shall include an automatic or *readily accessible* manual switch that can turn off the hot water circulating pump when the system is not in use.

PA405 Mechanical ventilation. Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating.

PA406 Equipment sizing. Heating and cooling *equipment* shall be sized as specified in Section M1401.3.

PA407 Snow melt system controls. Snow- and ice-melting systems supplied through energy service to the building shall include automatic controls capable of shutting off the system when the pavement temperature is above 50°F (10°C) and no precipitation is falling and an automatic or manual control that will allow shutoff when the outdoor temperature is above 40°F (5°C).

PA408 Pools. Pools shall be provided with energy conserving measures in accordance with Sections PA403.8.1 through PA403.8.3.

PA408.1 Pool heaters. All pool heaters shall be equipped with a *readily accessible* on-off switch to allow shutting off the heater without adjusting the thermostat setting. Pool heaters fired by natural gas or LPG shall not have continuously burning pilot lights.

PA408.2 Time switches. Time switches that can automatically turn off and on heaters and pumps according to a preset schedule shall be installed on swimming pool heaters and pumps.

Exceptions:

1. Where public health standards require 24-hour pump operation.
2. Where pumps are required to operate solar- and waste-heat-recovery pool heating systems.

PA408.3 Pool covers. Heated pools shall be equipped with a vapor retardant pool cover on or at the water surface. Pools heated to more than 90°F (32°C) shall have a pool cover with a minimum insulation value of R-12.

**SECTION PA500
LIGHTING SYSTEMS**

PA501 Lighting equipment. A minimum of 50 percent of the lamps in permanently installed lighting fixtures shall be *high-efficacy lamps*.



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

Install

for Relocated Manufactured Homes



November 2013

Commonwealth of Pennsylvania
Tom Corbett, Governor

Department of Community
& Economic Development
C. Alan Walker, Secretary

newPA.com

Purpose

This installation guide for relocated manufactured homes is a prescriptive method of installation if the original manufacturer's installation instructions are not available.

This guide attempts to provide a method of installation that will provide proper support, assembly and stabilization for typical manufactured homes being relocated. Unusual manufactured home designs (such as saddle roofs, hinged roofs, tag units, etc.) are not addressed in this document. Relocated manufactured homes that meet the Pennsylvania Habitability Guidelines and are installed consistent with the appropriate installation method are deemed to comply with the Pennsylvania Uniform Construction Code. Any element of the construction or installation not addressed by the Habitability Guide or the appropriate installation guide must meet the requirements of the Pennsylvania Uniform Construction Code.

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Authority

Issued under section 5 of the Manufactured Housing Improvement Act (35 P. S. 1658.5) as amended May 9, 2012.

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Introduction

Applicability and organization of this guide

Scope

This guide covers the installation of typical relocated manufactured homes throughout the Commonwealth of Pennsylvania when the original manufacturer's installation instructions are not available. These instructions are intended to be used on private land as well as land-leased communities.

The construction of all manufactured homes after June 1976 have been regulated by the U.S. Department of Housing and Urban Development (HUD) as authorized by the National Manufactured Home Construction and Safety Standards Act of 1974 (42 U.S.C. 5401). This guide is not intended for homes that predate the Manufactured Home Construction and Safety Standards or for industrialized "modular" homes.

This guide is not to be used for the initial installation of new manufactured homes. The manufacturers' approved installation designs must be utilized for all new manufactured homes.

Types of manufactured homes covered by this guideline

The homes covered under this guide are manufactured homes compliant with the HUD Manufactured Home Construction and Safety Standards, as set forth in 24 CFR Part 3280, 3282 and 3283 and were manufactured after June 15, 1976.

The provisions of this guide are intended to apply to typical manufactured homes (single-section and multisection) for use as a single-family dwelling. Unusual designs and configurations may require special considerations not addressed in this guide.

The enclosed details pertain to the installation of a "manufactured home" as defined as a structure, transportable in one or more sections, which, in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning and electrical systems contained therein.

Installation details, such as, soil bearing capacity, frost protection, site grading and utility connections must comply with the local municipal requirements and the Pennsylvania Uniform Construction Code.

Applicability

This guide is designed to be utilized by installers as well as local authorities having jurisdiction and responsibility for building code enforcement. It is intended to apply to new or existing manufactured home sites.

Should any unusual circumstances occur, consult with the local authority having jurisdiction to ensure proper installation. The services of a Pennsylvania registered design professional may be required to ensure proper installation.

Safety

Manufactured homes weigh several tons. Use caution and plenty of temporary blocking to support the home during installation. No one should be permitted under the home unless it is completely supported. For additional information on residential construction safety visit: www.osha.gov

Permitting

Local permitting and inspection requirements apply. Building permits are required prior to the start of installation. Contact the local municipality or designated agency for the building permit and to schedule necessary inspections and to obtain a certificate of occupancy. To obtain a certificate of occupancy or other similar approval from the local building code official, a Pennsylvania certified manufactured home installer will be required to certify the installation of the manufactured home to the building code official on a form provided by DCED along with the completed Installation Checklist found at the back of this booklet. Additionally, the permit applicant or his agent will be required to determine if the relocated manufactured home complies with the Pennsylvania Habitability Guidelines for Relocated Manufactured Homes.

Site Accessibility

Before attempting to move a manufactured home, ensure that the transportation equipment and home can be routed to the installation site. Special transportation permits may be required.

Encroachments and Setback Requirements

Local laws regarding encroachments in streets, yards and courts shall be observed. Permissible setback distances and fire separation requirements from property lines and public roads and other structures shall be met.

Flood Plain Areas

Special elevation and anchoring requirements are required when placing a manufactured home in a flood plain. Refer to "Protecting Manufactured Homes from Floods and Other Hazards" FEMA P-85, Second Edition/Nov. 2009.

Definitions

Certified Installer Is a person trained and certified by the Pennsylvania Department of Community and Economic Development to perform on-site completion and installation of manufactured homes.

Data Plate An information sheet located in the home that identifies the manufacturer, serial number and the wind, roof and climatic zones for which the home was constructed.

DCED The Pennsylvania Department of Community and Economic Development.

Must Indicates a mandatory requirement.

Shall Indicates a mandatory requirement.

Should Indicates a recommendation that is strongly advised but not mandatory

Site Preparation and Soil Bearing Capacity

The site for the placement of the manufactured home should be firm, undisturbed soil or compacted fill. Consideration for the soil (load) bearing capacity must be made. In order to determine the soil bearing capacity, use one of the following methods (Subject to approval by local municipality):

1. Contact the local municipality regarding soil bearing as they may have established their own requirements.
2. Refer to the International Residential Code presumptive load-bearing values of foundations materials, IRC R401-4.1.
3. A soil test conducted by a geotechnical engineer.

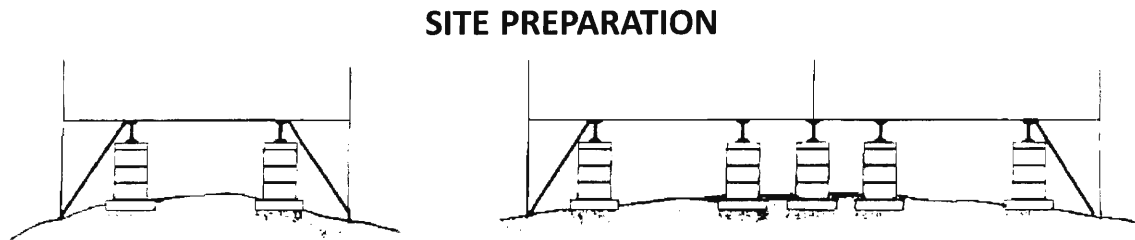
The site must be graded to prevent surface water or drainage from accumulating under the home. The grade away from the foundation shall fall a minimum of five inches within the first 10 feet. (See figure below)

Exception: Where lot lines, walls, slopes or other physical barriers prohibit five inches of fall within 10 feet, drains or swales shall be provided to ensure drainage away from the structure.

The Pennsylvania Housing Research Center (PHRC) technical brief **Site Design Considerations for Manufactured Housing** may be consulted for additional guidance.

Remove all vegetation (grass, weeds, roots, wood, etc.) from under the home.

Figure 1-1



Slope the ground a minimum of 1/4 inch per foot at least 10 feet away from the perimeter of the home.

Contact the local municipality for property line set back and fire separation requirements.

Ground Vapor Barrier

A six-mil polyethylene ground vapor barrier must be placed on top of the ground covering the entire surface under the home. This barrier is only effective with a properly graded site. Minimum 12" overlap required at all joints or seams.

Frost Protection

Place footings below the frost line. Contact the local municipality regarding frost depth. The Pennsylvania Housing Research Center (PHRC) guideline **Soil Freeze Depth Guide for Manufactured Housing in PA** can provide additional guidance.

Determining Footing Size and Pier Load

Footings shall be poured-in-place concrete pads or runners at least six inches thick with a 28-day compressive strength of 3,000 pounds per square inch. Refer to following table to determine the area in square inches of the footing based on the width of the home, support spacing and support loading. Use Table 2-2 for round footings.

FOOTING AREAS REQUIRED FOR SOIL BEARING CAPACITY
Design Roof Load 20 Pounds Per Square Foot

Section Width (feet)									
	12	14	16	12	14	16	12	14	16
Support Spacing (feet)									
	6	6	6	8	8	8	10	10	10
Support Loading (pounds per pier)									
	3200	3700	4250	4250	4950	5650	5300	6150	7050
Soil Bearing Capacity (lbs/ft ²)	Footing Area (square inches)								
	1000	461	533	612	612	713	814	763	886
1500	307	355	408	408	475	542	509	590	677
2000	230	266	306	306	356	407	382	443	508
3000	154	178	204	204	238	270	254	295	338
4000	144	144	153	153	178	203	191	221	254

Pier Support Loading Example

Determine soil bearing capacity, the section width and pier spacing you are going to use. Using the chart above, a 14' section width (may be a single-section or one section of a multisection home) and an eight foot pier spacing, the support loading (pounds per pier) is 4,950 lbs. To determine the footing area, assume a 1,500 lbs/ft² (psf) soil bearing and the footing area will be 475 square inches.

Based on the square inches needed for the footing, use Table 2-2 to convert to a round footing if needed.

Table 2-2

FOOTING DIAMETER

Area (sq. inches)	Footing Size (round)
0 to 353 sq. inches	18 inch diameter
354 sq. inches to 579 sq. inches	24 inch diameter
580 sq. inches to 862 sq. inches	30 inch diameter
863 sq. inches to 1018 sq. inches	36 inch diameter

Round Footing Example

If you require a footing of 475 square inches as noted in the above example, the footing should be 24 inches in diameter (round).

Other Foundations

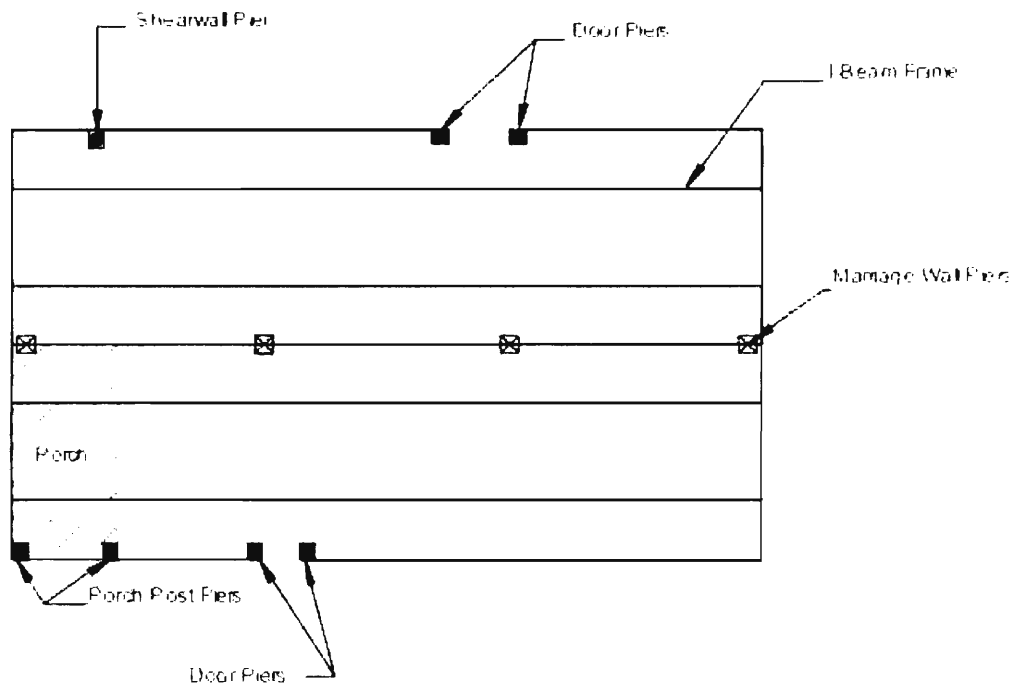
Check with local building code officials and consult a registered design professional when the manufactured home is to be sited on a permanent foundation (crawl space or basement). Comply with the Pennsylvania Uniform Construction Code as applicable. Contact the manufacturer of the home to receive their foundation design data.

Reinforced Slab on Grade – Land Lease Communities Only

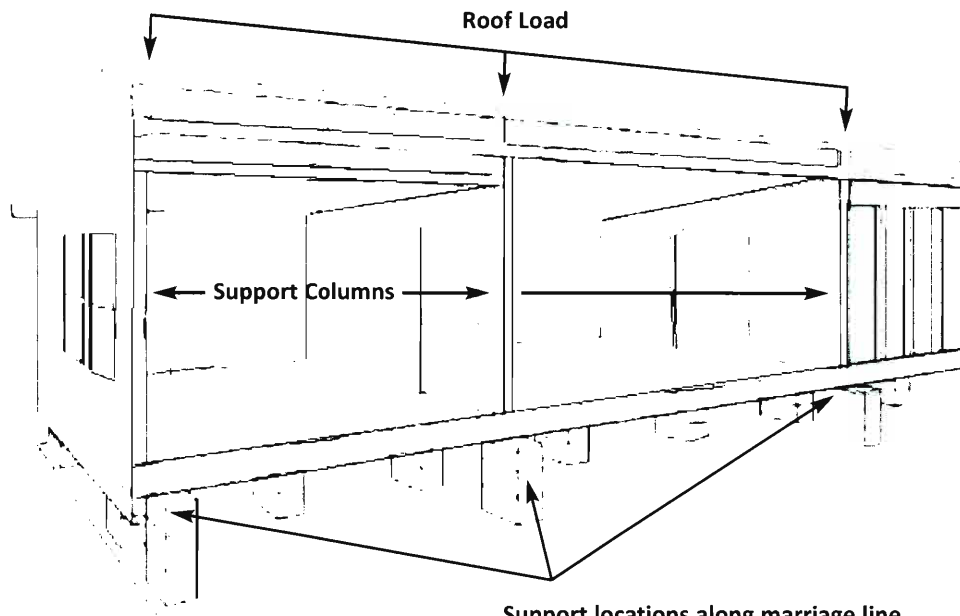
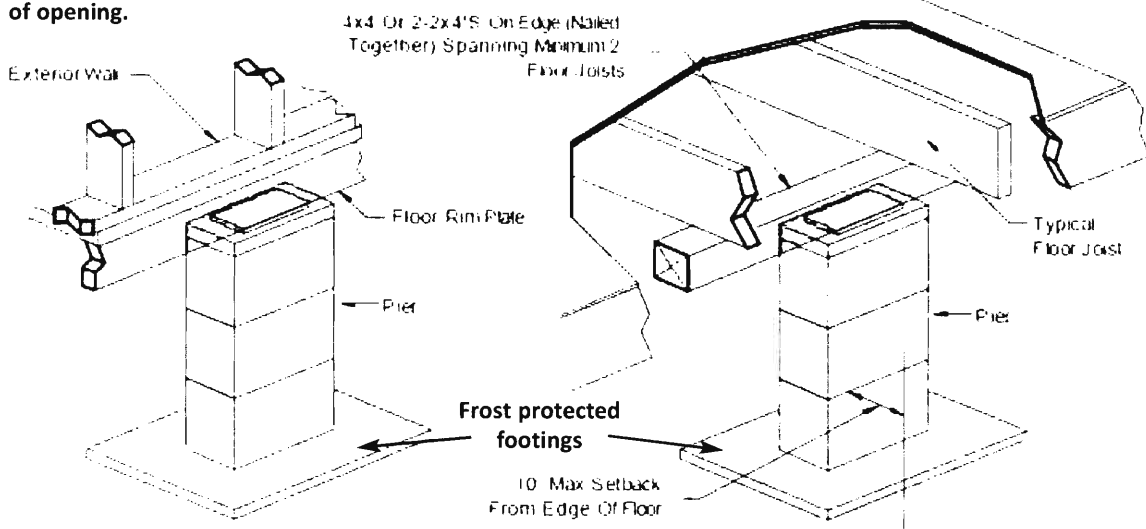
Refer to Option C (Reinforced slab on grade) in the *Pennsylvania Field Guide, FOUNDATION SYSTEMS for Relocated Manufactured Housing, 2007*, by the Pennsylvania Housing Research Center at Penn State University. This foundation may only be used in land lease communities.

Perimeter and Marriage Wall Support

Openings 4 feet or greater located along the exterior sidewall and marriage wall of the home must be supported on both sides of the openings. On the exterior sidewall, these areas are typically sliding glass doors, large picture windows, recessed entries or multiple windows in one large opening.



Place on each side
of opening.



Support locations along marriage line.
These locations may include doorways. (4' wide or more)

Be sure to use the proper chart based on the width of the manufactured home being installed.

12' WIDE SECTION HOMES-MATING/PERIMETER WALL OPENING

	Roof Live Load (psf)	PIER LOAD AND MINIMUM PIER CAPACITY FOR 12 FOOT WIDE SECTION (pounds)						
		Mating/Perimeter Wall Opening (feet)						
		5	10	15	20	25	30	35
	20	900	1800	2600	3500	4400	5300	6100
	30	1200	2300	3500	4700	5800	7000	8200*
	40	1500	2900	4400	5800	7300	8800*	10200*
Soil Bearing Capacity (psf)	Footing Area (square inches)							
1000	20	144	259	374	504	634	763	878
	30	173	331	504	677	835	1008	1181
	40	216	417	634	835	1051	1267	1469
1500	20	144	173	250	336	422	509	586
	30	144	221	336	451	557	672	787
	40	144	278	422	557	701	845	979
2000	20	144	144	187	252	317	382	439
	30	144	166	252	338	418	504	590
	40	144	209	317	418	526	634	734
3000	20	144	144	144	168	211	254	293
	30	144	144	168	226	278	336	394
	40	144	144	211	278	350	422	490
4000	20	144	144	144	144	191	191	220
	30	144	144	144	169	209	252	295
	40	144	144	158	209	263	317	367

*Individual supports shall **NOT** support loads greater than **8,000 pounds for a single stack of 8" x 8" x 16" stack of blocks, 16,000 pounds for a double stack.**

Be sure to use the proper chart based on the width of the manufactured home being installed.

14' WIDE SECTION HOMES-MATING/PERIMETER WALL OPENING

	Roof Live Load (psf)	PIER LOAD AND MINIMUM PIER CAPACITY FOR 14 FOOT WIDE SECTION (pounds)						
		Mating/Perimeter Wall Opening (feet)						
		5	10	15	20	25	30	35
	20	1000	2000	3000	4100	5100	6100	7100
	30	1400	2700	4100	5400	6800	8100*	9500*
	40	1700	3400	5100	6800	8400*	10100*	11800*
Soil Bearing Capacity (psf)	Footing Area (square inches)							
1000	20	144	288	432	590	734	878	1022
	30	202	389	590	778	979	1166	1368
	40	245	490	734	979	1210	1454	1699
1500	20	144	192	288	394	490	586	682
	30	144	259	394	518	653	778	912
	40	163	326	490	653	806	970	1133
2000	20	144	144	216	295	367	439	511
	30	144	194	295	389	490	583	684
	40	144	245	367	490	605	727	850
3000	20	144	144	144	197	245	293	341
	30	144	144	197	260	326	389	456
	40	144	163	245	326	403	485	566
4000	20	144	144	144	148	184	220	256
	30	144	144	148	194	245	292	342
	40	144	144	184	245	302	364	425

*Individual supports shall **NOT** support loads greater than **8,000 pounds for a single stack of 8" x 8" x 16" stack of blocks, 16,000 pounds for a double stack.**

Pier Material and Construction

Pier Material

Concrete Block – Nominal dimensions of at least 8" x 8" x 16", maximum load 8,000 lbs, conforming to ASTM designation C90, grade N.

Cap Blocks – Solid masonry (nominal 2" x 8" x 16" OR 4" x 8" x 16" pre-cast without reinforcement) pressure-treated lumber (nominal 2" x 8" x 16"). Caps must be the same size as the pier being capped.

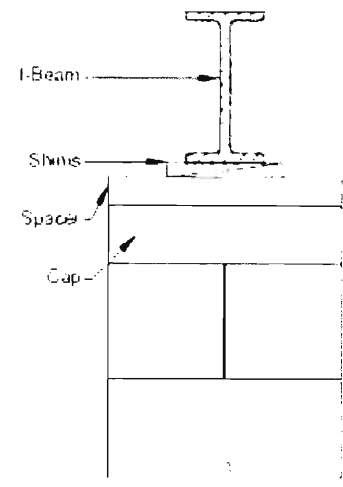
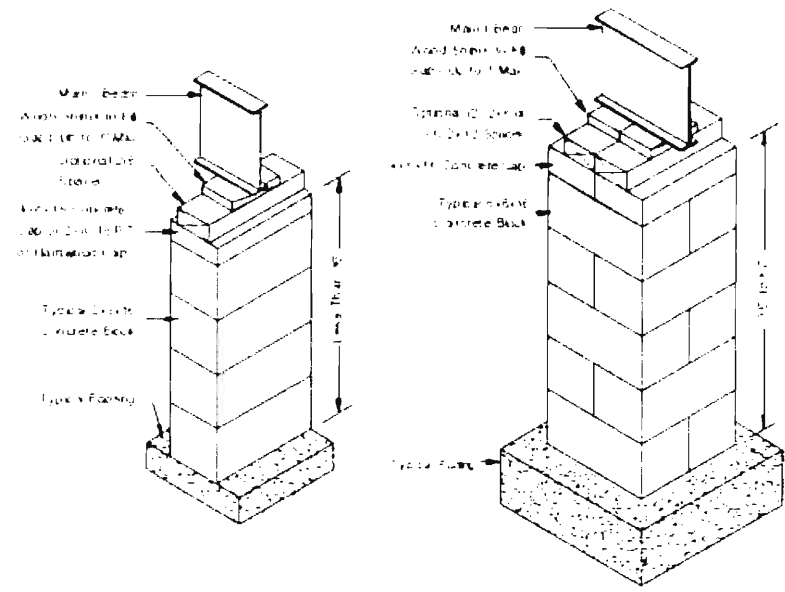
Spacers – Nominal 2" thick boards (pressure treated) (2" x 4" min.)

Shims – Hardwood, minimum 4" width by 6" length by maximum 1" thick (nominal); plastic must be listed with maximum load capacity. All shims must be used in pairs.

Pier Construction

	Height	Configuration	Maximum Load	Mortar and Reinforcement
FRAME Support Piers	12" to 36"	Single stack concrete blocks perpendicular to beam	8,000 lbs	Not required
	36" to 67"	Double stack interlocked concrete blocks	16,000 lbs	Not required
	Over 67"	Designed by a professional engineer or registered architect.		
PERIMETER Support Piers	54" or less	Single stack concrete blocks with long side parallel to floor rim joist.	8,000 lbs	Not required
MARRIAGE LINE Support Piers	54" or less	Single stack concrete blocks with long side perpendicular to the marriage line.	8,000 lbs	Not required

1. Before constructing the pier on top of the footing assure the footing surface is flat, smooth and free from debris.
2. **Stack concrete blocks with their hollow cells aligned vertically.** When piers are constructed of blocks stacked side by side, orient each layer at right angles to the previous one (*See illustration page 11*) and plan blocks so that split caps will be perpendicular to the blocks they rest on and to the main beam. Remember to maintain minimum 12" clearance between the ground and the bottom of the chassis.
3. **Cap Piers.** Place a cap on hollow block piers to evenly distribute the load across the entire pier. Use cap blocks the same length and width as the piers they rest upon. When using split caps on double stacked piers, install the cap blocks with the long dimension perpendicular to the joint in the blocks below and to the main beam.
4. **Install Shims.** Use shims (as described on page 1) to level the home and to fill any gaps between the top of the cap block and the main beam. **ALWAYS USE SHIMS IN PAIRS.** (*See illustration page 11*) Drive them in tightly so they do not occupy more than one inch of vertical space. For split cap blocks, install shims and dimension lumber or blocks over each cap block.



1. Be sure to use full size cap blocks to evenly distribute the load across the entire pier.
2. Do not use broken or defective concrete blocks.

Alternate Pier Types

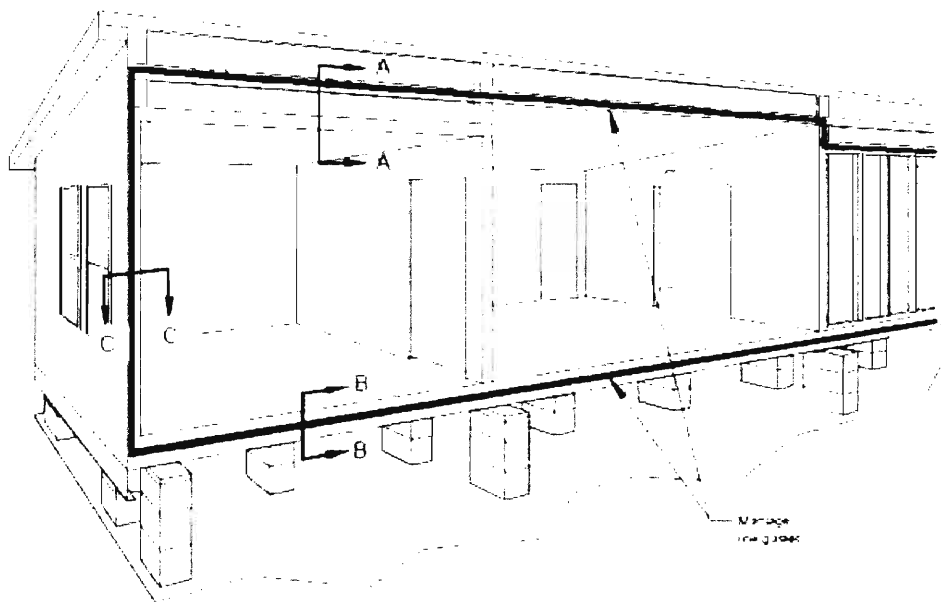
Metal jack stands or precast concrete piers may be utilized provided each is listed and labeled to indicate the maximum capacity. Metal piers or any other type of metal foundation must be coated to protect from corrosion, properly secured in place and in all properly stamped for identification.

In all cases, the foundation footings must extend below frost depth penetration of the soil.

Completion of Multiple Section Homes

ONLY manufactured home sections designed by the manufacturer for assembly as an integrated structure (multisection) may be joined. Dissimilar sections of manufactured homes must never be assembled together to form a dwelling unit.

1. Remove ALL shipping materials and associated fasteners from all sections to be joined, including the plastic used to close up the marriage wall for transportation. Do not remove any temporary supports along the marriage line opening until the sections have been secured.
2. **Install a marriage line gasket.** A continuous nonporous gasket creating a permanent air barrier between the two sections **MUST** be installed along the floor, endwalls and ceiling line (not at the top of the roof line).



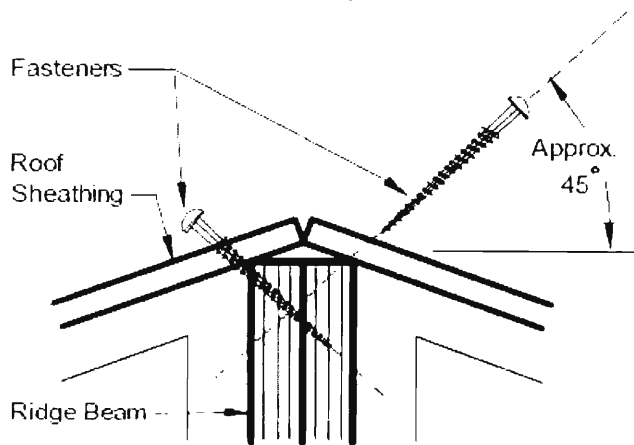
3. **Prepare the crossover connections.** Before moving the two sections together, prepare any crossover (utility) connections that require access from the open marriage line, including duct connections (if present) and marriage line interior wall electrical or plumbing connections.
4. Position the sections as closely as possible and line up with the previous set section.
5. **Construct support piers.** With the home sections aligned, construct the piers according to pages 10-11.
6. **Level the sections.** Lower the section to the outside piers first, inside piers last. Check interior doorways and other openings for misalignments that may cause problems during the final trim work. Floors and roof sections should be flush, level and tight.
7. **Shim gaps.** If any gap exists between the sections, use dimensional lumber along the entire length to shim such gaps. Increase the fastener length to ensure proper connection between each section.

MULTISECTION FASTENING REQUIREMENTS
(Roof, Floor, Endwall and Interior Openings)

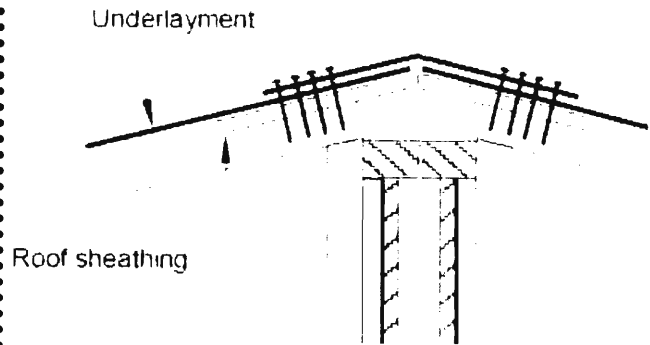
Connection Location	Fastener Size	Fastener Angle	Fastener Spacing
Roof ridge beam connection	3/8" x 6" lag screws* w/ washers	45°	24 o.c.
Roof rafter connection	4" x 10" 18 gauge straps with 10 – 10d nails	90°	24o.c.
Floor rim joist connection	3/8" x 6" lag screws* w/ washers	45° or less	24" o.c.
Endwall connection	#8 x 4" wood screw* or 16d Nail*	45° or less 45° or less	24" o.c. 24" o.c.
Marriage line interior wall connection	#8 x 4" wood screw*	45° or less	16" o.c.

*or equivalent fastener

**ROOF CONNECTION
(LAG SCREW) DETAILS**

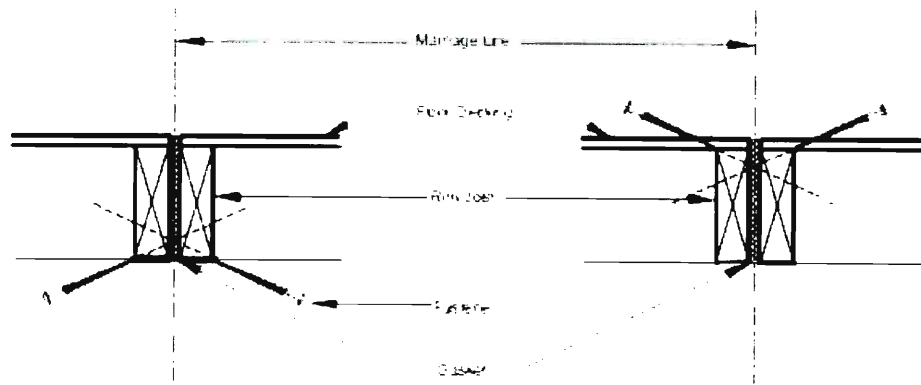


**ROOF CONNECTION
(STRAP) DETAILS**

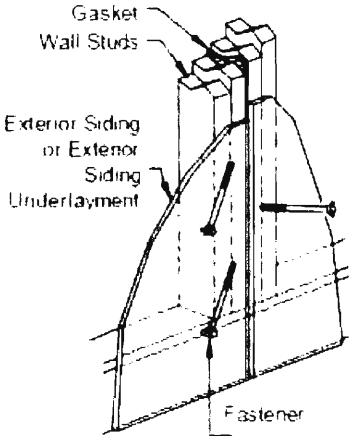


**Note: Be sure that the roof is vented. If static roof vents (spot vents) are not provided (maximum 10' apart), install a ridge vent at least 50 percent of the roof length. Assure roof deck is cut back to allow free flow of air.*

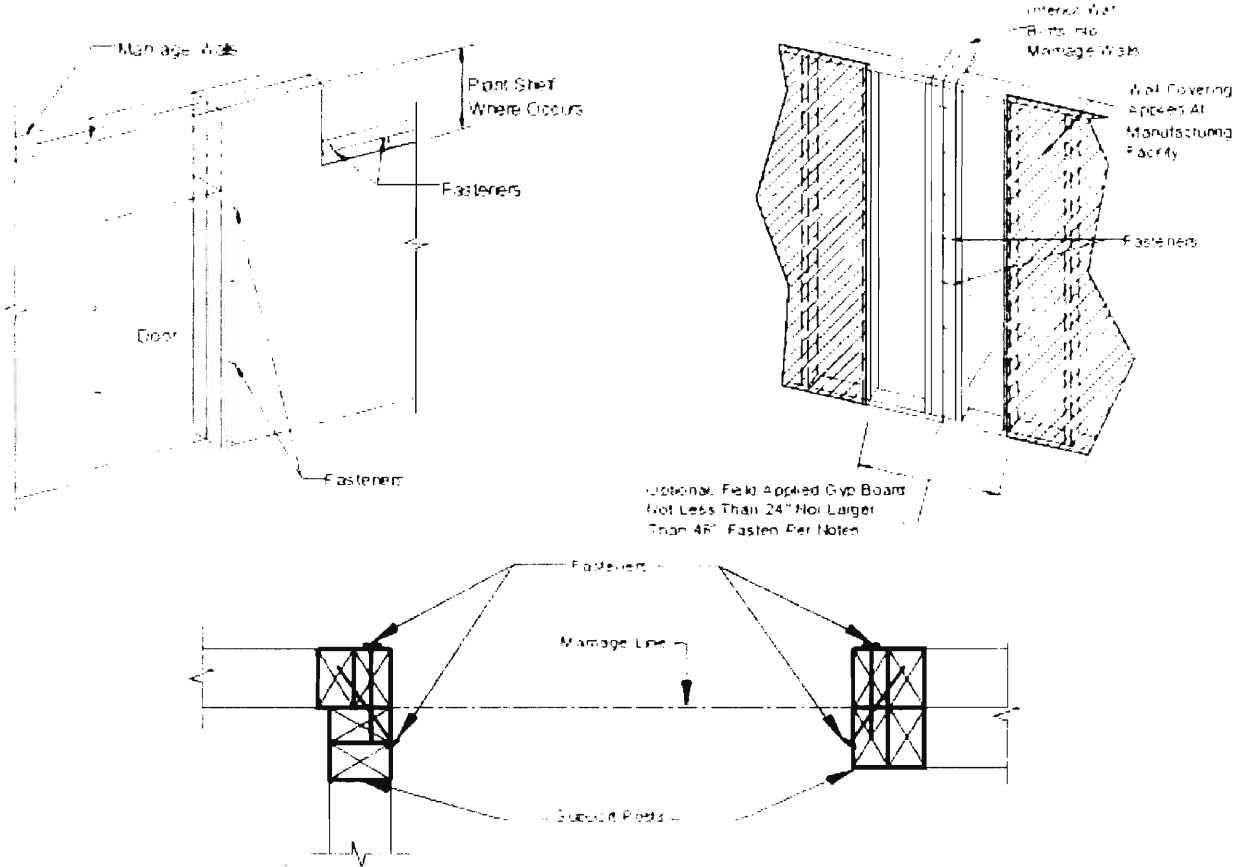
**FLOOR CONNECTION
DETAILS**



ENDWALL CONNECTION DETAILS

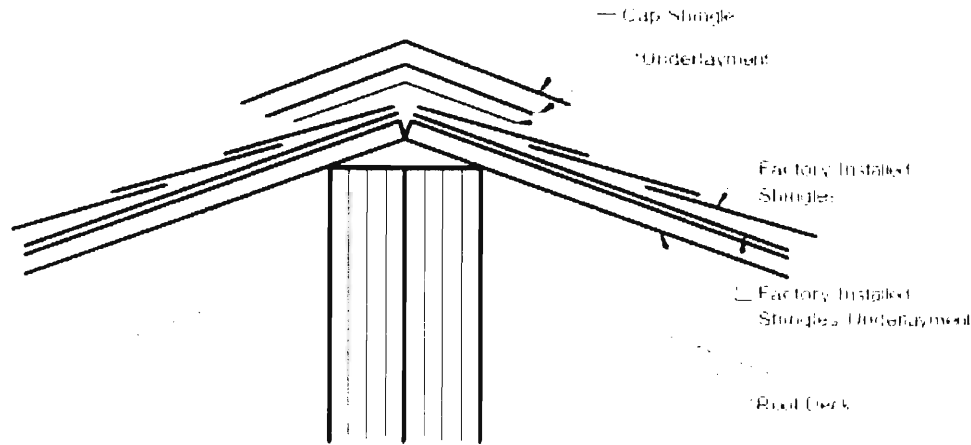


MARRIAGE LINE WALL OPENING CONNECTION DETAILS



Completion of the Exterior Coverings

For multisection homes, the first step in completing the exterior close-up is sealing the roof along the ridge line. For homes with asphalt or fiberglass roof shingles, follow the details below where no ridge vent is to be installed.



1. Make sure the roof sheathing is properly installed. Place 15# felt or equivalent, continuously along the length of the ridge, covering all exposed sheathing and overlapping sheathing joints by at least 5 inches on each side. Fasten using 1" x 1" x 16 gauge-galvanized staple.
2. Install shingles by using 1" x 1" x 16 gauge-galvanized staples or 12 gauge 1 1/4" long 3/8" diameter head roof nails. Fasten in accordance with the product manufacturer's designs. ***Note: If the roof was intended for installation of a ridge vent, be sure to install the ridge vent in accordance with the product manufacturer's designs for proper roof ventilation.**

Install Siding

Fasten siding at stud locations with corrosion resistant fasteners. Siding should be installed in a manner to allow expansion and contraction as the temperature changes. Be sure to remove shipping material prior to the installation of the vinyl siding. Follow the installation instructions provided with the siding. If they are not available, you can assess instructions at www.vinylsiding.org.

Install the Anchoring System

All manufactured homes must be anchored to resist overturning and lateral movement (sliding) of the home as imposed by the respective design loads. Pennsylvania is located within the Wind Zone 1 area, therefore only diagonal ties are required.

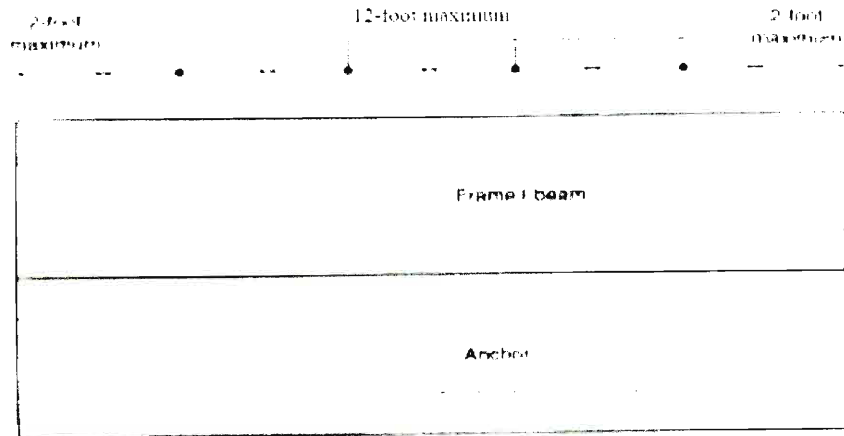
Ground augers must be:

- Listed in accordance to ASTM D3953-1
- Sufficient length to extend below the frost line
- Embedded to full depth
- Be placed 12 inches above the water table
- Ground augers are not embedded in the concrete footings

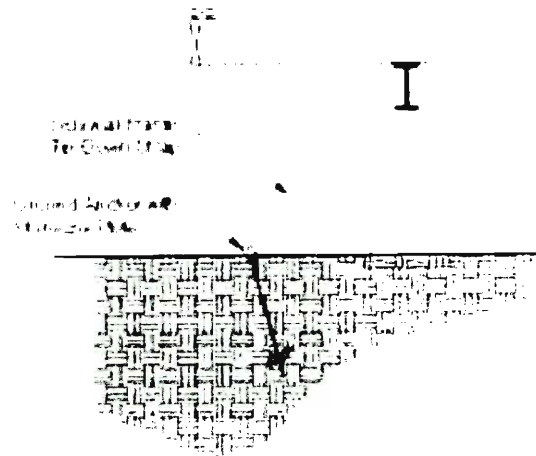
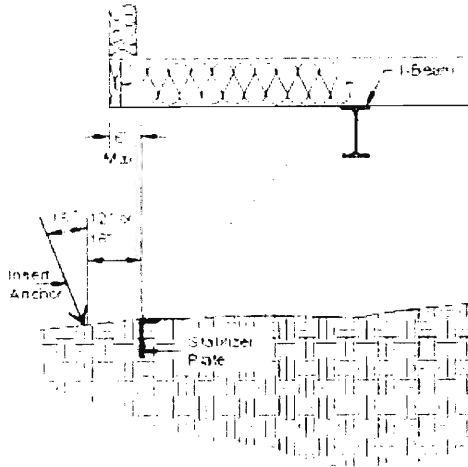
ANCHOR SPACING

****This spacing shown also applies to single section homes****

Anchors must be located within 2 feet from the ends of the home and spaced a maximum 12 feet along the length of the home.



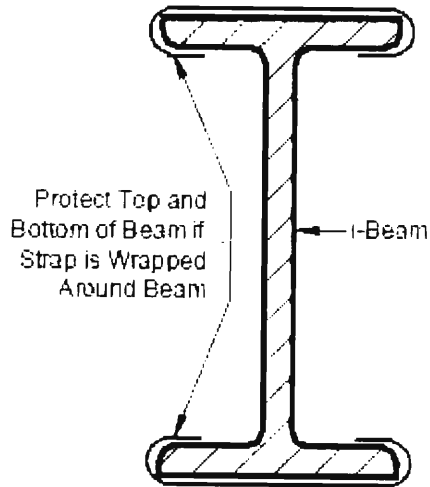
Should the roof be constructed with a higher roof pitch (> 4/12), space anchors every 10' along the length of the home.



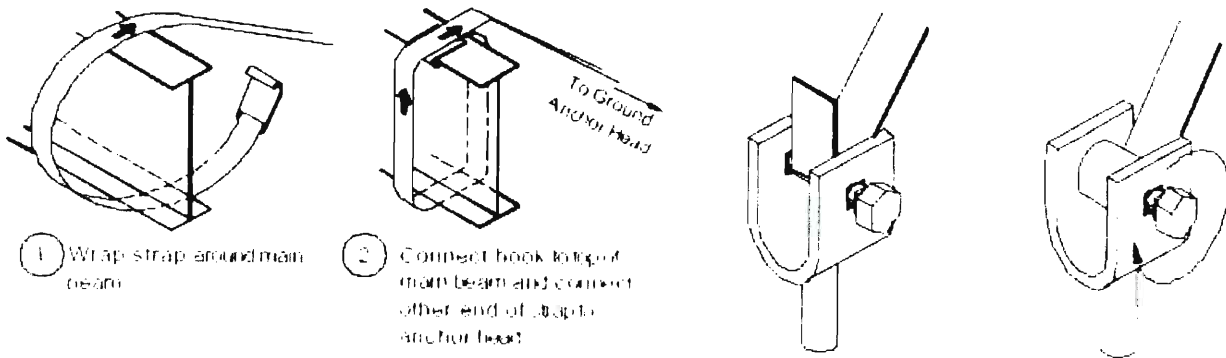
1. Install the anchor into the ground using an auger 6-12 inches back from the stabilizing plate location and within six inches of the skirting line.
2. Drive the stabilizing plate into the ground to full depth.
3. Pretension the anchor strap as to draw the anchor up to the stabilizing plate.

Protect the strap at the sharp corners.

If the strap wraps around the main beam, provide protection from the sharp edges of the top and bottom flange of the beam. Typically a piece of steel strapping cut to length or a listed product is acceptable.



ANCHOR STRAP ATTACHMENT



1. Connect the head of the strap (buckle clip or hook) to the top of the main beam, then wrap the strap around the bottom of the beam, bring the strap over the head and guide the strap to the anchor head.
2. Connect the other end of the strap to the split bolt on the anchor head. Leave enough strap length to make at least three complete turns around the bolt, but no more than 5 complete turns before it comes tight.

Anchor Head Location

As the anchor is pulled up (by tightening) to meet the stabilizing plate, the head of the anchor will rise. In its final position, the bottom of the anchor head should be no more than $\frac{1}{4}$ " above the top of the stabilizing plate.

Alternative Anchoring Systems

Alternative anchoring systems may be used only if the product is listed by a nationally published and recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or material meets nationally recognized standards or has been tested and found suitable for use in a specific manner. Follow the product manufacturer's designs. Pay attention to any parameters that the product manufacturer has noted such as maximum pier height requirements.

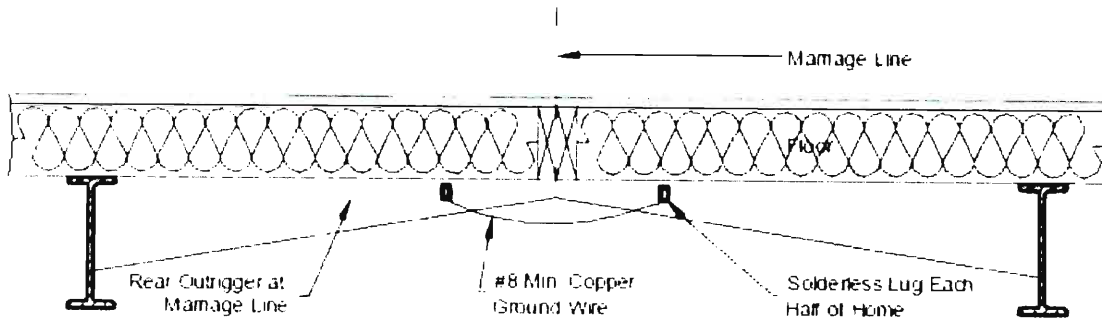
Shear Wall Straps

Shear wall straps (sometimes called G straps) are sometimes required on certain manufactured homes. Watch for anchor straps that may be attached to the side wall or marriage wall of the home. If present, attach to ground auger installed vertically, directly below the strap. Additionally, a single block pier on a frost protected concrete footing is required to support the floor joist at this same location. Maximum load on this pier is 3,500 lbs.

Multisection Bonding

To ensure all metal parts on multisection homes are effectively grounded, bond the chassis together. Solder-less ground lugs provided at the outriggers or cross-members with a #8 minimum bare copper wire connecting the ground lugs.

.....



Attach strap. If ground lugs and copper wire are not provided, attach the provided four-inch bonding strap to each pair of adjacent chassis with two #8 x 3/4" self-tapping metal screws (one screw each side).

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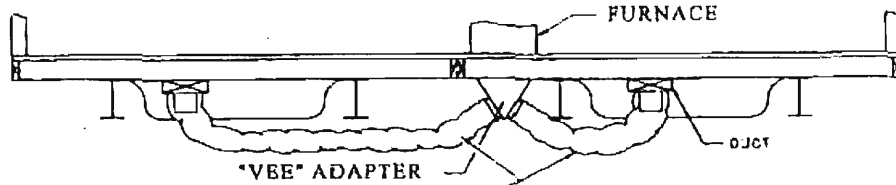
Grounding

The home must be properly grounded to protect the occupants. The only safe and approved method to ground the home is through an electrically-isolated ground bar in the panel board. Isolate the neutral circuit terminal in the panel board and in ranges, clothes dryers and mounted cooking units from the equipment enclosures. Bonding screws, straps or buses in the panel board or in appliances should be discarded.

Heat Duct Crossover Connections

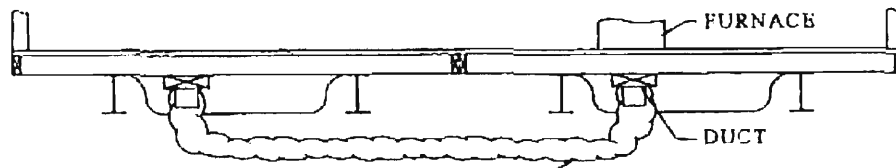
For multiple section homes, the heat duct crossover located under the home should be assembled in accordance with one of the below details. This duct should be properly secured and be made substantially airtight. Ducts exposed directly to the outside air shall be insulated with materials having a minimal thermal resistance of $R=4.0$ with a continuous vapor barrier. All openings in the bottom board shall be properly sealed at these areas. The Installer must check for air leakage at all crossover duct connection locations of the home.

THIS SYSTEM MAY BE USED WHEN THERE IS NOT A CROSSOVER DUCT BUILT INTO THE FLOOR AND THE FURNACE IS OUTSIDE THE I-BEAM.



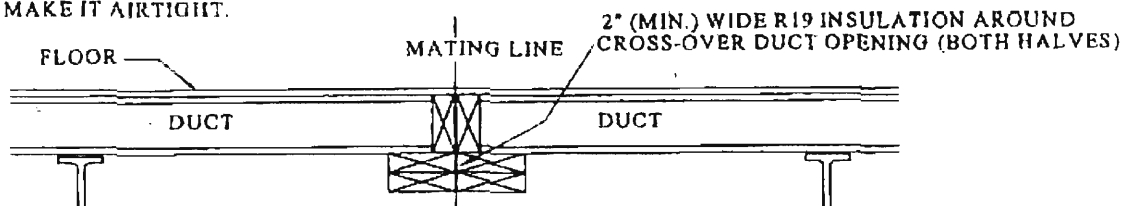
FLEXIBLE INSULATED DUCT WITH 1.0 PERM. MAX. VAPOR BARRIER.
FLEXIBLE DUCT SHALL NOT BE IN CONTACT WITH THE GROUND.

THIS SYSTEM MAY BE USED WHEN THERE IS NOT A CROSSOVER DUCT BUILT INTO THE FLOOR AND THE FURNACE IS SITUATED DIRECTLY OVER THE MAIN DUCT ON ONE SECTION OF THE HOME.



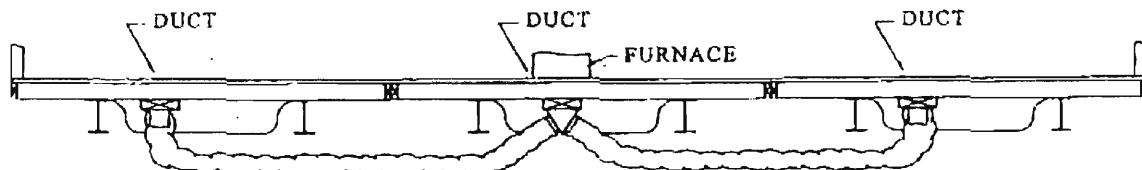
FLEXIBLE INSULATED DUCT WITH 1.0 PERM. MAX. VAPOR BARRIER.
FLEXIBLE DUCT SHALL NOT BE IN CONTACT WITH THE GROUND.

THIS CROSSOVER DUCT SYSTEM IS INCORPORATED IN THE FLOOR OF THE HOME. THE CONNECTION IS MADE AT A POINT ALONG THE CENTER LINE OF THE HOME WHERE THE DUCTS EXIT THRU THE SIDE RAIL. THE CONNECTION MUST BE SEALED TO MAKE IT AIRTIGHT.



- LINE UP CROSS OVER DUCTS.
- REMOVE ANYTHING COVERING OPENINGS.
- COMPRESS INSULATION WITH STANDARD FLOOR CONNECTION.

THIS SYSTEM MAY BE USED WHEN THERE IS NOT A CROSSOVER DUCT BUILT INTO THE FLOOR AND THE FURNACE IS SITUATED DIRECTLY OVER THE MAIN DUCT ON CENTER SECTION OF THE HOME.



FLEXIBLE INSULATED DUCT WITH 1.0 PERM. MAX. VAPOR BARRIER.
FLEXIBLE DUCT SHALL NOT BE IN CONTACT WITH THE GROUND.

Connection of Electrical Crossover Wires

Multisection homes may have one or more crossovers located in wall(s) and/or floor(s) along the marriage line.

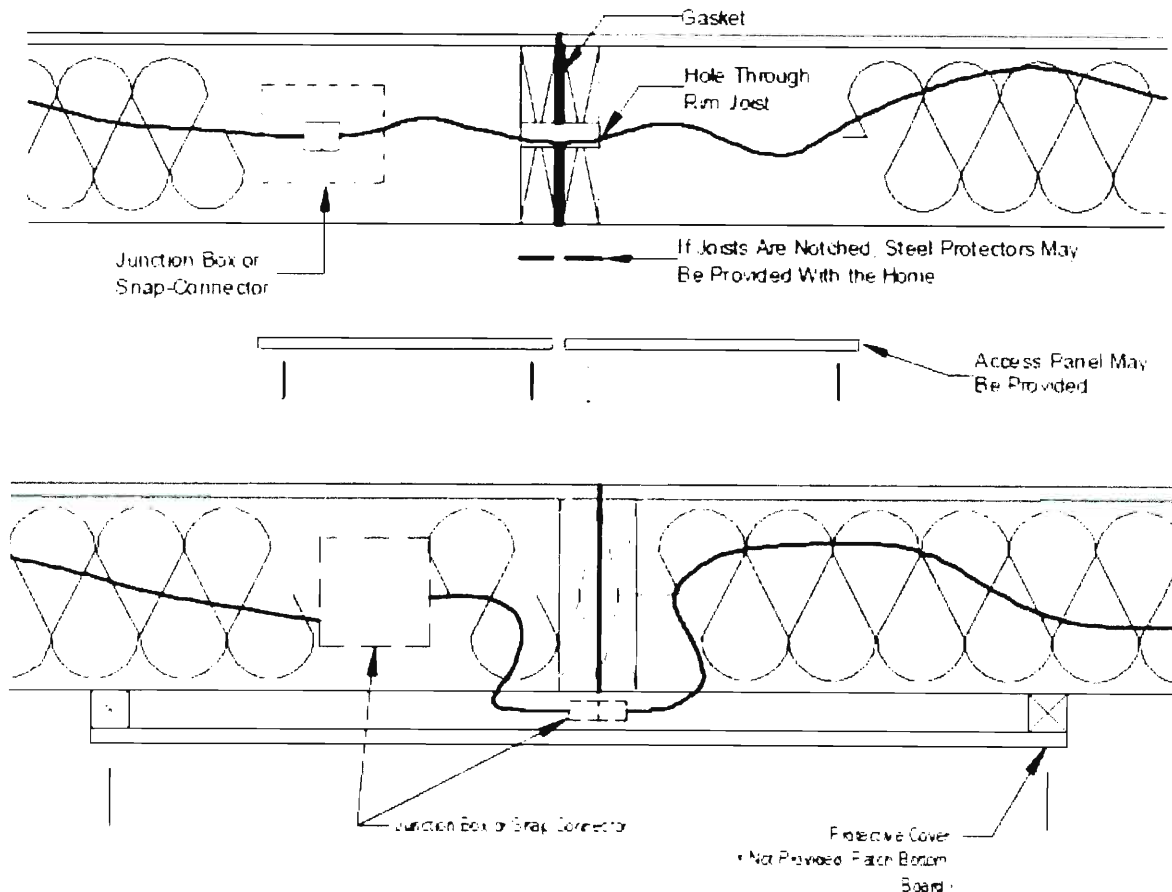
Two types of connections may be present at these locations; snap connectors and/or junction boxes. Identify matching circuits if multiple circuits exist at a single crossover location. They should be coded for identification. Connect the snap connectors according to the product instructions.

If junction boxes are utilized, cover plates, cable clamps and wire nuts must be used. Metal junction boxes must be grounded.

If “snap-type” connectors are utilized, they must be examined for damage prior to re-assembly. Many “snap-type” connectors may not be re-assembled. Check the instructions on each connector to determine if this is the case.

.....

FLOOR CONNECTION

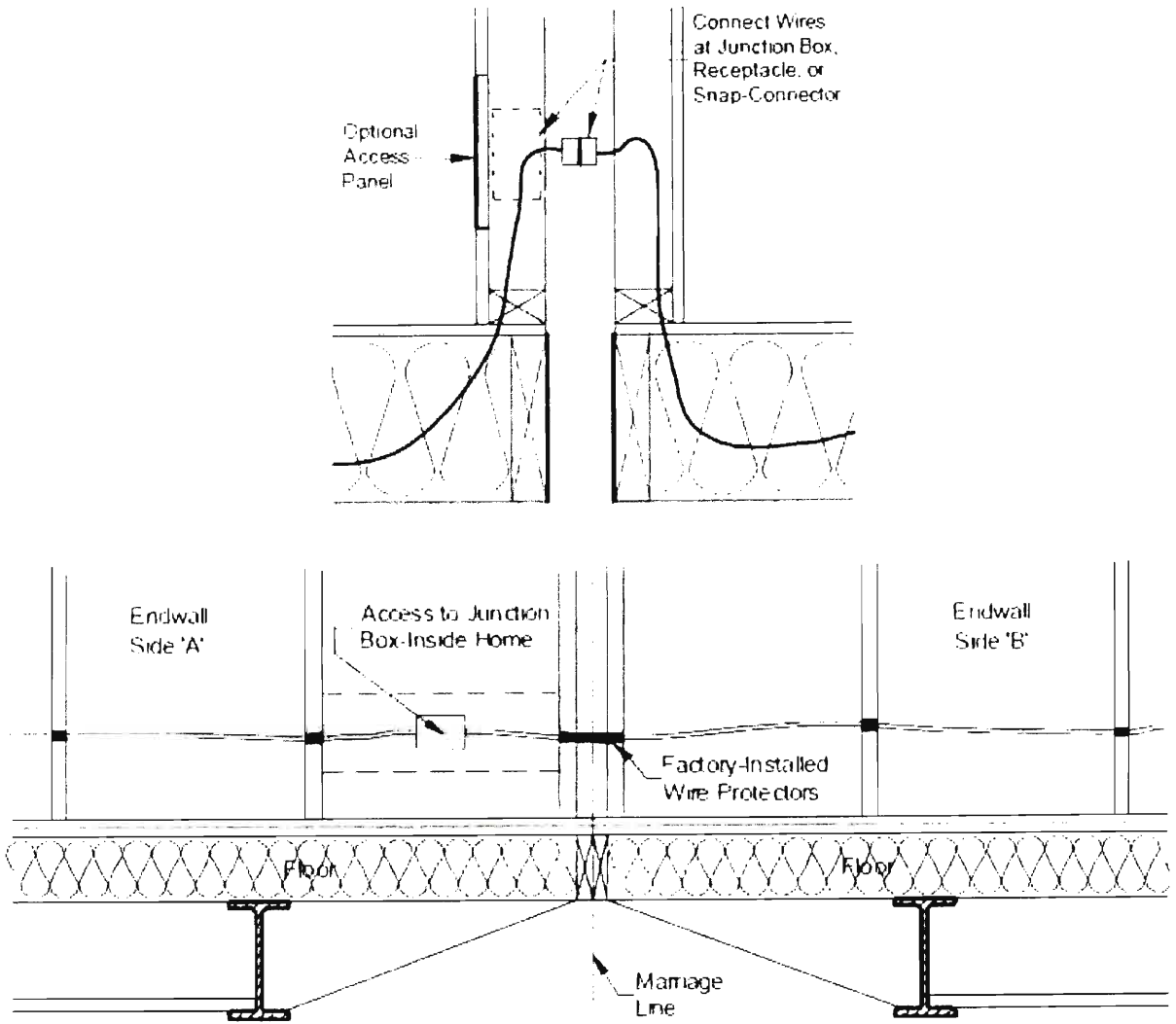


Be sure all exterior coverings or access panels are properly replaced.

.....

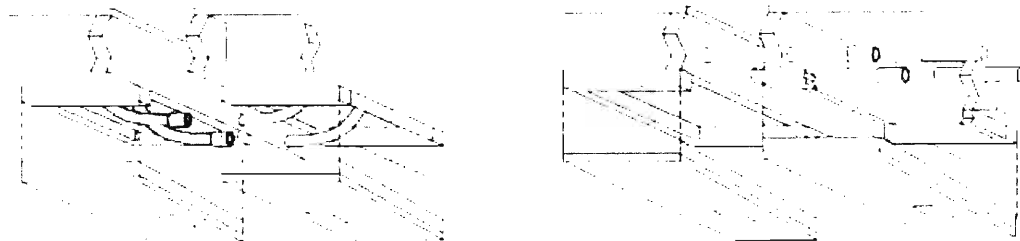
.....

WALL CONNECTION



.....

CONNECT THE WATER LINES



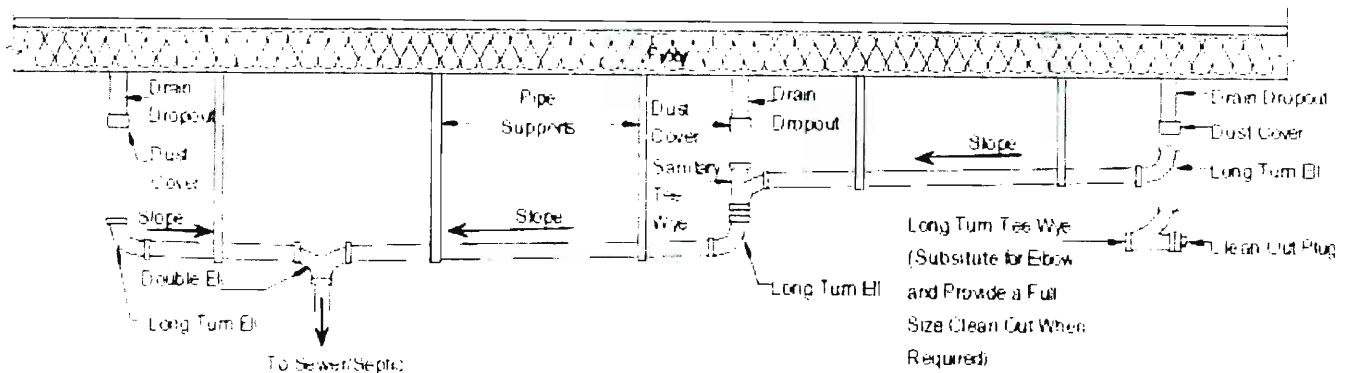
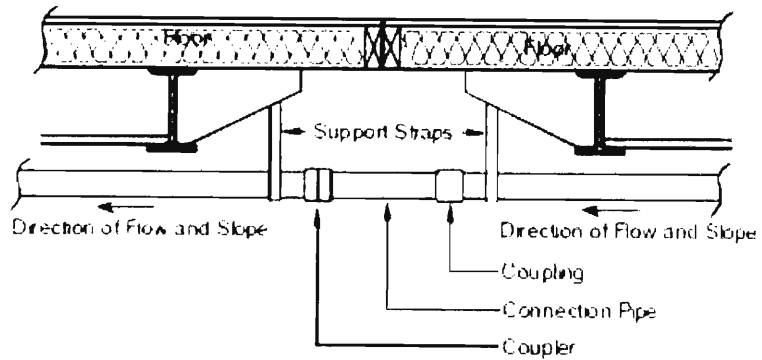
Connect the water lines inside the floor through the access panels or below the bottom board as follows:

1. Remove the access panels and connect the water lines, pull water line through holes (if present) in the rim joist and connect the threaded lines (non-threaded, use approved cement).
2. Test for leaks. (Refer to Appendix B for procedures.)
3. Replace insulation and access panels to prevent the water lines from freezing.

Drainage System

Be sure that all traps are provided with proper venting so that there will be no danger of siphonage, aspiration or forcing traps seals under conditions of ordinary use. The sanitary drainage system under the home shall be adequately supported with approved materials and properly sloped to drain. Plastic piping shall be supported at not more than four foot intervals. Drain lines shall be sloped $\frac{1}{4}$ inch per foot toward the drain outlet. Where it is impractical, due to structure features or other arrangements, the piping may have a grade of no less than $\frac{1}{8}$ inch per foot, when a properly installed full-size cleanout is installed at the upper end. Be sure to use approved materials to assemble the piping material.

(Test DWV system as required in Appendix C)



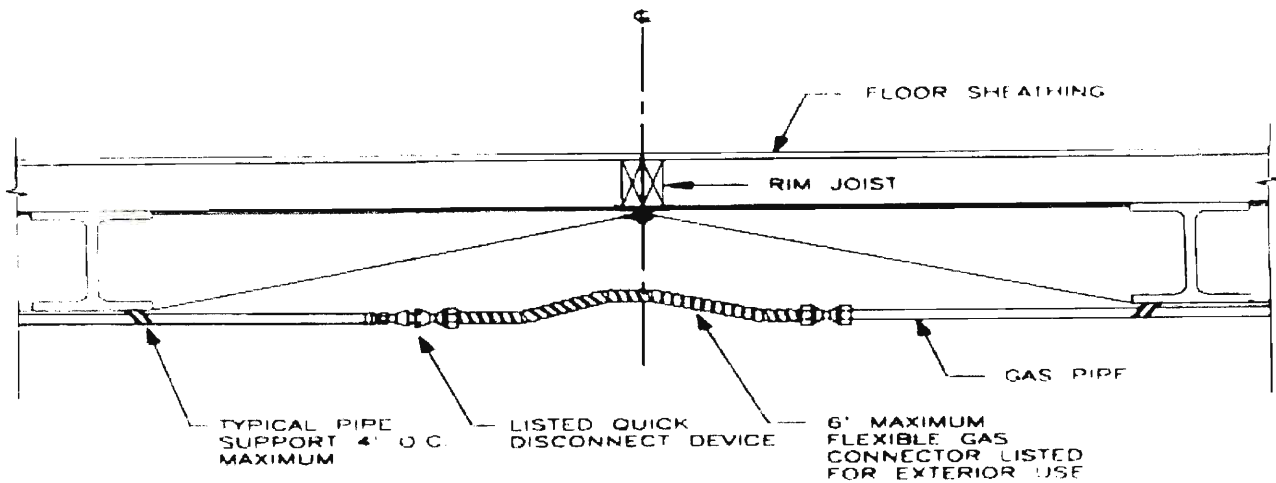
Gas Connections

All materials used for the installation, extension, alteration or repair of any gas piping system shall be new and free from defects or internal obstructions. Inferior or defective materials shall be removed and replaced with acceptable materials.

All points of the crossover shall be accessible from the exterior of the home. The crossover connector must be listed for exterior use and a shutoff valve suitable for outdoor use must be installed at each crossover point upstream of the connection.

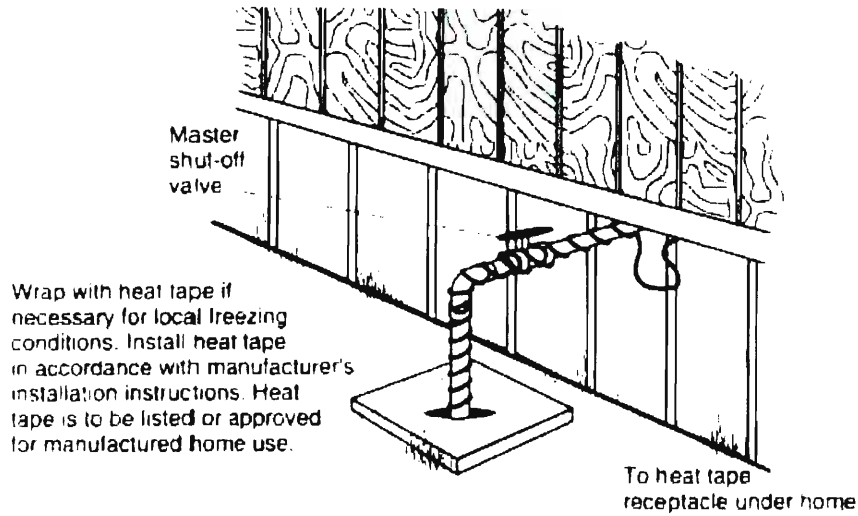
Any connection(s) made by a listed quick disconnect device shall be designed to provide a positive seal of the supply side of the gas system when such device is separated. Flexible gas line connectors are not to be reused once engaged.

Test for leaks (Refer to Appendix A for testing procedures)



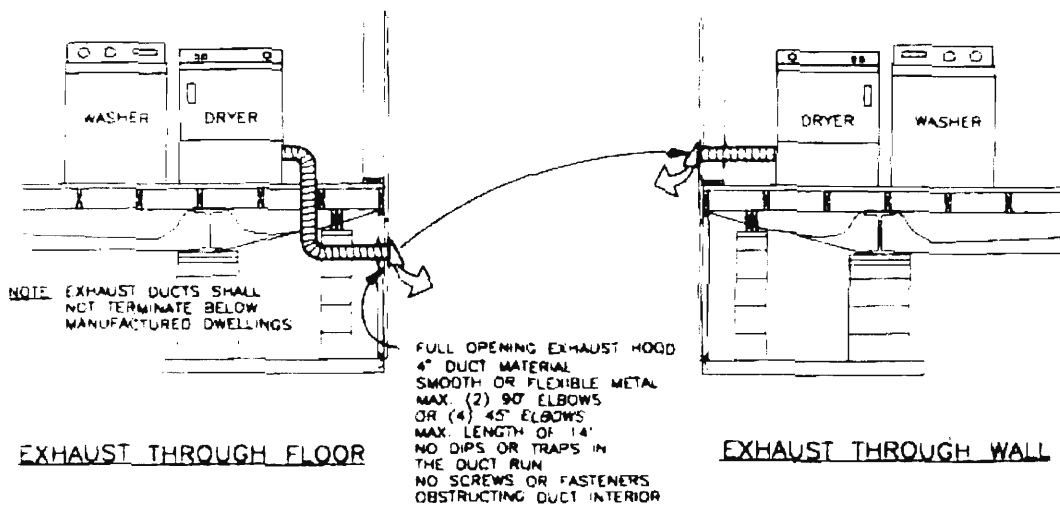
Heat Tape

A receptacle outlet for the use of a heat tape should be located on the underside of the manufactured home within 2 feet of the water supply inlet. This is a dedicated receptacle for the heat tape only. This receptacle is not GFCI protected.



Dryer Exhaust Duct

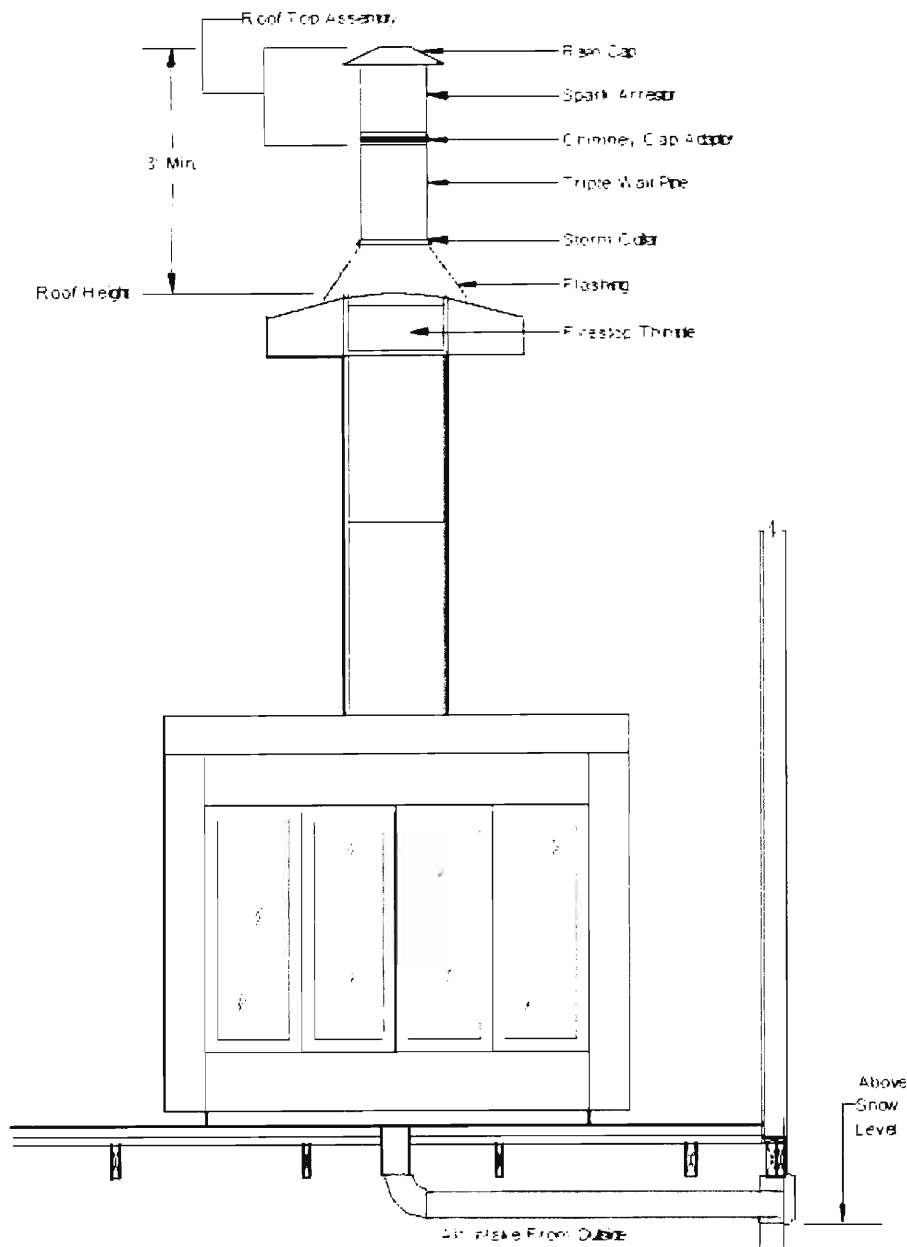
Clothes dryer exhaust ducts MUST exhaust to the exterior of the home AND any perimeter foundation or skirting. Do not let the exhaust duct terminate under the home where excessive moisture or flammable material can accumulate. The duct must be adequately sealed and supported. Install the duct in accordance with the manufacturer's instructions.

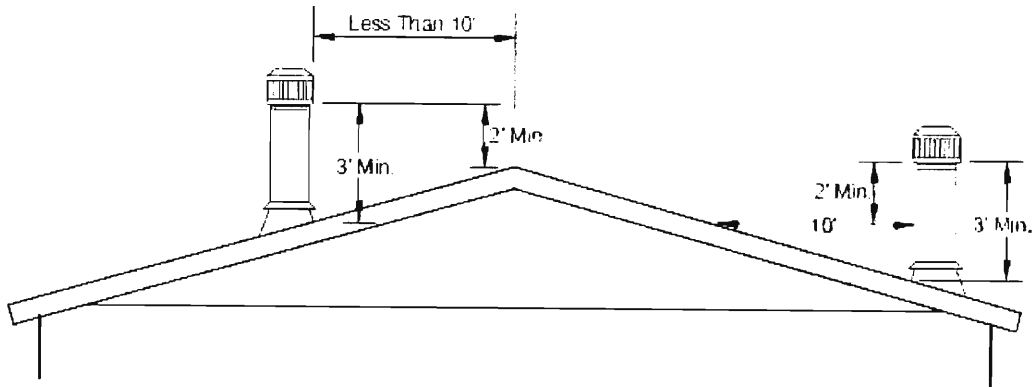


Fireplace Installation

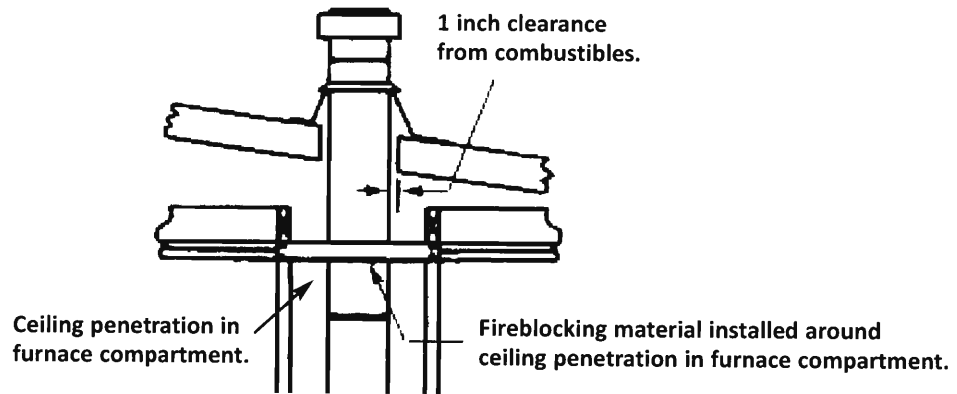
Install chimneys, chimney flashing and roofing, fireplace combustion air inlets and hearths according to the manufacturer's instructions and the procedures described below. Fireplace and wood stoves may require on-site installation of additional sections of approved chimney pipe, spark arrestor and a rain cap assembly. Follow the manufacturer's instructions.

To assure sufficient draft for proper operation, extend the chimney at least three feet above the highest point where it penetrates the roof and at least two feet higher than any surface within 10 feet of the chimney (See figure below).



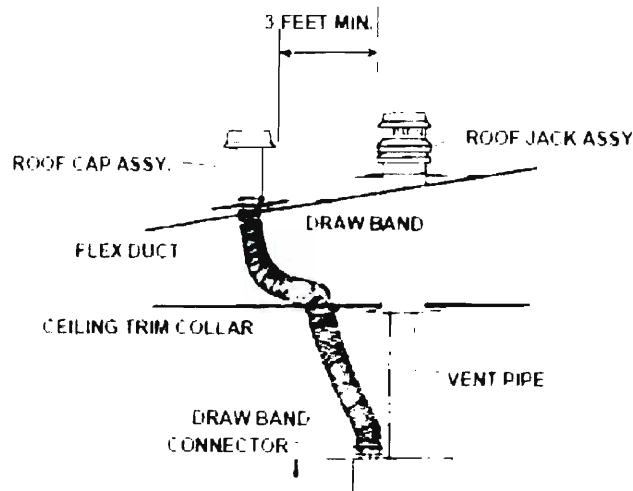


FIREBLOCKING DETAILS



Fireblocking must be installed around the openings for pipes, vents and other penetrations in the walls, floors and ceilings of furnace and water heater spaces. Materials **MUST** be noncombustible or limited combustible types conforming to ASTM E136.

FRESH AIR INTAKE



Crawl Space Enclosures

The perimeter enclosure material is to be of material manufactured for this purpose. The material shall be installed in a manner to accept frost heave, which could negatively impact the home. In collaboration with the required ground moisture barrier, the perimeter enclosure material shall be ventilated at least one square foot of free air per every 150 square feet of floor area.

An access panel to allow entrance into the crawl space must be provided with a minimum width of 24 inches.

Bottom Board Material

At the completion of the installation, check the bottom board material (likely a black plastic material under the floor) to assure all openings, including any utility connection and access panels have been sealed with a durable material.

Accessory Structures

Accessory structures (porches, stairs, decks, garages, carports etc.) shall be free-standing and independently supported as to not place additional loads onto the home. The construction of these structures shall be done in accordance with the Pennsylvania Uniform Construction Code.

Utility System Testing

The gas piping to the appliances (if equipped) must be tested to assure no leaks. Testing procedures are outlined under Appendix –A.

Water supply lines must be inspected for damage and tested to assure the system is water tight. Water supply piping must not be exposed to freezing temperatures. See Appendix –B for test procedures.

The drain-waste-vent plumbing system must be inspected for damage, proper support and slope and tested to assure the system is water tight. See Appendix –C

The electrical system must be properly tested. The testing procedures are outlined in Appendix –E. For additional information regarding the electrical system in manufactured housing, refer to the Manufactured Home Construction and Safety Standards, Subpart I. In addition, Article 550 of the 2005 National Electric Code may be utilized.

Appendix A – Gas line testing procedures

If so equipped, the gas lines to appliances shall be visually inspected and tested to assure that there are no leaks.

- 1.1 If no visible damage to the gas line piping is apparent, the gas piping may be examined with all connections and joints tested consistent with the following procedures. The fuel provider may substitute alternate test procedures.
 - 1.1.1 Assure that all exhaust vents on gas-fired equipment are not damaged and are securely connected. Roof jacks and stacks may have come loose during transit and must be inspected to assure they are properly installed.
 - 1.1.2 All gas-fired appliances must be listed as suitable for use in manufactured housing and installed consistent with the installation instructions.
- 1.2 **PIPING ONLY TEST** Connect all appliances and place all shut off valves in the closed position. Attach to the home's gas inlet a mercury manometer or slope gauge calibrated in increments not more than 1/10 lbs. Unregulated or excessive pressures may result in damage to the appliance; caution should be exercised when pressurizing any piping. Only qualified personnel should perform this testing.
 - 1.2.1 Pressurize the system to 3 psi and remove the pressure source from the system. The system should hold pressure for 10 minutes.
 - 1.2.1.1 Equivalencies to 3 psi pressure
 - 1.2.1.1.1 48 ounces per square inch
 - 1.2.1.1.2 84-inch water column
 - 1.2.1.1.3 6-inch mercury column
 - 1.2.2 If the pressure drops, check all joints and connections tested for leakage with a non-corrosive, soapy water or bubble solution or other approved leak detecting method. If bubbles form, tighten the connection and retest.
 - 1.2.3 If the leak persists, replace defective piping and fittings. Repairs to the pipes or fittings are prohibited.
 - 1.2.4 Release pressure and rinse all tested connections with water to remove the leak detection fluid.
- 1.3 **ENTIRE SYSTEM TEST** Close all appliance controls and pilot lights according to the manufacturer's instructions. Open the gas shutoff valves to all equipment. Attach to the home's gas inlet a pressure gauge calibrated in ounces.
 - 1.3.1 Pressurize the system with compressed air six to eight ounces ($3/8$ to $1/2$ psi, or 10 to 14 inches of water column, .75-to 1-inch mercury column).
 - 1.3.2 Check for leaks by all joints and connections with a noncorrosive, soapy water or bubble solution or other approved leak detecting method.
- 1.4 If any gas piping is replaced or newly installed, then pressure testing of the gas piping system must be conducted in accordance with International Residential Code Section G2417.
- 1.5 Most flexible gas line connectors are designed for one-time use only. If these connectors are disconnected from the appliance, piping or another connector, they must be replaced.
- 1.6 Before being placed in operation, the piping system must be purged in accordance with IRC G2417 (IFGC 406)

Appendix B – Water supply line testing

- 1.1 The water supply piping system should be inspected to assure the system is watertight.
- 1.2 Flow of water should be checked at each outlet (water closet, tub, sink, washer, outside faucet, ice maker or any other fixture if so equipped).
 - 1.2.1 Impeded or restricted flow should be investigated and corrected.
- 1.3 Visual inspection should be conducted at all visible piping and joints.
 - 1.3.1 Leaking supply pipes and fittings must be replaced. Crimped connections may not be re-crimped in an attempt to repair a leak.
- 1.4 After all work is completed, the water supply lines should be tested and proven airtight under water pressure applied to the house at normal working pressure of the systems but not less than 50 psi. This test should be held for 15 minutes without evidence of pressure loss.
 - 1.4.1 Do not pressurize the water supply lines greater than 50 psi.
 - 1.4.2 Only potable water should be used for this test.

Appendix C – DWV system testing

After all repair work has been completed, the DWV piping system should be inspected to assure the system is watertight.

- 1.1 Inspect the DWV system assuring that any auto vents or air admittance valves are in place.
- 1.2 Pour water through the high fixtures (sinks), checking for impeded flow and obvious leaks at strainers and traps. Repair as needed and retest.
- 1.3 Cap the end of the drainage system where it drops out through the floor of the home. Fill the entire system with water to the rim of each water closet, and hold for 10 minutes (be sure to release any trapped air by inserting a hose into the trap of the water closet). Investigate any drop in water level by visual inspection to locate the location of the leak.
- 1.4 Repair any leaking area and retest as stated above. Be cautious when replacing DWV piping materials. If replacing ABS plastic drain lines with CPVC, mechanical couplers must be used at the point of transition.

Appendix E – Electrical operation and continuity testing

After providing a source of power to the home, a test must be conducted to assure that all electrical devices, switches, equipment, appliances and safety apparatus are in good working order. Equipment needed for this test include at a minimum: GFCI Receptacle Tester (this tester will accomplish operation, polarity and continuity tests at electrical receptacles) light bulbs sized for installation in each light fixture installed in the home and a continuity tester.

- 1.1 With power supplied to the home, apply the GFCI Receptacle Tester in every receptacle including the heat tape receptacle located under the floor of the home.
- 1.2 Activate test GFCI test button on the tester to assure proper protection is present:
 - 1.2.1 All electrical outlets in bathrooms
 - 1.2.2 All outside receptacles
 - 1.2.2.1 Exception: the heat tape receptacle (located in the underside of the home) is NOT GFCI protected.
 - 1.2.3 Often the GFCI receptacle in one bathroom will serve “slave” receptacles in all bathrooms in the home. Testing may require resetting at the master device.
 - 1.2.4 The GFCI receptacles in the kitchen/dining area may serve no other outlets.
 - 1.2.5 GFCI protection is required for electric receptacles serving the counter top within six feet of the sink.
 - 1.2.6 ARC Fault protection is not a requirement in manufactured housing.
- 1.3 Light bulbs must be installed in every light fixture and switches must be turned on to assure proper operation.
- 1.4 Electrical disconnects, including over current protection (circuit breakers) should be operated to assure proper operation.
- 1.5 Activate test buttons on smoke alarms to assure proper operation.
 - 1.5.1 Manufactured homes produced prior to September 2002 are equipped with smoke detectors and therefore NOT interconnected.
 - 1.5.2 Manufactured homes produced prior to September 2002 are only required to be equipped with one smoke detector outside of each bedroom area.
- 1.6 Noncurrent carrying metal parts of the home should be tested to assure proper bonding. These parts may include metal heat ducts, metal roofing or siding, metal electrical fixture canopies, etc.
 - 1.6.1 For multisection homes, a visual inspection should occur to determine if the bonding wire is properly connected at the chassis of each section.
 - 1.6.2 #8 uninsulated copper wire and grounding lugs on each chassis are provided by the manufacturer
 - 1.6.3 The neutral and ground conductors are to be isolated in manufactured housing. Any panel board or appliance bonding strap must be removed.

Installation Checklist for Relocated Manufactured Homes

Certified Pennsylvania Manufactured Home Installers must properly complete this checklist to assure proper installation. See page 2 of this guideline for other information regarding installer responsibilities.

Home Address: _____

Installer Name: _____

Installer ID #: _____

Foundation Support

- Footings are properly sized and constructed for the soil conditions.
- Piers are spaced and constructed according to the tables provided.
- Perimeter blocking is provided (if necessary).
- Piers at each side of openings four feet or larger (side wall and marriage line).
- Shims are in place and tight.
- Home is level.

Anchors

- Approved anchors are used.
- Anchor spacing is correct.
- Anchors are installed to full depth.
- Straps are installed at correct angles.
- Straps are protected at the sharp corners.
- Stabilizing plates are installed.

Under the Home

- Site is properly graded.
- Ground moisture barrier is installed.
- No holes or tears are present in the bottom board.
- Skirting is properly installed.
- Crawl space is properly ventilated.

Exterior

- Roof shingles are free from damage.
- Roof ridge vent is installed correctly (if applicable).
- Any penetration in the roof is properly sealed.
- Siding is free from damage.

Interior

- Ceilings, walls and floors are free from major defects.
- Windows operate properly.
- Exterior doors operate properly.
- Marriage line is properly sealed from air infiltration.

Systems

- Electrical fixtures operate properly (Operational / Polarity).
- Water lines are free from defects (leaks).
- Drainage system is free from defects (leaks).
- Gas system is free from leaks.
- Smoke alarms operate properly.

Appliances

- Appliance venting is in accordance with manufacturer's instructions.
- Fireblocking is complete.
- Fresh air intakes are properly installed.
- Appliances are working properly.
- Fireplace chimney stack and combustion air intake are completed properly.
- Anti-tip device for the cooking range is properly connected.

Job Error Report



Printer

ECOSYS P6021cdn

Firmware Version 2PT_3F00.001.205 2014.01.20

05/21/2015 11:59
[2PS_1000.002.002] [2KW_1100.002.002] [2PT_7000.001.004]

- Symptom: Only one copy was printed while more than one copy was required.
- Cause: RAM disk was full or not activated, or, SSD was full or not installed.
- Remedy: Activate or increase RAM disk, install a SSD,
or increase the free space in the SSD.





pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

Habitat

for Relocated Manufactured Homes



November 2013

Commonwealth of Pennsylvania
Tom Corbett, Governor

Department of Community
& Economic Development
C. Alan Walker, Secretary

newPA.com

Purpose

The purpose of these habitability guidelines is to provide a reasonable level of assurance that the relocated manufactured home will be safe from possible health and safety hazards.

This document attempts to establish the guidance needed to determine if a relocated manufactured home intended for installation on a building site in the commonwealth remains in compliance with the Manufactured Home Construction and Safety Standard in effect when the manufactured home was originally produced.

Relocated manufactured homes that meet this guideline are deemed to comply with the Pennsylvania Uniform Construction Code. The local code officials shall inspect the relocated manufactured home for compliance with this guideline and apply the Pennsylvania Uniform Construction Code for any construction elements not addressed herein.

The Pennsylvania Department of Community and Economic Development (DCED) makes no warranty, expressed or implied, as to the accuracy or validity of the information contained in this document. Furthermore, the department assumes no responsibility or liability for the use of this information regarding the habitability, installation or repair of any manufactured home.

Note:

Throughout this document the word:

“Must” indicates a mandatory requirement.

“Shall” indicates a mandatory requirement.

“Should” indicates a recommended requirement.

Authority

Issued under section 5 of the Manufactured Housing Improvement Act (35 P. S. 1658.5) as amended May 9, 2012.

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Introduction

These guidelines are applicable to the use and condition of manufactured homes as defined under section 603 of the National Manufactured Home Construction and Safety Standards Act of 1974 (effective June 15, 1976) designed and constructed to be used solely as dwelling units. Manufactured homes can be identified by the 2"x 4" aluminum certification label affixed to each transportable section and the serial number stamped on the front most chassis crossmember.

These guidelines provide the minimum information needed to determine if a relocated manufactured home remains in compliance with the standard to which the home was originally designed. See data plate information on page 2. If the date of manufacture cannot be determined, the current date shall be assumed.

Manufactured homes that have been altered or modified beyond basic maintenance and repair are outside of the scope of this document. In these cases, the Pennsylvania Uniform Construction Code § 403.25(a)(3) applies.

The local code official may impose additional requirements not addressed in these guidelines.

Structure - General

Every structural element (floor, wall, roof, chassis) shall be structurally sound and show no evidence of damage or deterioration which would render it incapable of transmitting the design loads specified in the Manufactured Home Construction and Safety Standards. The home should be unaltered and all accessory structures shall be free standing unless the alteration or accessory structure has been authorized by the manufacturer of the home.

Regardless of the foundation type utilized, the steel chassis must remain unaltered and attached to the manufactured home. Wheels, axles and hitch may be removed from the manufactured home without impacting the structure.

Exposed Interior Finishes

Interior wall and ceiling panels and floor decking must be free from damage and securely attached to the framing members. Floors should be free of "soft spots" or significantly bowed joists.

All interior surfaces, including windows and doors, shall be in good, clean and sanitary condition.

Exposed interior wall surfaces adjacent to the cooking range (including vertical surfaces between the range top and overhead cabinets, ceiling or both) shall have a flame-spread rating not exceeding 50. Decorative plastic or wood finishes in this area are not acceptable.

Walls and ceiling adjacent to or enclosing a furnace or water heater shall have a flame spread rating not exceeding 25 and be of a limited combustible material. Typically 5/16" thick gypsum meets this requirement.

Furnace and water heater compartments must not be used for storage.

Data Plate Information

The data plate is typically located inside a kitchen cabinet, in a bedroom closet or on the electrical panel-board cover area. If the data plate is not available, additional inspections may be required to determine if the home was constructed for the Pennsylvania climate.

TYPICAL DATA PLATE

1. Identify the date of manufacture.
2. Identify the serial number. (Cross reference to the front crossmember of the chassis.)
3. Identify Wind Zone (Pa. – WIND ZONE 1)
4. Identify Roof Snow Load Zone. (Pa. – SOUTH (20) ZONE)

Model Designation

Climate Zone

Plant Number

Date of Manufacture (HUD Label #) _____

Manufacturer's Serial Number And Model Unit Designation _____

Design Approval by IDA # PIA # _____

This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture (for additional information, consult owner's manual.)

The factory installed equipment includes:

Equipment	Manufacturer	Model Designation
For heating	_____	_____
For air cooling	_____	_____
For cooking	_____	_____
Refrigerator	_____	_____
Water Heater	_____	_____
Washer	_____	_____
Clothes Dryer	_____	_____
Dishwasher	_____	_____
Garbage Disposal	_____	_____
Fireplace	_____	_____

The home has been designed for the higher wind pressure and anchoring provisions required for electrical wiring and plumbing systems within 150' of the coastline in Wind Zones II and III unless the home's distribution and plumbing system have been designed for the increased requirements specified for Exposure D in ANSI/MSC 1.9 III.

This home has _____ been equipped with storm shutters or other protection (covering for windows and exterior door openings. For homes designed to be located in Wind Zone II and III which have not been equipped with shutters or equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the latest recommendations in manufacturers' printed instructions.

BASIC WIND ZONE MAP

DESIGN ROOF LOAD ZONE MAP

North 40 PSF Middle 20 PSF South 10 PSF Other _____ PSF

HUD VALUE ZONE MAP

CLIMATE ZONE

This manufactured home has been habitably installed in accordance with the provisions of the federal manufactured home construction and safety standards for an area with _____ within HUD value zone _____.

Heating equipment manufacturer and model (see list at left)

The above heating equipment has the capacity to maintain an average 70° F temperature in the home at outdoor temperatures of _____.

To measure furnace operating efficiency, and to conserve energy, it is recommended that the home be installed where the outdoor winter design temperature (7° F) is not higher than _____ degrees Fahrenheit.

The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmospheric pressure.

COMFORT COOLING

Air conditioner provided by factory (Alternate I)

An air conditioner manufacturer and model has not been provided.

Rated capacity _____ B.T.U./Hour in accordance with the appropriate air conditioning and refrigeration standards.

The central air conditioning system provided in this home has been sized assuming an orientation of the home such that the air conditioning system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are _____ °F dry bulb and _____ °F wet bulb.

The temperature to which this home can be cooled will change depending upon the amount of shade on the windows of the home to the sun's radiant heat. Therefore, the home's heat gains will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various seasons, window exposures and shading are provided in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.

Information necessary to calculate cooling loads at various seasons and orientations is provided in the special question covering information provided with this home.

Air conditioner set provided by factory (Alternate II)

The air distribution system of this home is suitable for the installation of cooling air conditioning.

The supply air distribution system installed in the home is sized for a manufactured home having a conditioning system of up to _____ B.T.U./Hour capacity which are certified in accordance with the appropriate air conditioning and refrigeration standards unless the air conditioning system is rated at 0.1 inch water column static pressure or greater for the cooling air delivered to the manufactured home supply air duct system.

Information necessary to calculate cooling loads at various seasons and orientations is provided in the special question covering information provided with the manufactured home.

All conditioning set requirements (Alternate III)

The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.

To determine the required capacity of equipment to cool a home efficiently and economically, a rating load must generally be determined. The cooling load is dependent on the orientation, location and the structure of the home. Central air conditioning equipment must select and provide the greatest cooling effect in the capacity to cool the space, the air, and the ceiling load. Each home's air conditioning should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals, 1989 edition, over the designer and manufacturer and shown _____.

INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Walls (with air and vapor) _____ SF _____

Ceilings and roof in place _____ SF _____

Ceilings and roof in bare _____ SF _____

Floors _____ SF _____

Air ducts in floor _____ SF _____

Air ducts in ceiling _____ SF _____

Air ducts installed outside the home _____ SF _____

The following are the duct areas in ft. x ft. _____

Air ducts in floor _____ sq. ft.

Air ducts in ceiling _____ sq. ft.

Air ducts outside the home _____ sq. ft.

NOTE- Pennsylvania design criteria:
Home manufactured after OCTOBER 1994 - CLIMATE ZONE 3.
Homes manufactured between June 1976 – October 1994 - CLIMATE ZONE 2.

Egress Windows

Every bedroom shall have at least one outside window or approved exit device. Egress windows must have a minimum clear opening of 20" wide and 24" high and five square feet in area.

The bottom of the window opening shall not be more than 36 inches above the floor. Locks, latches, operating handles, tabs and any other window screen or storm window device which must be operated in order to permit exiting, shall not be located in excess of 54 inches from the floor. An operational check of each window shall be made to demonstrate the ability of the window to open without difficulty or requiring the use of tools, keys or special knowledge or skills.

Exit Doors

The home is required to have at least two exterior exit doors remotely located from each other. There must be one exit door within 35 feet of travel from each bedroom door.

All exterior doors shall provide a minimum 28-inch wide by 74-inch high clear opening. All exterior sliding glass doors shall provide a minimum 28-inch wide by 72-inch opening.

Exterior doors must be equipped with proper hardware. Locks shall not require the use of a key for operation from the inside. Exterior doors must be weather tight and operate without binding.

Safety Glazing

Glazing in all entrance or exit doors, sliding glass doors (fixed or moving sections), unframed glass doors, un-backed mirrored wardrobe doors (i.e. mirrors not secured to a backing capable of being the door itself), shower and bathtub enclosures and surrounds to a height of six feet above the bathroom floor, storm doors or combination doors, and in panels located within 12 inches on either side of exit or entrance doors shall be of safety glazing or safety backed material.

Interior Doors

Interior doors shall fit reasonably well within their frames, and shall operate without binding. Interior doors must be equipped with proper hardware installed in a manner so that persons cannot be locked inside a room.

Smoke Alarms

For homes constructed before September 16, 2002, smoke detectors are required in the hallway outside each bedroom area.

The smoke detector may be powered by the electrical system of the home or battery powered.

For homes constructed after September 16, 2002, smoke alarms must be located in all bedrooms. An additional smoke alarm must be located to provide protection to the living area/kitchen space of the home. All smoke alarms must be interconnected, powered by the electrical system of the home as a primary power source and a battery as a secondary source of power.

For all manufactured homes the smoke alarm (or detector as the case may be) shall have no switches in the circuit between the over-current protection device (circuit breaker) protecting the branch circuit and the alarm. Smoke alarms (or detectors) shall not be placed on any circuit protected by a ground-fault circuit interrupter.

Carbon Monoxide Alarms

For homes equipped with fuel burning appliances, carbon monoxide alarms should be installed according to the device instructions.

Exterior Coverings - Siding and Roofing

All exterior coverings shall be free of holes, breaks, loose materials or other conditions that might admit pests, wind, snow, rain or dampness to the interior or concealed portions of the manufactured home.

Roofs shall be free from obvious defects, maintained in a safe manner to prevent pests, water or dampness in the interior or concealed portion of the home.

Sanitary Facilities

Every manufactured home shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which are safe and in working condition. Every plumbing fixture, water line and drain line shall be in good sanitary working condition free from defects, leaks and obstructions.

Water supply lines must be protected from freezing. Drain lines installed under the manufactured home must be properly sloped (1/4" per foot) and supported in a manner so that they do not hold water.

The kitchen sink, lavatory and tub or shower shall have an adequate supply of both cold water and hot water. All water shall be supplied through a suitable distribution system connected to a potable water supply.

Heating

Every manufactured home shall have heating facilities that are properly installed and maintained in safe and good working condition, capable of safely and adequately heating all habitable rooms and bathrooms.

Ventilation

Manufactured homes produced after October 25, 1993 shall be provided with ventilation systems for the whole house as well as the kitchen and each bathroom or toilet compartment. Whole house ventilation is often accomplished through the independent operation of the furnace blower (if the furnace is equipped with a fresh air intake duct), or through an exhaust fan located in the laundry room area. One of these systems shall be in place and operable.

Kitchens, bathrooms and toilet compartments in manufactured homes produced after October 25, 1993 shall be provided with a mechanical ventilation system exhausting to the outside of the home.

Clothes Dryer Exhaust Ducts

All gas and electric clothes dryers shall exhaust to the outside of the home. The exhaust duct shall not attach to any other duct, vent or chimney. Metal screws or similar fasteners that protrude to the interior of the duct system are prohibited. Duct materials used for this purpose must be approved by the manufacturer of the clothes dryer.

Fuel-Burning Appliances

All fuel-burning appliances, except ranges, ovens, clothes dryers, solid fuel-burning fireplaces and stoves, shall be installed to provide for the complete separation of the combustion system from the interior atmosphere of the manufactured home.

All fuel-burning appliances, except ranges and ovens, shall be vented to the outside. Unvented fuel burning heaters or fireplaces are prohibited.

All heat-producing appliances must be listed "for use in manufactured housing" and be installed according to the product listing.

Fire-blocking

Fire-blocking (as defined at 24 CRF 3280.206) must be installed around the openings for pipes, vents and other penetrations in walls, floors and ceilings of furnace and water heater spaces. Material used for fire-blocking purposes must be non-combustible or limited combustible types (typically gypsum).

Furnace and water heater compartments must be inspected to assure fire-blocking is adequately installed to eliminate all communication into the roof cavity.

Electrical Systems

All electrical junction boxes and fixtures shall be properly installed with appropriate cover plates, fixture canopy, etc.

Ground fault Circuit Interrupter (GFCI) protection is required for all:

- Receptacles in bathrooms (except a dedicated receptacle for a washer or dryer)
- Exterior receptacles (except for the heat tape receptacle)
- Receptacles serving a countertop within six feet of a sink
- Hydro massage tub motors

Fixtures located on the exterior of the home shall be properly installed and suitable for the location. Exterior receptacles shall be protected with a cover listed for exterior use.

The Manufactured Home Construction and Safety Standards require that the neutral (grounded) conductor and the grounding conductors be isolated. At the panel box, the bonding screw or strap shall be removed and discarded. The neutral conductor (usually the white conductor), shall not be connected to the ground bus. Likewise, ground conductors should not be connected to the neutral bus.

Bonding straps in 240-volt appliances such as electric range, clothes dryers, counter cook tops and ovens must be removed and discarded.

No electrical wiring shall be exposed under the home. Electrical crossovers must be completed in a junction box or utilize suitable connector devices.

NOTE: Many snap-type electrical connectors are one-time use only. Do not reuse these connectors. Properly installed junction box or new connectors should be installed to replace these connectors.

Bottom Board

The bottom board material (often plastic sheet type of material installed on underside of the floor) shall be free from damage (tears and holes). Significant heat loss as well as deterioration of the home is possible if holes in the bottom board are not repaired.

Bottom board patches must be of suitable material intended for bottom board closure.

Tape alone should not be used to repair bottom board. Divergent staples or mastic must be used in tandem with tape to avoid future tear-off.

Habitability Checklist for Relocated Manufactured Homes

Use this checklist to aid in confirming compliance with the habitability guide for relocated manufactured homes. All items must be correct prior to occupancy. A completed checklist must be submitted to the local building code official as part of the building permit process.

Home Address: _____

Data Plate, Serial Number & Certification Label

- Locate the serial number from the front chassis crossmember and the certification labels from the exterior siding. Cross reference to the data plate in the home. See page 2.
- Verify the home was certified as a manufactured home and that it was designed and constructed for the Pennsylvania climate zone.

Floors

- Floor is structurally sound. Floor coverings are secure and do not present tripping hazards.
- Floor insulation is properly installed in floor cavity, especially at access areas.
- Bottom Board is patched and secure. See page 5.

Walls

- Walls are structurally sound, without holes, breaks or protrusions.
- Doors and windows are operational with proper glazing. See page 3.
- Doors are equipped with proper hardware. See page 3.

Exterior Coverings

- Roofing material free from obvious defects, holes, etc.
- Roof caps, vents, flashing, etc. are properly installed. Fireplace chimneys are the proper height (3' above the roof where it passes and 2' higher than any part of the building with 10' of the chimney).
- Siding material is free from obvious defects, holes, etc. and is properly channeled or sealed around penetrations.

Sanitary Facilities

- Plumbing system is in good working order and free from defects, leaks and obstructions. See page 4.
- Drain piping under the floor is properly sloped and supported every 4'. See page 4.
- Water supply line crossover insulation and covers are properly installed.
- Hot water appliance is properly installed and in good working order.

Ventilation

- Clothes dryer exhaust ducts terminate outside of the skirting crawl space enclosure. See page 4.
- Kitchen, bath and toilet compartment fans are operational. For homes built after Oct 25, 1993, see page 4.

Heating

- Heating facilities are in working order.
- Registers and grills are in place at all outlets and intakes for the heating system.

Fuel Burning Appliances

- All vents, flu pipes, chimneys, etc. are properly installed, and are free from rust, damage or any condition that could result in a leak of combustion gases into the home. See page 4.
- Fire-blocking is adequately installed where vents, flu pipes, chimneys or other penetrations are present in the ceiling or walls inside furnace and water heater compartments. See page 5.
- Fuel supply piping is properly installed and supported.
- Fuel supply piping has been tested for leaks by qualified personnel.

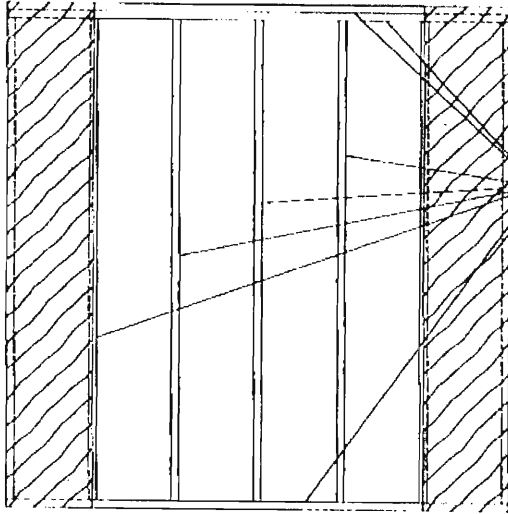
Electrical Systems

- All electric receptacles, switches, junction boxes, fixtures, etc. are properly installed with appropriate cover plates. See page 5.
- All electrical crossovers are properly assembled and secured. See page 5.
- Operational test assured that all electrical devices operate properly.
- Ground Fault Circuit Interrupters (GFCI) where required, test and reset properly. See page 5.
- All exposed metal parts likely to be energized have been bonded.
- Proper smoke detectors/alarms placement and operation. See page 3.
- Proper carbon monoxide alarm placement and operation, if applicable. See page 4.

Appendix

Should repairs be necessary to make the home habitable, the following basic repair methods may be utilized for simple repairs to walls, floors and ceilings. More involved repairs may require approved designs from the manufacturer or engineering analysis if the appropriate manufacturer's designs are not available.

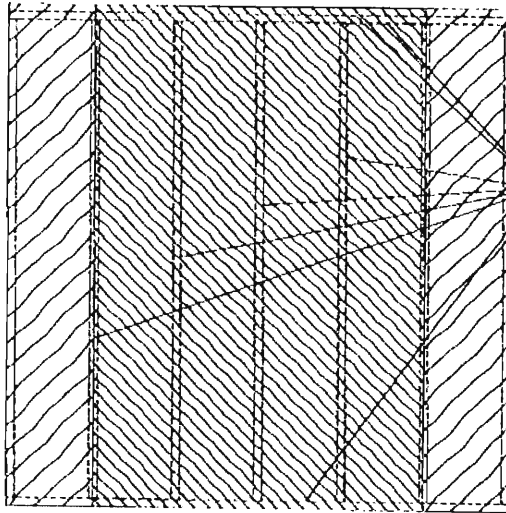
APPENDIX A - WALL PANEL REPAIR / REPLACEMENT



1. Remove all damaged panels and remaining adhesives from the framing members. Be sure all framing members are clean and dry.

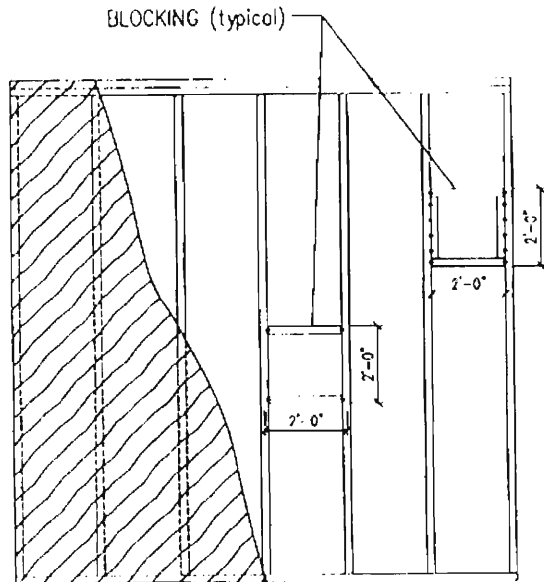
2. Apply a 1/4 inch diameter bead of polyvinyl acetate (PVA) adhesive on all framing members, including the top and bottom plates.

A | WALL FRAMING PREPARATION



Use a minimum 1 1/2 inch long drywall screws, nails or staples at 6 inches on center along the panel edge and 12 inches on center in the field to the framing members. It is particularly important to pay attention to these details at the top and bottom of the applied panel.

B | WALL PANEL ATTACHMENT

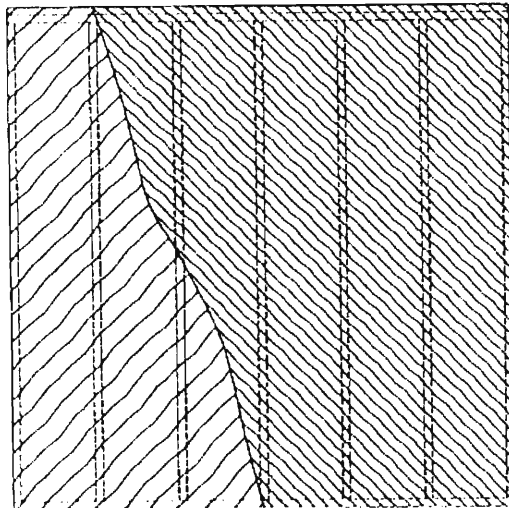


Damaged Wall board "patch" material shall be an equivalent thickness of gypsum
 - Maximum patch size 24"x24"
 - Blocking shall be nominal 1"x3" lumber of the same species as the adjacent wall studs

- Repair procedure:
1. Remove/cut out damaged wall board area.
 2. Install required blocking.
 3. Attach the patch board to blocking or wall stud using any of the approved mechanical fasteners at 6" on center along the perimeter and use on approved gypsum wall board adhesive.

Fasten blocking as follows:
 Use (2) 7/16"x2 1/2" 15 ga. staples at each end of the horizontal block.
 Use 7/16"x2 1/2" 15 ga. staples at 3" on center to fasten vertical block to side of stud.

C GYPSUM WALL PANEL REPAIR

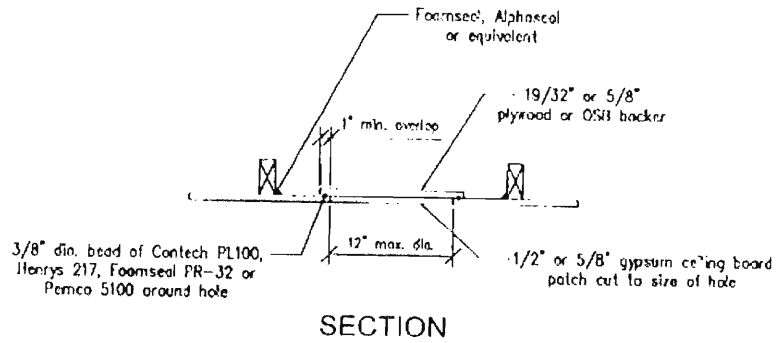
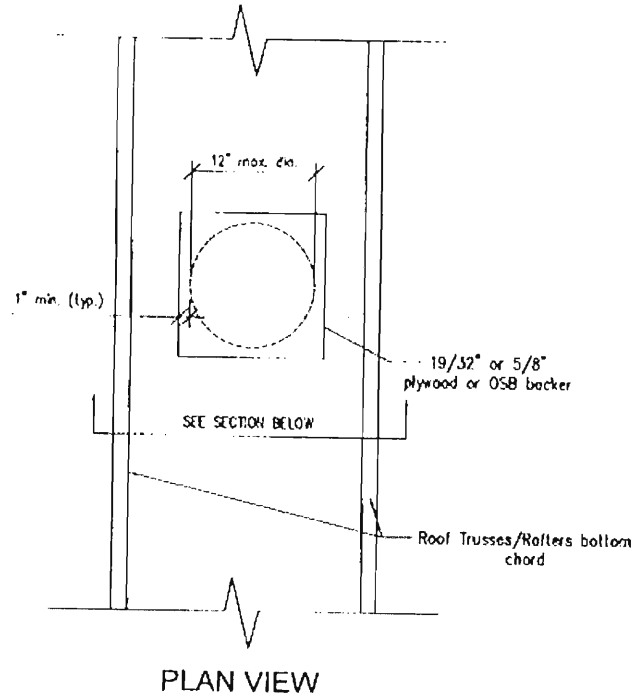


Any interior wall surface may be overlaid with an additional gypsum wall panel in lieu of removing the existing panels. The overlay panel must be securely fastened. The fastener length is to be increased by a minimum of the thickness of the gypsum panel being overlaid.

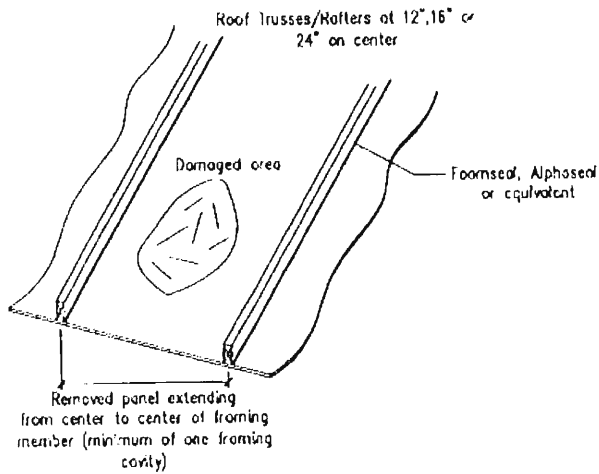
Example: 1 1/2" long fasteners are required for the first layer of gypsum. A 1/2" overlay gypsum panel is added due to extensive wall damage on the first layer. The fastener length for the overlay panel is 2" minimum in length.

D WALL PANEL OVERLAY

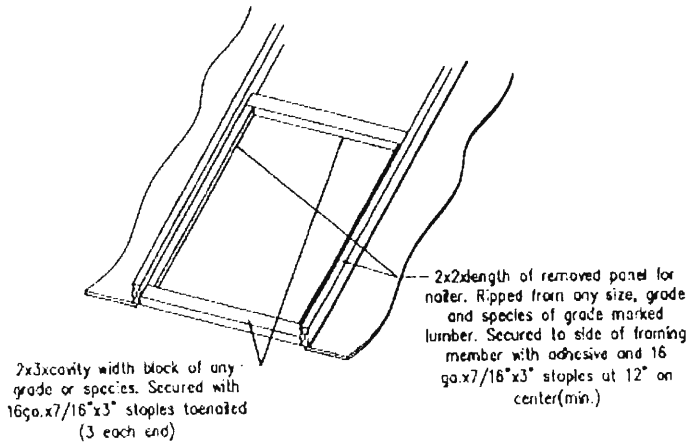
APPENDIX B - CEILING PANEL REPAIR



APPENDIX B - CEILING PANEL REPAIR / REPLACEMENT



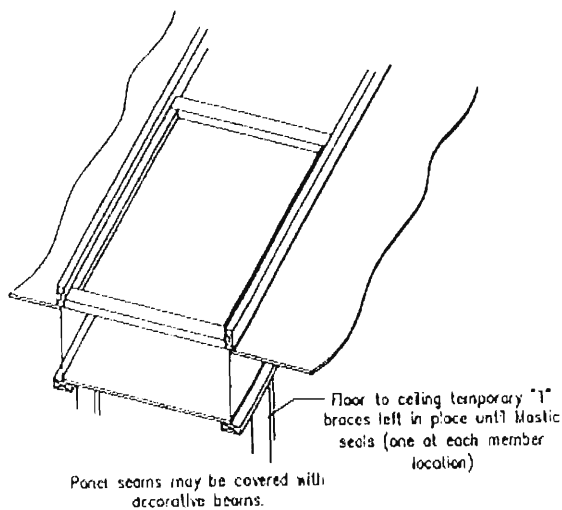
STEP 1: Remove damaged section. Scrape all foam material from underside of framing member.



STEP 2: Add a 2x3 (min.) block at each end of the removed panel to provide a surface for attachment of the new panel.

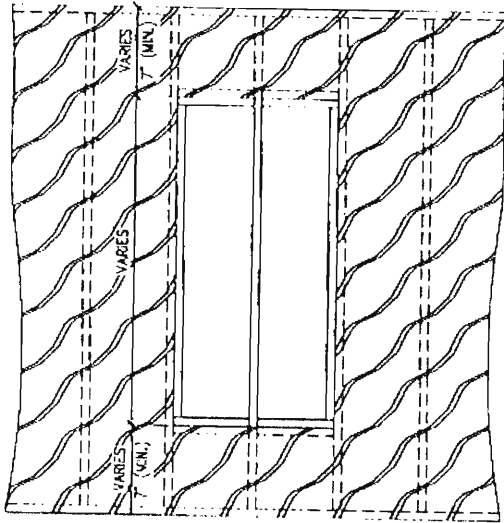
* Note: The replacement panel may have to pass over an interior partition wall in order to reach an adjacent framing member.

* Important: It is imperative to replace damaged or displaced insulation with the same R-value.



STEP 3: Secure the replacement panel to the framing using 3/8" bead of glue applied to all perimeter and field framing members.

APPENDIX F - FLOOR PANEL REPAIR / REPLACEMENT

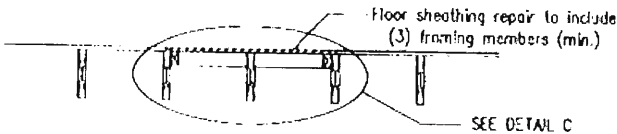


1. Remove all damaged floor sheathing using a circular saw. Broken edges of floor decking should be cut straight and clean. Adjust the depth of the cut and use caution as not to cut into the floor joists or any string backs or blocking that may be present. Typical floor sheathing is 15/32" thick. Remove all prior adhesives and fasteners and be sure all framing members are clean and dry.

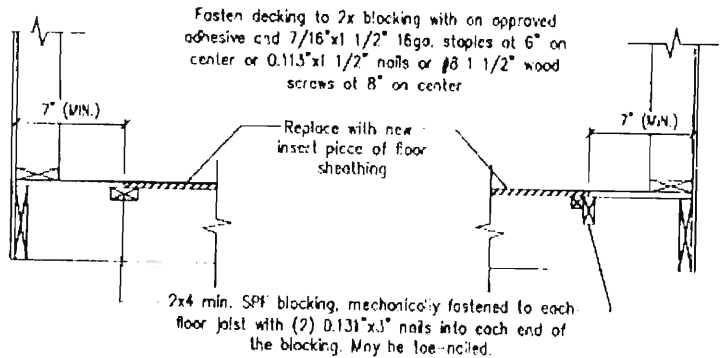
2. If necessary, apply a minimum 2"x2" ledger to the side of the floor joist. 1/4" glue bead (full length) and mechanically fasten to the floor joist with 7/16"x2 3/4" 15 ga. staples at 6" on center OR 0.113"x3" nails at 8" on center.

3. Use an approved wood adhesive to all framing members and use 7/16"x1 1/2" 16 ga. staples at 6" on center OR 0.113"x1 1/2" nails OR #8 wood screws at 8" on center at both edges and through the field.

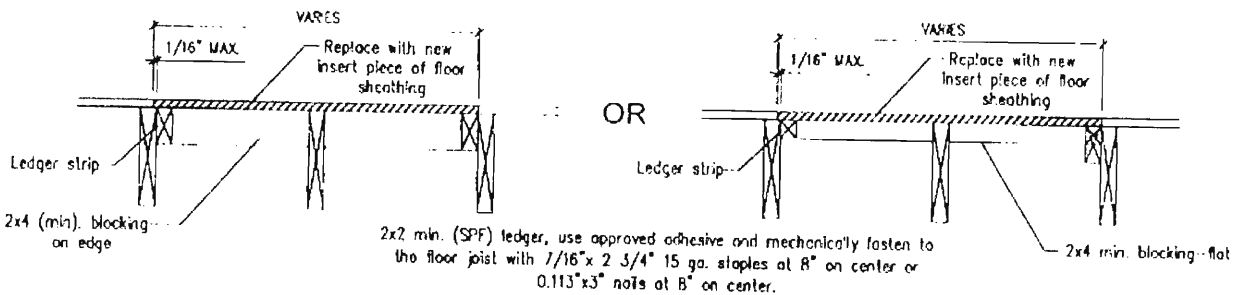
4. Any unsupported edges of floor sheathing must be blocked. Use a minimum 2x4 SPF stud grade or better, blocking spanned and mechanically fastened to each floor joist with (2) 0.131"x3" nails into each end of blocking. May be toe-nailed.



A FLOOR PANEL REPAIR / REPLACEMENT



B CROSS SECTION OF FLOOR REPAIR



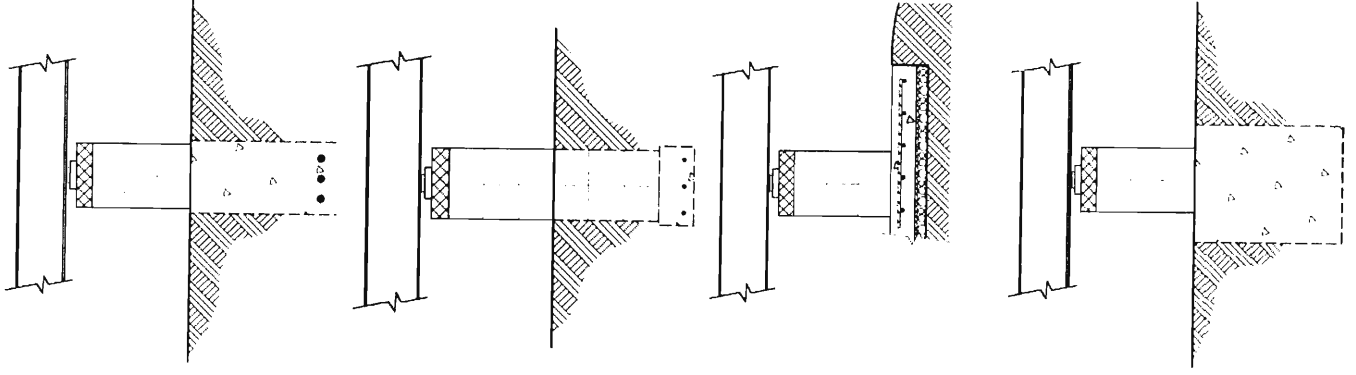
C FLOOR REPAIR CROSS SECTION

**Pennsylvania
Field Guide**

FOUNDATION SYSTEMS

for
Relocated
Manufactured
Housing

2007



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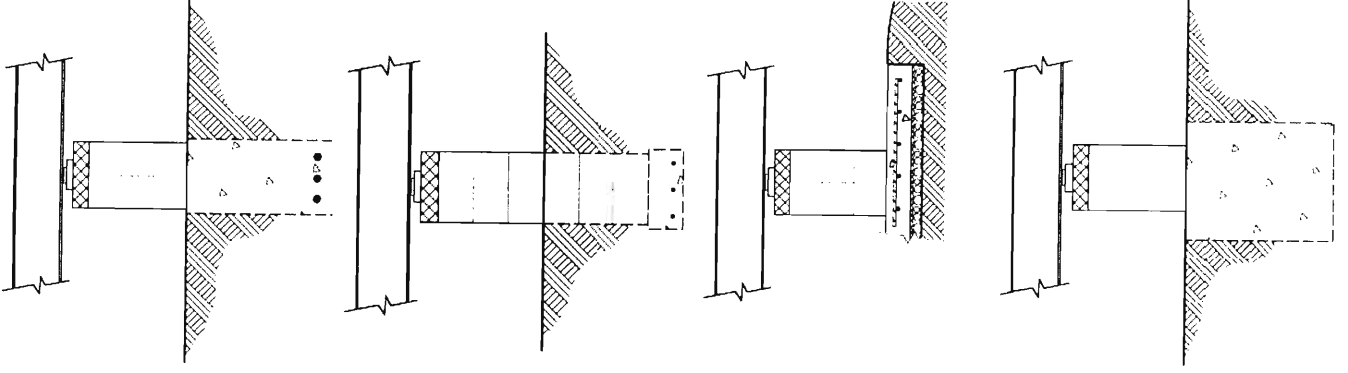
**Pennsylvania
Field Guide**

FOUNDATION SYSTEMS

for

**Relocated
Manufactured
Housing**

2007



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Preface

The enactment of Pennsylvania's Uniform Construction Code (UCC) established a state-wide building code that regulates most residential construction in the Commonwealth. While new manufactured housing is designed and built according to the U.S. Department of Housing and Urban Development (HUD) Manufactured Housing Construction Safety Standards and is exempt from the UCC, relocated manufactured housing is not. The industry is facing challenges when relocating houses that no longer have the manufacturers' installation instructions that include approved foundation systems to assure the long term performance of the house. Lacking the manufacturers' approved systems, many local building code officials are requiring full perimeter foundations. This not only creates financial challenges for the owners, who often have limited means, but also creates structural challenges since the houses were not designed to be installed on perimeter foundations.

The goal of this project is to develop prescriptive foundation systems for the relocation of existing HUD code houses. This project evaluated the development of specific engineered systems that would be acceptable within the framework of the PA Uniform Construction Code (UCC). The foundation systems are appropriate for use in both park settings and private lots.

The foundation systems that are developed must meet the following requirements:

1. Support loads imposed on the building (gravity, wind, frost heave, etc.);
2. Be easy to construct with commonly used materials and methodologies;
3. Minimize site disturbance or excavation requirements;
4. Be economical to construct and maintain;
5. Provide a minimum twenty-five year service-life;
6. Be a prescriptive system that is developed using standard engineering practice that would be acceptable as an "approved structural system" for building code compliance; and,
7. Be applicable to at least 80 percent of the relocated manufactured houses.

Each of the systems developed in this project was developed using standard engineering principles. The engineering and evaluation was performed by Brennan Glantz, P.E. and Anthony Jellen of Engineering Projects Incorporated. Individuals can obtain a copy of PHRC Report #92 *Development of Prescriptive Foundation Systems for Relocated Manufactured HUD Code Houses*. This report contains all of the detailed engineering designs and analysis that provides the technical merit for these foundation systems. These designs were reviewed by the following engineering faculty at the Pennsylvania State University:

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Director of Research at the PHRC
Hankin Chair of Residential Building Construction
Departments of Civil Engineering and
Architectural Engineering
Pennsylvania State University

Kevin Parfitt, P.E.
Associate Professor of Architectural Engineering
Pennsylvania State University

Walter Schneider, III, Ph.D.
Instructor of Architectural Engineering
Pennsylvania State University

The development of these prescriptive foundation systems was lead by the PHRC with guidance from an Industry Advisory Committee. The PHRC would like to recognize the valuable contribution of time and knowledge of the members of the Committee:

Kerrie Broderick
Valley View Estates – A.M.C.H. Inc.

Mark Conte
PA Department of Community and Economic Development

Mary Gaiski
Pennsylvania Manufactured Housing Association

Ken Giotfelty
Bonnie Heights Houses, Inc.

William Gottardy
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PA Department of Labor and Industry

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Pennsylvania Building Officials Council (PennBOC)

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Marcia Murray
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Mike Sienkiewicz
Sienkiewicz Holdings

Jason Stevens, MCP
Lancaster County Code Association

Cathy Whitsel
Starview Countryside Community

This project was pursued by the PHRC at the request of both the Housing Standards Division of the Pennsylvania Department of Community and Economic Development (DCED) and the Pennsylvania Manufactured Housing Association. Financial support was provided by the Commonwealth of Pennsylvania through the DCED, the industry members of the PHRC, and the Pennsylvania State University.

This document was written by Mark Fortney, Director of the PHRC, Brennan Glantz, P.E. and Anthony Jellen of Engineering Projects Incorporated. The graphic design and document formatting was provided by Michelle McMullen at the PHRC. Editorial review was performed by Marianne Guidos.

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Background

Intent

The intent of this document is to provide prescriptive foundation systems for relocating manufactured houses. These houses are typically lacking the manufacturers' installation instructions that include their approved foundation systems. This document presents several economical permanent alternative foundation systems that can be used and reused in both private land and in park settings. These foundation systems were developed to be consistent with the performance requirements of the International Residential Code and to be acceptable throughout Pennsylvania.

The foundation systems prescribed by this document are designed to reflect the diverse loads and conditions that may be encountered across Pennsylvania. In no way is this document intended to limit the use of existing systems that have a proven performance, proprietary systems, or engineered designs that address site specific conditions such as soil bearing capacity, wind speed, etc.

Scope

The application of this document is limited to the foundation and anchorage of relocated single-family manufactured housing within the Commonwealth of Pennsylvania. This includes support of appropriate gravity and wind loads.

Limitations

The foundation systems detailed in this document apply to single-wide houses built to the U.S. Department of Housing and Urban Development's Manufactured Housing Construction Safety Standards (HUD code). The systems are designed:

1. for houses less than or equal to 16' wide by 80' long;
2. for houses that are supported along the main beams of the house;

3. for ground snow load and wind speed as mandated by the HUD Code;

4. for floor dead load of 20 psf and live load of 40 psf;

5. for minimum soil bearing capacity of 1,500 psf;

6. in accordance with the 2006 International Residential Code and the SEI/ASCE 7-05 Minimum Design Loads for Buildings and Other Structures, except as indicated above; and,

7. for houses with accessory structures (porches, decks, carports, etc.) that are structurally independent from the house.

Compliance

This document is divided into five parts. To comply with this document the requirements of each part must be met. An *installation checklist* is provided at the end of this document to assist installers as well as building code officials.

Part 1 – Site Preparation

Proper site preparation is critical to the long term performance of a foundation system and house. There are many aspects of site preparation, but two of the most important are the removal of organic materials and proper grading.

Removal of organics

All organic materials should be removed from the area under the house. Organic materials include, grass, roots, twigs, wood scrap, or any material susceptible to decay.

Commentary

If organics are left under foundation elements they will decay and leave gaps or air spaces in the soil, which can be compacted under load, and settle over time.

Grading

Lots shall be graded to provide drainage paths away from the foundation so that water from rain events and melting snow can be quickly drained. The grade shall fall a minimum of 6" within the first 10'. If lot lines or physical barriers do not make this possible, then the final grade shall slope away from the foundation by at least 5 percent and be directed to a swale or drain away from the house. Swales and impervious surfaces (driveways, patios, sidewalks, etc.) shall be sloped at least 2 percent away from the house.

Commentary

The location of the house is the first element of proper grading. The house should be located away from natural drainage areas if possible; the less water that enters a site, the less that has to be removed.

Water accumulation around the house can reduce load-bearing capacity of the soil and increase the possibility of settlement or frost heave.

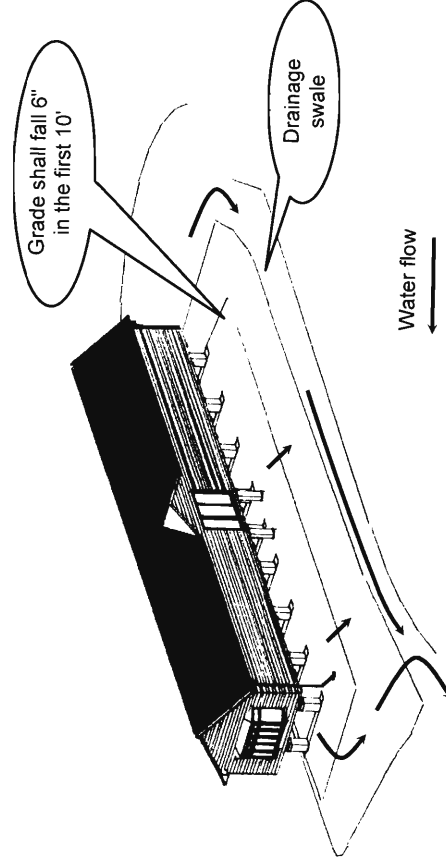


Figure 1.1: Grading and drainage

Part 2 – Foundation

There are four options for foundations systems provided in this part. Each of these foundations are intended to transfer the loads from the house to the ground.

Option A – Strip footing – trench and pour to grade

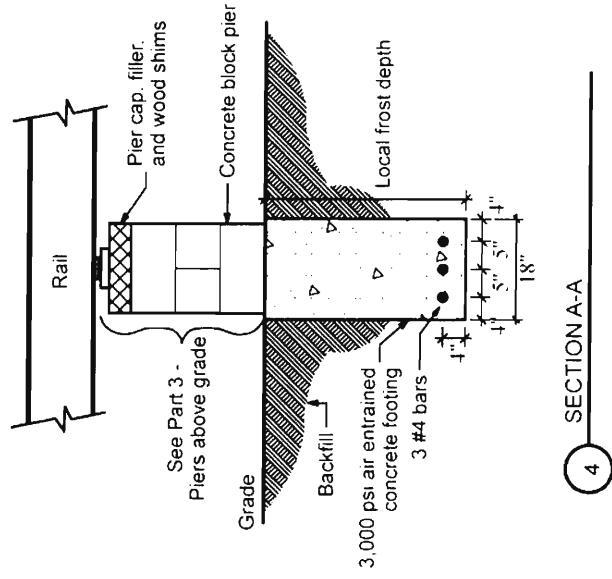
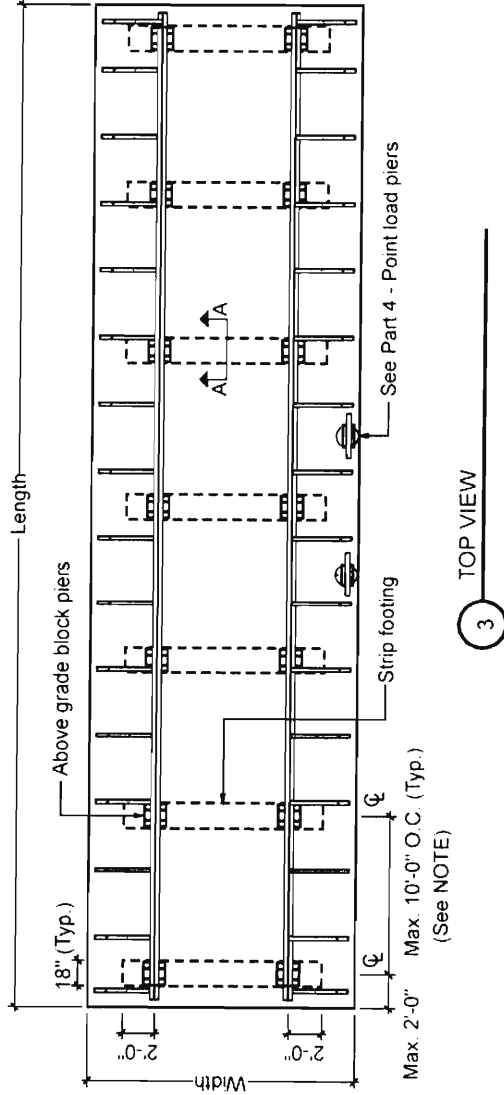
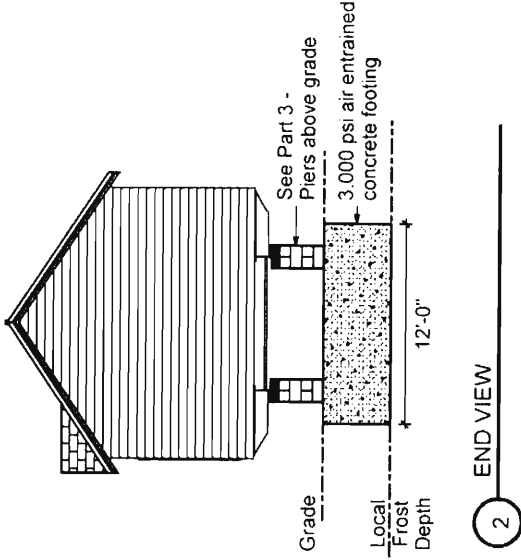
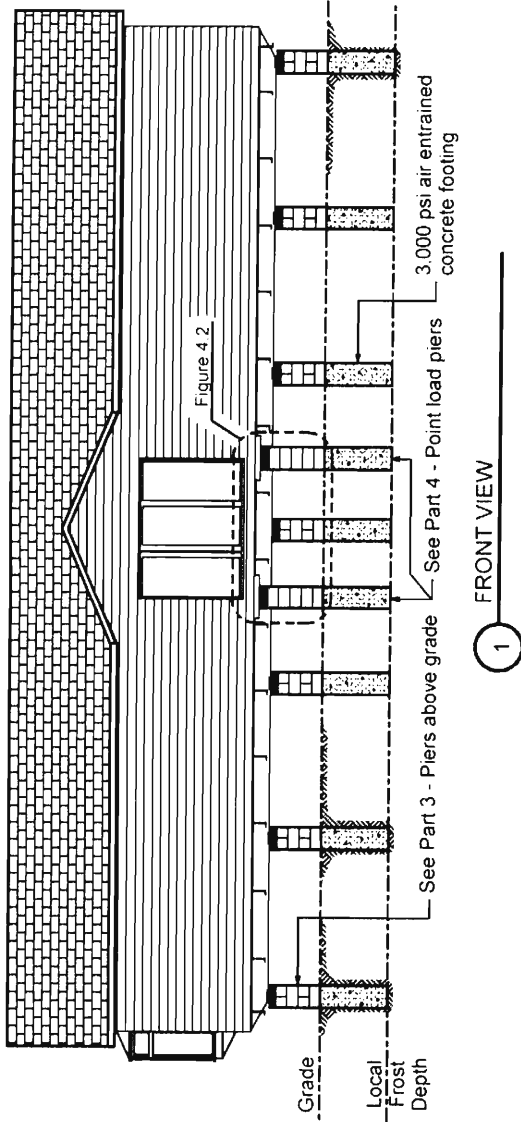
This system consists of the following:

1. A series of strip footings running across the house spaced no more than 10' apart and within 2' from the ends of the house. The spacing of the footings shall be reduced to a maximum of 8' apart if the main rail of the house is less than 12" in depth.
2. The footings are excavated 18" wide to the frost depth as required by the municipality.
3. Four #4 rebars are installed 4" from the bottom of the excavation.
4. The trench is filled to grade, or slightly below, with 3,000 psi air entrained concrete.

See details contained in Figure 2.1.

Commentary

This system provides for an easy installation of the house. The house can be driven over the strips and installed with little difficulty. The strips provide uniform and continuous support for the house and can be readily adapted to a variety of site conditions. Additionally, the strips can be re-used for houses with different dimensions and rail spacing.



NOTE: Pier spacing is for 12" beams/rails. If house has less than 12" rails then maximum footing spacing is 8' O.C.

Figure 2.1: Option A – Strip footing – trench and pour to grade

Option B – Strip footing – pour footings and piers to grade

This system consists of the following:

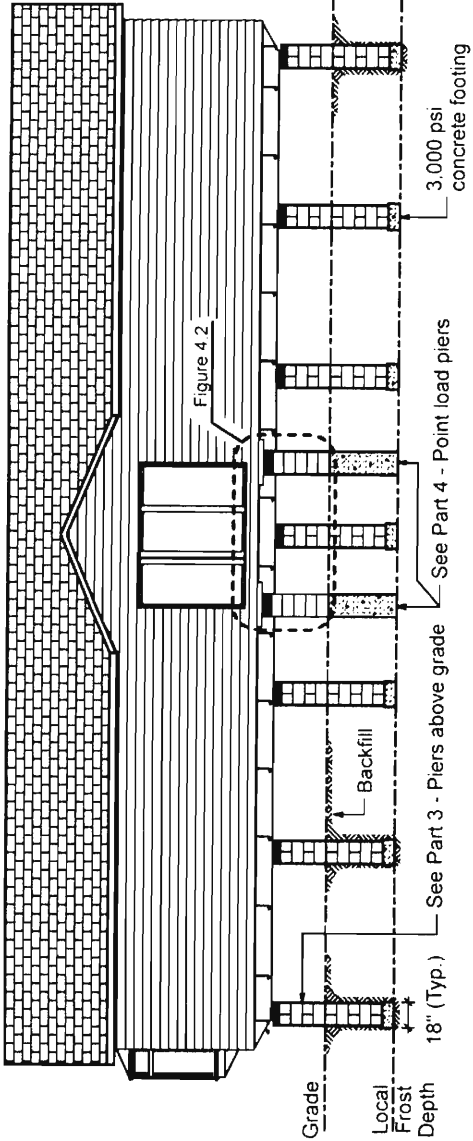
1. A series of strip footings running across the house spaced no more than 10' apart and within 2' from the ends of the house. The spacing of the footings shall be reduced to a maximum of 8' apart if the main rail of the house is less than 12" in depth.
2. The footings are excavated 18" wide to the frost depth as required by the municipality.
3. Three #3 rebars are installed 3½" above the bottom of the trench excavation.
4. 8" thick 3,000 psi concrete footing is poured.
5. Open cell concrete blocks are stacked on the footing to form piers that line up with the main rail or beam of the house. These piers should extend from the footing to slightly below grade.

If an above grade pier exceeds 80", the below grade portion must be filled with grout and reinforced with four #5 rebars. The bars shall be installed in the center of each cell and be continuous from the top of the footing to the top of the pier.
6. The remaining space around the block shall be back filled with clean soil free from organics or crushed stone.

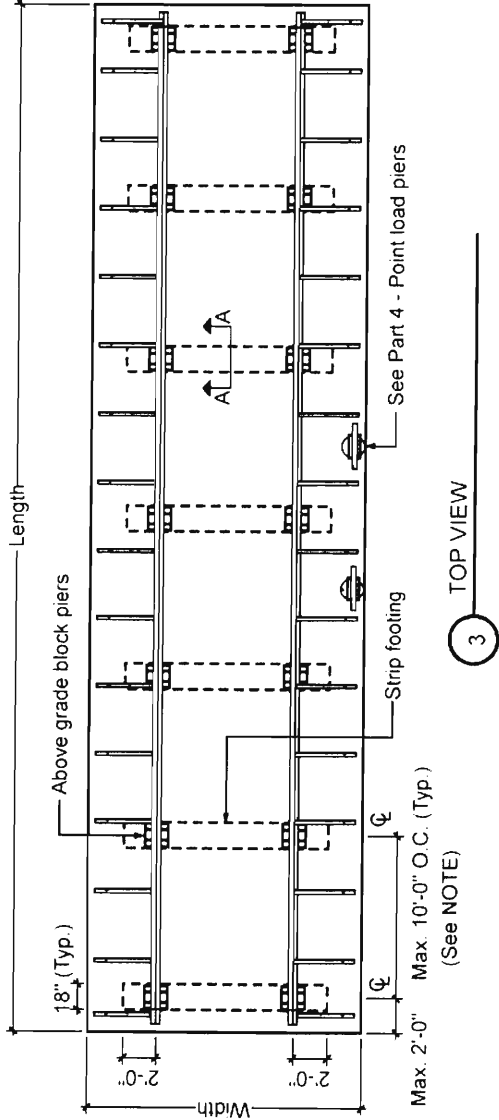
See details contained in Figure 2.2.

Commentary

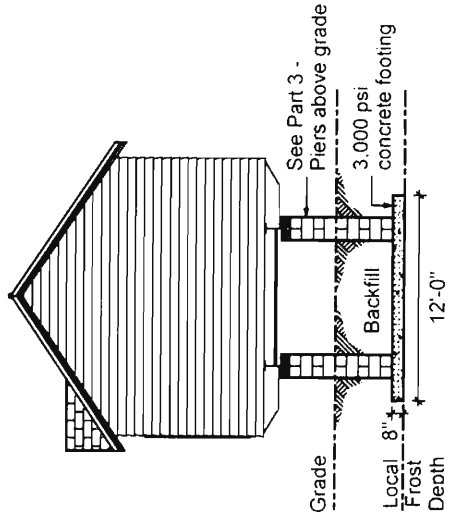
This option has the same advantages as Option A but uses less concrete and is less costly. However, if a change-out occurs and a house with a different rail spacing is installed on the foundation, the piers may need to be excavated and moved on the footing to accommodate the new house.



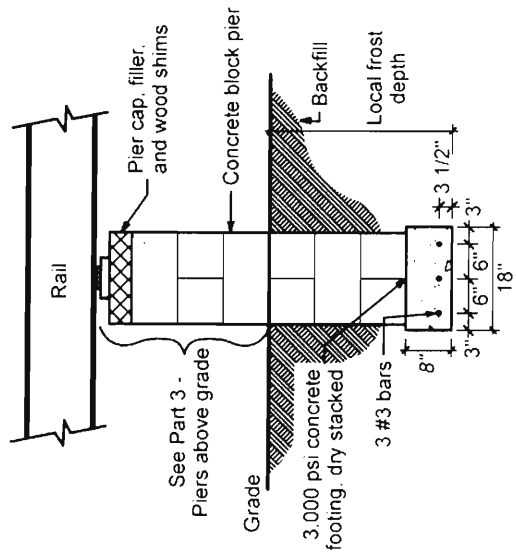
1 FRONT VIEW



3 TOP VIEW



2 END VIEW



4 SECTION A-A

NOTE: Pier spacing is for 12" beams/rails. If house has less than 12" rails then maximum footing spacing is 8' O.C.

Figure 2.2: Option B – Strip footing – pour footings and piers to grade

Option C – Reinforced slab on grade

This system consists of the following:

1. The area for the slab shall be excavated to a depth of 10", or to a depth required to remove organic materials.
2. A 4" layer of clean graded gravel is placed to create a sub-base for the slab.
3. #3 rebar spaced 8" o.c. in each direction is placed in the middle (3" from the top and bottom) of the slab. Alternatively, two layers of welded wire fabric (WWF) 6x6-W4xW4 set on bolsters can be used.
4. The slab shall be a minimum of 6" thick and constructed with a minimum 3,000 psi air-entrained concrete.
5. The slab should maintain a positive slope from the center of the slab toward the exterior of the home.

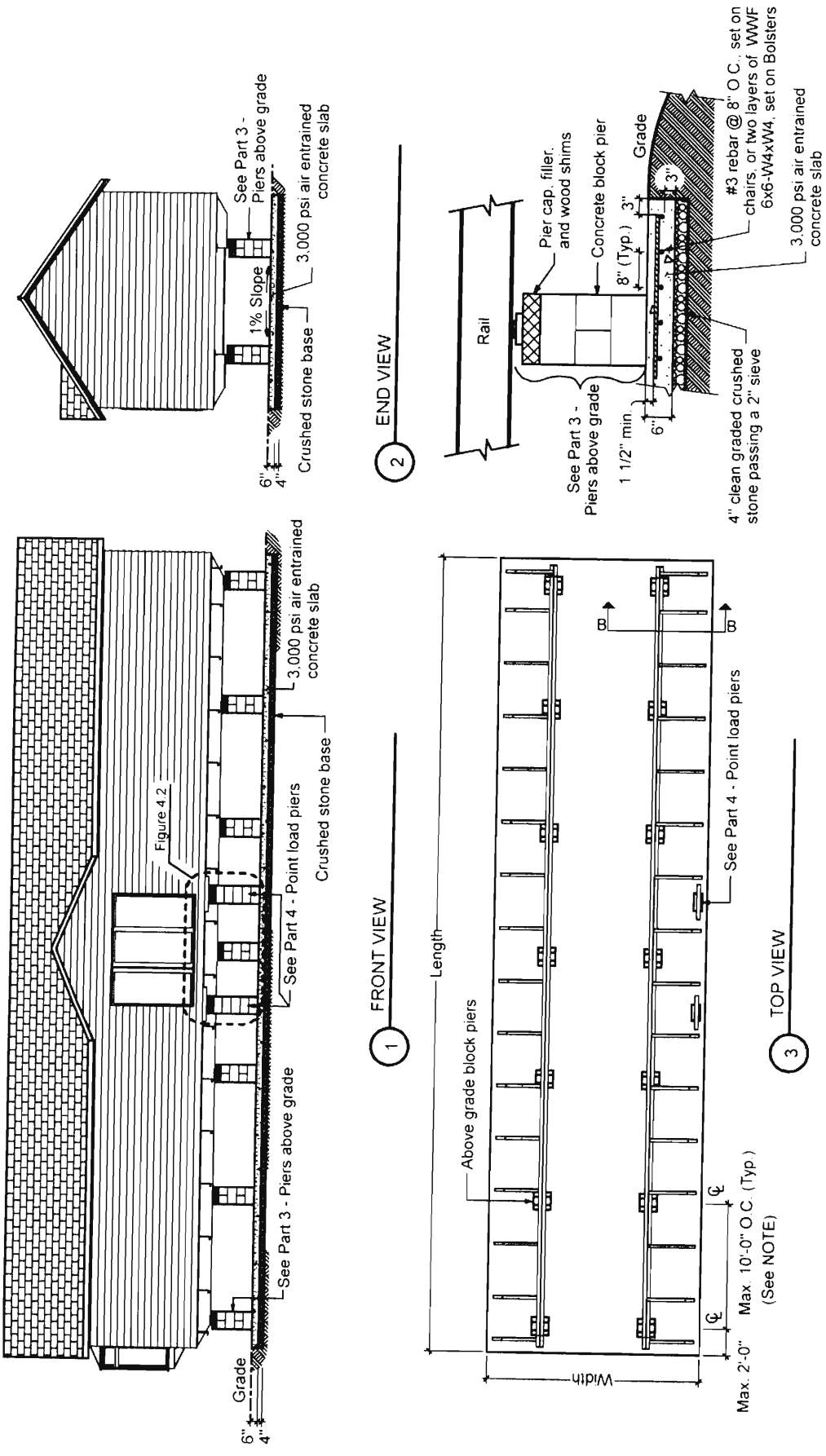
See details contained in Figure 2.3.

Note: Part 5 – *Anchorage*, does not apply to this foundation system. A proprietary system that does not rely on ground anchors must be used.

Commentary

Slab foundations have the advantage of versatility and simplicity. Slabs require minimal preparation time (excavation and forming) and can be re-used many times over with little or no change to the original dimensions. Additionally, perimeter loads do not require separate foundations. The loads can be picked up directly by the slab.

The disadvantage of slabs in Pennsylvania is that they do not extend below the frost line and, therefore, have the potential for movement due to frost heave. The slab is designed to accommodate minimal seasonal movement. A well-drained site is especially important for this foundation system to minimize the chances of movement occurring.



NOTE: Pier spacing is for 12" beams/rails. If house has less than 12" rails then maximum footing spacing is 8' O.C.

Figure 2.3: Option C – Reinforced slab on grade

Option D – Pier foundations

The pier foundation system is a series of round or square concrete columns extending from the required frost depth to grade.

1. The piers are located within 2' of the ends of the house and at a maximum spacing along the main rail of the house per Table 2.1.
2. See Part 4, Point Load Piers for locations where perimeter loads exist.
3. The piers are sized based on Table 2.1 and varies with the width of the house, pier spacing and local soil bearing capacity.
4. Piers shall be constructed of 3,000 psi air entrained concrete. Precast concrete piers of adequate size are acceptable.
5. See Part 3 for the requirements of the above grade portion of the piers.

See details contained in Figure 2.4.

Commentary

Pier foundations are the most commonly used type of foundation in the manufactured house community. Piers are easy to install, economical and adapt readily to a variety of site conditions. The disadvantage of using pier foundations is that they are not readily reusable. Once the piers are set for one house, they most likely will not work for a different house. If the owner wants to set another house on the same site, new piers would have to be placed.

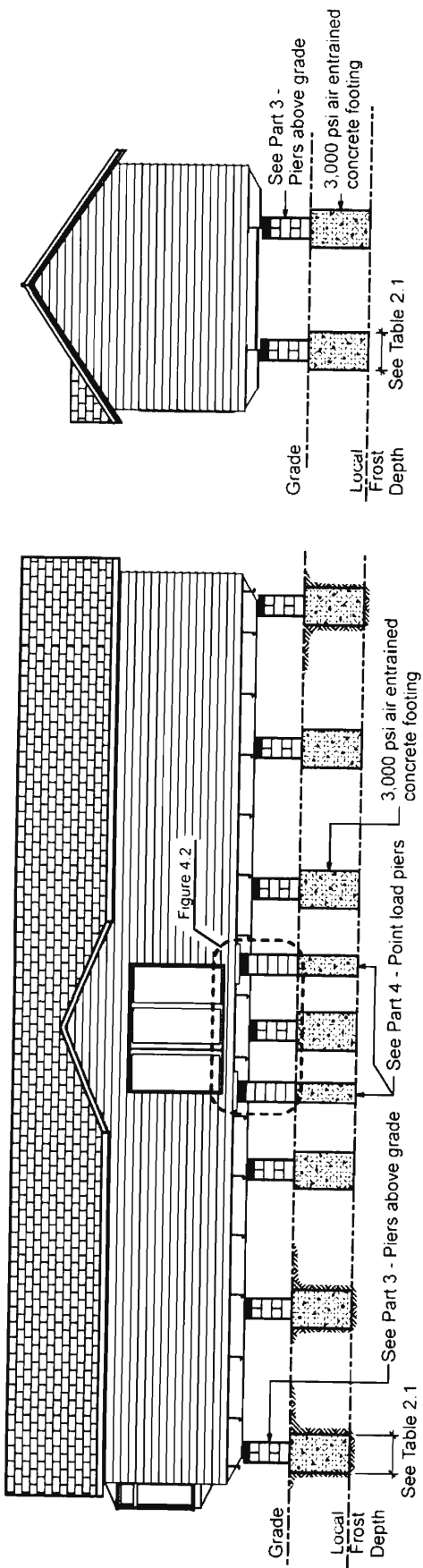
Table 2.1: Pier foundation specifications ^{a, b}

House Width	Pier Spacing (ft.)	Load (lbs)	Soil Bearing Capacity					
			1,500 psf		2,000 psf		3,000 psf	
			○ Dia. (in)	■ Square (in)	○ Dia. (in)	■ Square (in)	○ Dia. (in)	■ Square (in)
14 #	6	4,648	24	22x22	22	20x20	18	16x16
	8	6,075	28	24x24	24	22x22	20	18x18
	10 ^c	7,502	30	28x28	26	24x24	22	20x20
16 #	6	5,151	26	24x24	22	20x20	18	16x16
	8	6,747	30	26x26	26	22x22	20	18x18
	10 ^c	8,344	32	30x30	28	26x26	22	20x20

NOTES: a. Rectangular footings with equivalent areas may be substituted.

b. Based on 3,000 PSI concrete.

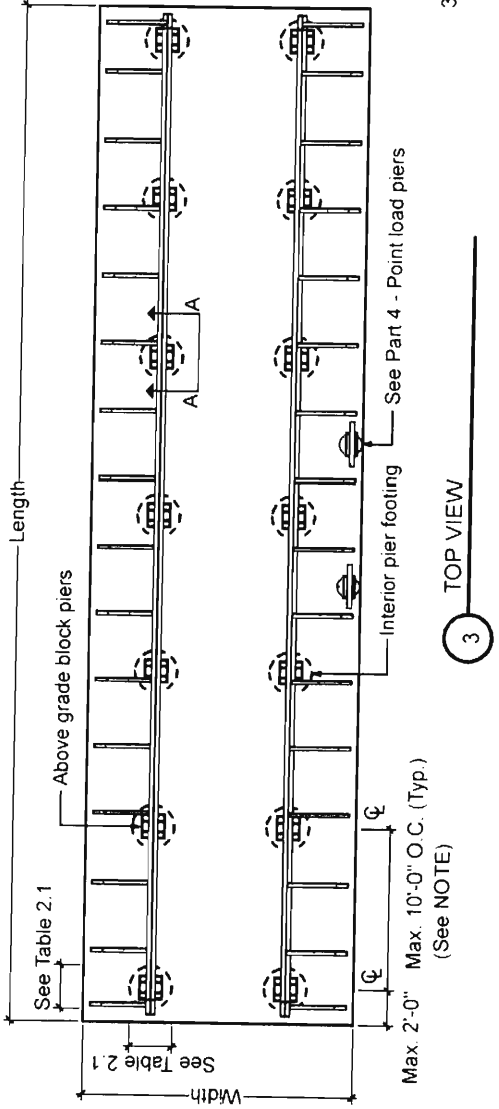
c. 10' pier spacing not allowed if main rail is less than 12" in depth.



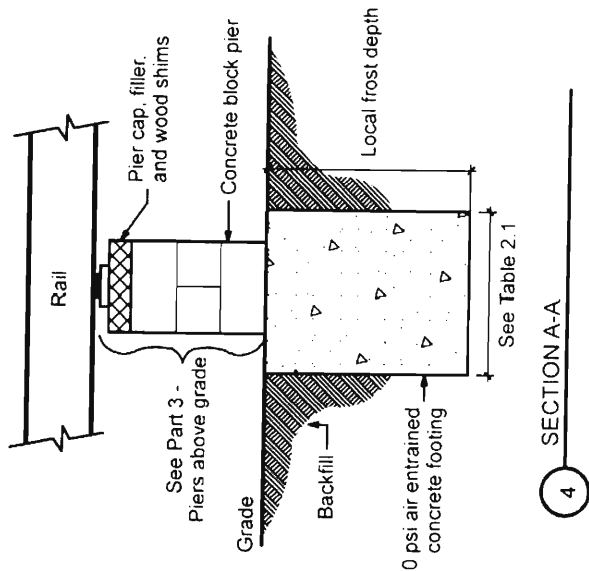
1 FRONT VIEW



2 END VIEW



3 TOP VIEW



4 SECTION A-A

NOTE: Footing spacing is for 12" beams/rails. If house has less than 12" raills then maximum footing spacing is 8' O.C.

Figure 2.4: Option D – Pier foundation

Part 3 – Piers above grade

The following are the requirements for piers to transfer vertical loads from the house rail or beam to the foundation.

Table 3.1: Piers above grade

Height (inches)	Pier Requirements ^{1,2,3}
Less than 36"	<p>Except for corner piers, piers shall be constructed of a minimum of 8" by 16" masonry block with the long dimension at right angles to the main rail frame. Blocks shall be dry stacked with cores installed vertically.</p> <p>Piers shall be fully capped to distribute point loads with minimum 4" solid masonry block, solid wood between 2" and 4" nominal thickness, or equivalent. Any additional space can be filled with wood and a pair of 4" x 6" hardwood shims to a combined maximum thickness of 4".</p>
36" to 80" and all corner piers	<p>Piers shall be at least 16" by 16" consisting of interlocking masonry blocks. Dry stacking of the piers is allowed. The piers shall be capped as described above.</p>
Over 80"	<p>Piers shall be constructed in accordance with the provisions of 36" to 80" piers. Additionally the masonry blocks shall be set in mortar and shall be filled solid with grout and reinforced with four continuous #5 bars. One #5 bar shall be placed in the center of each corner cell of hollow masonry block piers.</p>

- Notes:
1. Cast-in-place concrete piers meeting the same size and height limitations above may be substituted for piers constructed of masonry blocks.
 2. Manufactured piers are allowed as long as they have the capacity listed in Table 2.1 and have a pad (concrete or other material approved by pier manufacturer) installed under them to transfer their load to the foundation system.
 3. Oriented strand board (OSB) or plywood are not acceptable as pier caps or spacers.

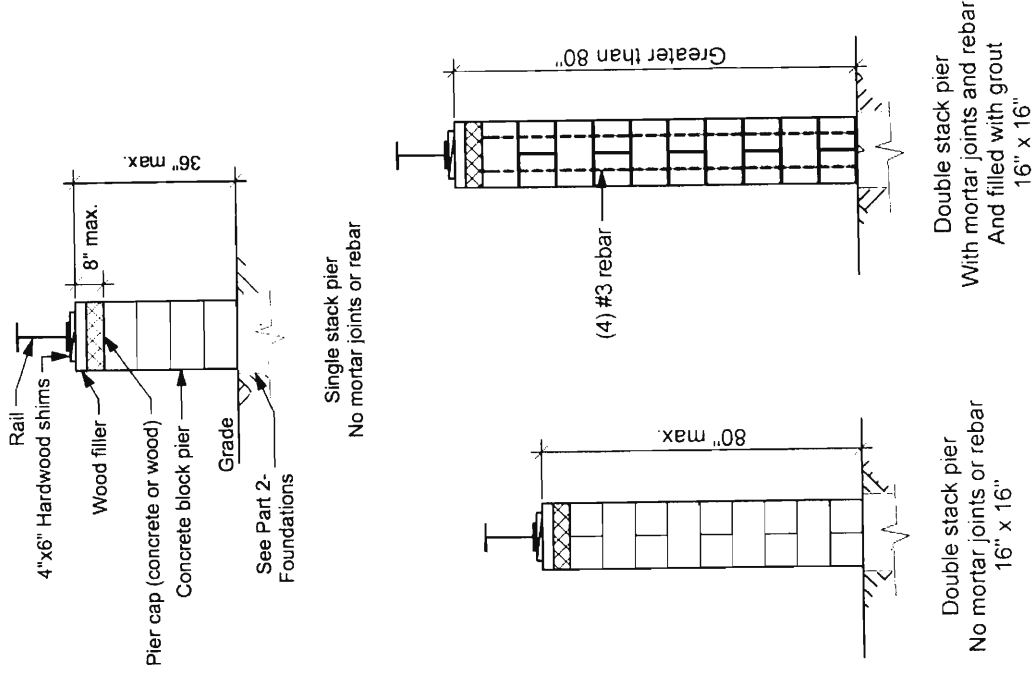


Figure 3.1: Piers above grade



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Part 4 – Point load piers

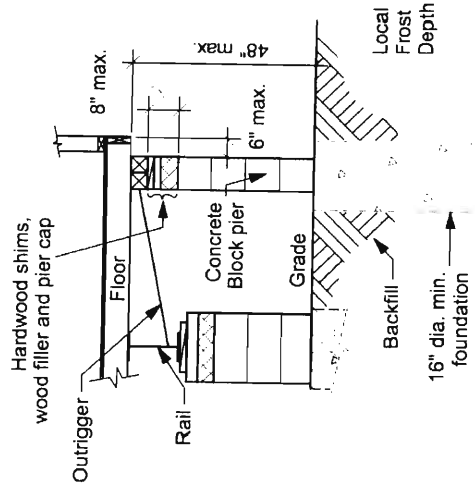
Point load piers are used to support point loads that exist on both sides of large openings and under heavier objects that might unbalance the house.

1. Any perimeter opening measuring greater than 4' must have point load piers placed on both sides of the opening. Heavier items such as fireplaces, pianos, waterbeds, etc. also create point loads, and must be supported.
2. Piers shall be a minimum 16" diameter and extend to the local frost depth.
3. Pier shall be constructed with 3,000 psi air entrained concrete.
Exception: No extra footing is necessary for the slab foundation. The pier can be stacked directly on slab.
4. The above grade portion of point load piers shall be built in accordance with Table 4.1.
5. Use two (2) 4x4s on the top of the pier cap to spread the load to more than one floor joist. Alternatively, for joists 16" on center, a 2x6 may be laid flat across the pier cap. To fill any remaining gap use a combination of wood and a pair of 4" x 6" hardwood shims to a maximum combined thickness of 4".

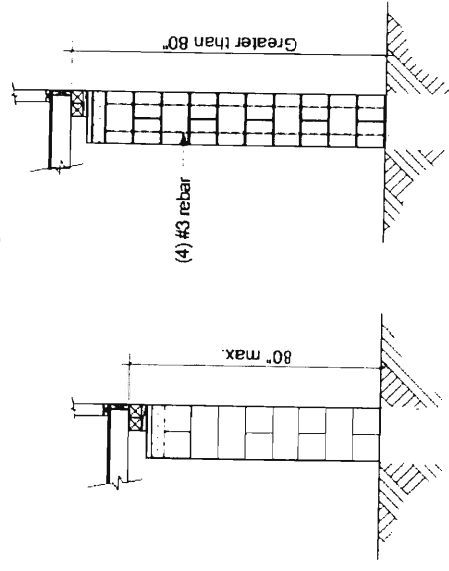
Table 4.1: Point load piers

Height (inches)	Pier Requirements ^{1,2,3}
Less than 48"	<p>Piers shall be constructed of a minimum of 8" by 16" masonry block with the long dimension at right angles to the main rail frame. Blocks shall be dry stacked with cores installed vertically.</p> <p>Piers shall be fully capped to distribute point loads with minimum 4" solid masonry block, solid wood between 2" and 4" nominal thickness, or equivalent. Any additional space can be filled with wood and a pair of 4" x 6" hardwood shims to maximum thickness of 4".</p> <p>Piers shall be at least 16" by 16" (256 in²) consisting of interlocking masonry blocks. Dry stacking of the piers is allowable. The piers shall be capped as described above.</p>
48" to 80"	<p>Piers shall be constructed in accordance with the provisions of 36" to 80" piers. Additionally the masonry blocks shall be set in mortar and shall be filled solid with grout and reinforced with four continuous #5 bars. One #5 bar shall be placed in the center of each corner cell of hollow masonry block piers.</p>
Over 80"	<p>Piers shall be constructed in accordance with the provisions of 36" to 80" piers. Additionally the masonry blocks shall be set in mortar and shall be filled solid with grout and reinforced with four continuous #5 bars. One #5 bar shall be placed in the center of each corner cell of hollow masonry block piers.</p>

- Notes:
1. Cast-in-place concrete piers meeting the same size and height limitations above may be substituted for piers constructed of masonry blocks.
 2. Manufactured piers are allowed as long as they have the capacity listed in Table 2.1 and have a pad (concrete or other material approved by pier manufacturer) installed under them to transfer their load to the foundation system.
 3. Oriented strand board (OSB) or plywood are not acceptable as pier caps or spacers.



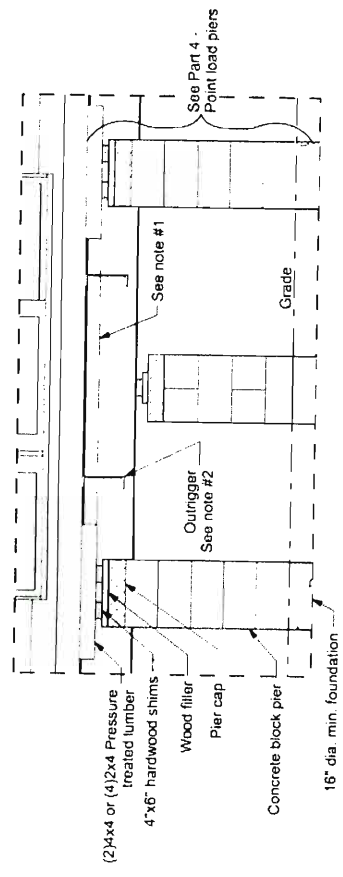
Single stack pier
No mortar joints or rebar
Parallel to wall
16" x 8"



Double stack pier
No mortar joints or rebar
16" x 16"

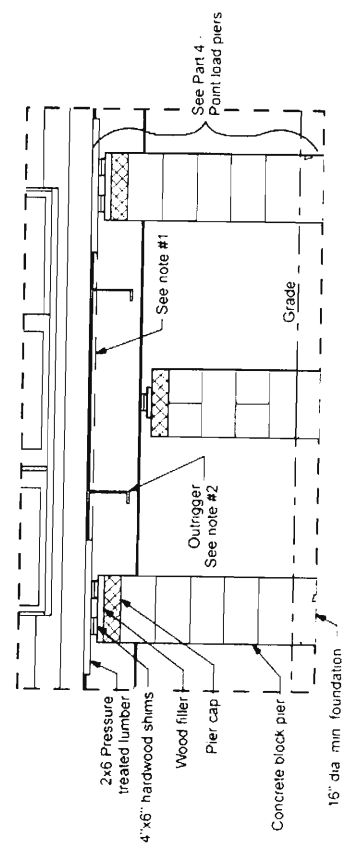
Double stack pier
With mortar joints and rebar
And filled with grout
16" x 16"
Greater than 80"

Figure 4.1: Point load piers - Section



- Notes:
1. If and when possible (2) 4x4 pressure treated lumber should span both perimeter piers. If this is not possible, then lumber is to be placed on individual piers spanning no less than two joists.
 2. If point load falls directly on outrigger then place point load piers as close as possible to the left or right of the outrigger.

Figure 4.2a: Point load piers - Elevation
(for joist spacing > 16" o.c.)



- Notes:
1. If and when possible pressure treated lumber should span both perimeter piers. If this is not possible, then lumber is to be placed on individual piers spanning no less than two joists.
 2. If point load falls directly on outrigger then place point load piers as close as possible to the left or right of the outrigger.

Figure 4.2b: Point load piers - Elevation
(for joist spacing ≤ 16" o.c.)

Part 5 – Anchorage

Anchorage is necessary on manufactured houses to prevent a house from being displaced by wind forces. The wind creates uplift and lateral forces that act to lift or push the house off the foundation.

The following ground anchor system consists of two parts: lateral anchorage and longitudinal anchorage. The house is anchored to the ground via metal straps attached to ground anchors and tensioned. All anchoring hardware shall be rated to resist 4,725 lbs.

Many proprietary systems also exist that are compatible with the foundation designs in this document. When using a proprietary system ensure that it is rated for HUD Wind Zone I. Any proprietary system must be installed to the manufacturers' installation instruction. **Slab foundations must be constructed with proprietary systems, the use of ground anchors is not allowed.**

Lateral anchorage

Anchor requirements are provided in Table 5.1. The figure below illustrates house dimensions required to use this table.

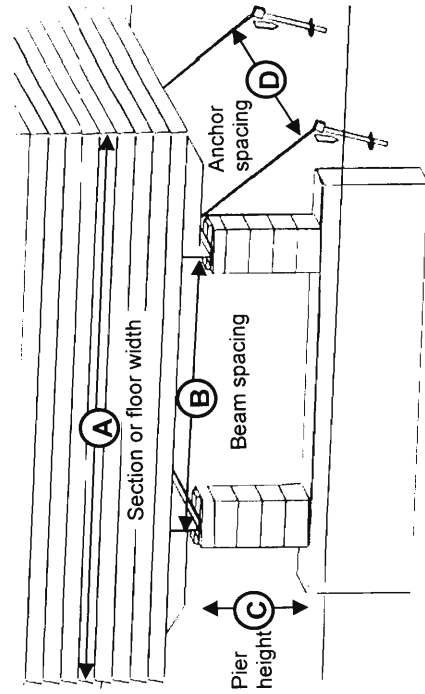


Figure 5.1: Lateral Anchorage

Table 5.1: Maximum anchor spacing

Section/Floor Width	Anchor Length		Anchor Spacing	Wind Zone I
	Stabilizer Plate Width			
	(B) Main I-Beam Spacing	(C) Pier Height		
Less than 13'	Less than 88"	Less than 25"	7.0	(D)
	88" and above	25" to 39"	5.5	
		40" to 48"	4.5	
13' to 15'	Less than 88"	Less than 25"	8.5	
	88" and above	25" to 39"	7.0	
		40" to 48"	5.5	
More than 15' to 17'	Less than 88"	Less than 25"	9.0	
	88" and above	25" to 39"	8.0	
		40" to 48"	6.5	
			7.5	12.0
			6.0	9.5
			4.5	7.5
			9.0	14.5
			8.0	12.5
			6.5	10.5
			8.5	13.5
			7.0	11.5
			6.0	9.5

Source: This table is an excerpt of the Maximum Anchor Spacing Selector and is included with the permission of the Manufactured Housing Institute (MHI) and the Manufactured Housing Research Alliance (MHRA).

Using Table 5.1: Maximum anchor spacing

This table is used to find the maximum allowable spacing between ground anchors. This is the horizontal distance between anchors on the long sides of the house. To determine the appropriate anchor spacing, follow the steps below:

1. Take the following measurements from the house (see illustration above):
 - **Section or Floor Width (A)** (do not include projections or overhangs)
 - **Main I-beam Spacing (B)**
 - **Pier Height (C)** above grade (Use the height of the tallest pier)
2. On the chart, find the rows corresponding to the house's **Section or Floor Width (A)**. Within this group of rows, find the rows corresponding to the **Main I-beam Spacing (B)**. Finally, select the row containing the house's **Pier Height (C)**.
3. Choose the desired **Anchor Length** and note the corresponding **Stabilizer Plate Width**. Anchors should extend below local frost depth and at least 12 inches above the water table. Read down **(D)** the column and across the previously selected row to find the appropriate **Anchor Spacing**.

Example

A **14'-wide** house is being installed. The house's Main I-beam Spacing is **86"** and the tallest Pier is **36"** high.

From Table 3.1: *Maximum Anchor Spacing*, find the rows for Section or Floor Width of **13' to 15'**, Main I-beam Spacing of **Less than 88"** and Pier Height of **25" to 39"**. Read across this row, using a **48"** anchor and a **17"** Stabilizer Plate, the anchors should be spaced no more than **11'0"** apart.

Important notes

1. Anchors are required within 2' of each end wall.
2. Anchors shall be evenly spaced as possible along the length of the home.
3. Ground anchors should extend below the frost line and be at least 12 inches above the water table.
4. Anchors must be installed to their full depth and stabilizer plates should be installed to provide added resistance.
5. For houses with 8 foot high sidewalls, reduce the recommended anchor spacing by ½ foot (6 inches).
6. Do not use this chart for houses with roof slopes greater than 20 degrees (approximately 4 in 12).
7. All anchoring equipment shall use metal strapping certified to ASTM D3953-91 – *Standard specifications for strapping, flat steel and seals*.

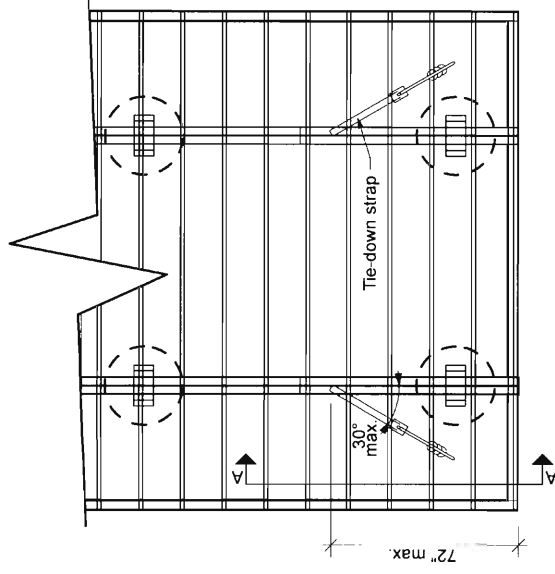
Longitudinal anchorage

Longitudinal anchors are located on each corner of the house and attached either to factory welded brackets on the I-beam or wrapped around the ends of cross members within 3" the mail rail frame. This attachment to the frame shall be within 72" of the end of the house

Alternate: Site installed brackets can be bolted to the frame per manufacturer's instructions (must be rated for 3,150 lbs. working load).

Ground anchors shall be a minimum 24" from any sidewall anchor. Ground anchors shall be installed so the straps have a maximum vertical angle of 45° and a maximum horizontal angle of 30°. Distance **D** from anchor head to connector should be greater than height **H** from main beam to ground. Anchors shall be installed in line with strap unless approved stabilizer plate is installed.

Plan view



Section

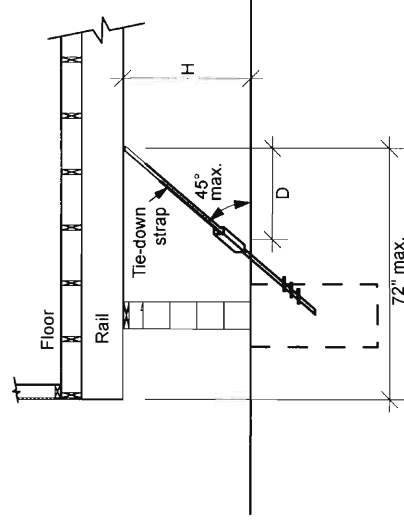


Figure 5.2 longitudinal anchors

Anchor installation

All anchors must be installed to meet both the requirements of this document and anchor manufacturers' installation instructions. If there is a conflict between these two documents, the manufacturers' installation instructions shall prevail.

1. Place the anchors approximately 4" inside of the exterior wall line of the house or a sufficient distance to avoid interference with the skirting (see picture to right).
2. Hold the anchor at an angle of approximately 15 degrees off of vertical so that the head of the anchor is just outside the sidewall (see diagram inset).
3. Install the anchor to a depth of approximately one-third (1/3) the anchor length.
4. Place a stabilizer plate of the size required to the inside of the anchor shaft (side of the shaft toward center of house) and 2" from the shaft (see picture to right).
5. Drive the stabilizer plate into the ground until the top of the plate is flush with the surface of the ground.
6. Install the anchor to its full depth.
7. Attach the anchor head to the chassis main rail with approved strapping and connection hardware in accordance with the strap manufacturer's instructions.
8. Pretension the anchor by pulling it up to the stabilizer plate. Pull the anchor approximately 1/2 inch more while it is in contact with the plate using the strap and take-up bolt to move the anchor head.
9. After all anchors have been installed and pretensioned, recheck all anchor straps to assure that they are tight and that the anchor shafts have remained in contact with the stabilizer plate.

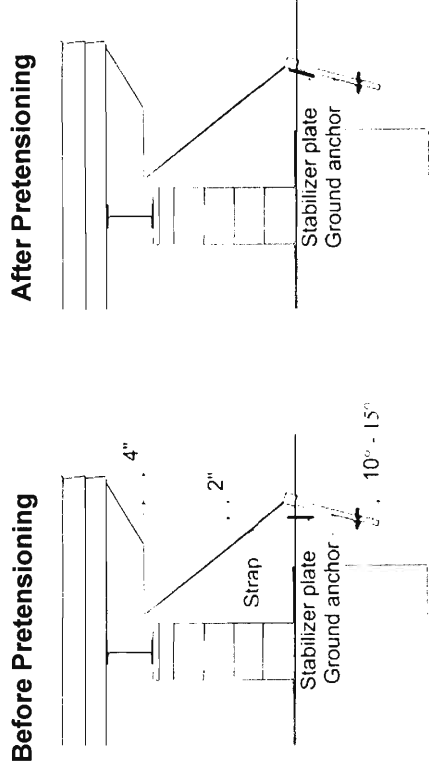


Figure 5.3: Anchor installation



**Pennsylvania
Field Guide**

FOUNDATION SYSTEMS

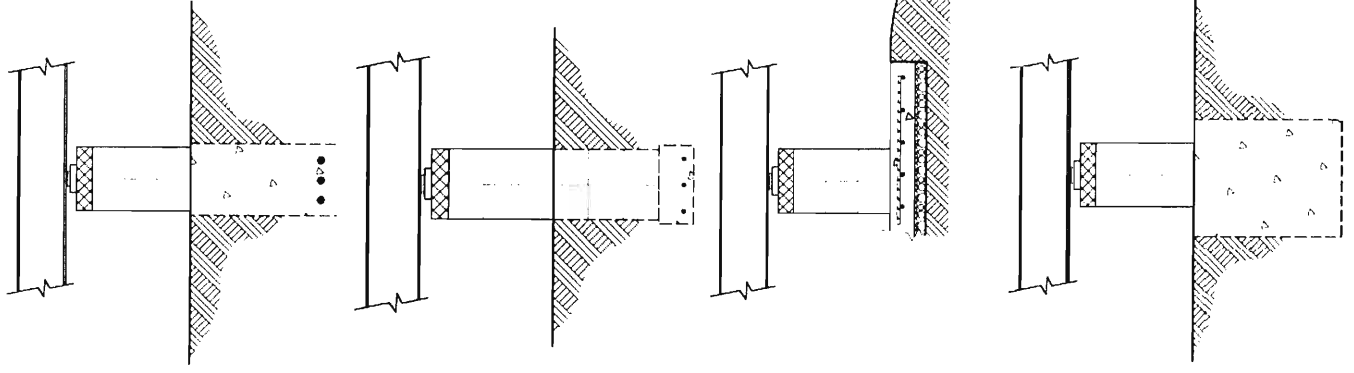
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Relocated

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Housing

2007



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