



**CENTRE REGION  
CODE**

**RENTAL HOUSING  
APPLICATION PACKET**



**Centre Region Code Administration**  
2643 Gateway Drive, Suite #2  
State College, PA 16801  
Phone: (814) 234-3812 Fax: (814) 231-3088  
Web: [www.centreregioncode.org](http://www.centreregioncode.org)

## **Procedure for Applying for and Retaining a Rental Housing Permit**

Whether you are applying for a new rental permit or changing information on an existing permit the same application must be completed. It is very important that the Centre Region Code office receive notification of all changes in ownership and/or management of your rental property. Rental Housing permits are transferable upon change of ownership, providing the permitted use has not changed.

1. The new owner or Person-In-Charge is required to notify the Code Administration office within 30 days after the change of ownership. Failure to comply will result in the cancellation of the rental housing permit.  
**Failure to obtain a rental housing permit will result in legal action against the owner.**
2. A Rental Housing application can be obtained at the Municipal zoning offices, the Centre Region Code Administration office, or online at [www.centreregioncode.org](http://www.centreregioncode.org). (see reverse side for contact information for these offices)
3. You must complete all the required sections of the application. Incomplete applications will be returned resulting in delays in your permit. If the property owner resides more than 25 air miles from the property, a Person-In-Charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the application. **Consent of the Person-In-Charge is required. Please complete and submit the Person-In-Charge Information & Consent Form.**
4. Completed applications should be sent to the zoning office where the rental property is located or to the CRCA offices. All applications must be processed through the zoning office first. **College Township and the State College Borough have initiated an application fee per unit upon any change of the rental housing permit.** The zoning office will determine if the property is zoned for rental use, what the allowable occupancy is for new applications, and record change of ownership or management for revised applications.
5. After zoning approval, a Rental Housing Inspector will contact the Person-In-Charge by letter with notice of the housing inspection date and time. If the Person-In-Charge fails to be present within ten minutes after the start time of the scheduled inspection, a \$75.00 no show fee will be assessed.
  - a. The Rental Housing Inspectors will be inspecting the property for life, health and safety issues. Please refer to the Common Corrections List for Rental Housing for additional information about your inspection. All rental properties shall be inspected at least once every 36-months. The next regular inspection will be scheduled 36-months from the last regular inspection, not the last reinspection date.
  - b. A Fire Safety Certificate should be provided to all tenants at the beginning of each lease period and annually thereafter. This certification states that the smoke alarm(s), carbon monoxide detectors, and fire extinguisher have been installed and functional at the beginning of the lease. It shall also include instructions on how to report deficiencies with the fire safety systems. Please refer to the "Sample" Fire Safety Certification document.
6. After your final inspection a permit invoice will be generated. The invoice will be mailed to the "Billing/Property Manager" indicated on your application. When the invoice is received, please review and notify our office immediately of any errors. This is an annual permit fee, and the fee is dependent on the type of rental unit. (see reverse side for fee information) Your rental housing permit expires one year from the date of the permit issue and an invoice will generate 30 days prior to the expiration of the housing permit.
  - a) A housing permit shall become null and void upon permittee's failure to submit the required or proper rental housing fee. The owner is subject to a citation for non-compliance of the unpaid rental housing fee. No reduction shall be made for fractional yearly permits. A late charge of \$3.00 per unpaid unit shall be imposed after the date of permit payment due, and with each additional notice every 30-days thereafter until paid.

**-OVER-**

- b) A rental housing permit will not be issued or renewed until all outstanding “reinspection”, “no-show”, and “annual permit fees have been paid.
7. After your payment is received a rental housing permit will be generated and mailed to the “Billing/Property Manager” indicated on your application. Review the permit for errors and contact our office if changes are required. The permits do not need to be displayed but must be made available for an inspector upon request.
8. The Person-In- Charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines and other correspondence not listed above. **It will be the responsibility of the Person-In-Charge to forward this information to the owner of the property.**

**Zoning Office Information & Application Fees:**

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

[www.statecollegepa.us](http://www.statecollegepa.us)  
**(Application fee of \$25 per unit**  
**Payable to the Borough of State College)**

Ferguson Township  
 Zoning Office  
 3147 Research Drive  
 State College, PA 16801  
 814-238-4651

[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)  
**(No application fee)**

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

[www.collegetownship.govoffice.com](http://www.collegetownship.govoffice.com)  
**(Application fee of \$25 per unit**  
**Payable to College Township)**

Harris Township  
 Zoning Office  
 224 E Main Street  
 Boalsburg, PA 16827  
 814-466-6228

[www.harristownship.org](http://www.harristownship.org)  
**(No application fee)**

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

[www.patton@twp.patton.pa.us](mailto:www.patton@twp.patton.pa.us)  
**(No application fee)**

**Centre Region Code Rental Housing Permit Fees (Payable to COG at the completion of the inspection):**

**COG Permit fees for rentals in College, Harris & Patton Township:**

- \$30.00 Apartment, house, townhouse or mobile home (per unit)
- \$25.00 Room (per unit)

**COG Permit fees for rentals in Ferguson Township:**

- \$32.00 Apartment, house, townhouse or mobile home (per unit)
- \$27.00 Room (per unit)

**(Fee includes \$2.00 Ferguson Township ordinance enforcement fee)**

**COG Permit fees for rentals in State College Borough:**

- \$45.00 Apartment, house, townhouse or mobile home (per unit)
- \$40.00 Room (per unit)

**(Fee includes \$15.00 State College Borough ordinance enforcement fee)**

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Email: [kwoods@centreregioncode.org](mailto:kwoods@centreregioncode.org)  
Website: [www.centreregioncode.org](http://www.centreregioncode.org)

<b>PERMIT TRACKER</b>	
Permit #:	_____
Zoning Approved:?	Yes No
Last Inspected:	_____
Inspection Type:	Interior Exterior
Inspector Assigned:	_____
Date Assigned:	_____
Reviewed by:	_____

## Rental Housing Permit Application

*ALL sections of this application **MUST** be completed.*

*Incomplete applications will be returned to the applicant. A separate application is required for each rental unit on a tax parcel.*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>New Rental Permit</b>          | <input type="checkbox"/> <b>Change of Ownership</b> | <input type="checkbox"/> <b>Change of Management</b> |
| <input type="checkbox"/> <b>Increase/decrease of units</b> | <input type="checkbox"/> <b>Owner Occupied</b>      | <input type="checkbox"/> <b>Student Occupied</b>     |

**RENTAL ADDRESS:**

Street Name	Unit #	Bldg Name	City	Zip Code
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**OWNER'S NAME:** \_\_\_\_\_

Address: \_\_\_\_\_  

Street Name	City	State	Zip Code
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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(If the property owner resides more than 25 air miles from the property, a Person-In-Charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the attached Person-In-Charge Information & Consent Form. The signed consent of the Person-In-Charge is required or the application will be rejected.)

**BILLING/PROPERTY MANAGER:** \_\_\_\_\_

Address: \_\_\_\_\_  

Street Name	City	State	Zip Code
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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF RENTAL UNIT(S):**

- House    Apartment    Townhouse    Duplex    Mobile Home    Room    Fraternity
- Accessory Rental Unit   Total Number of Units: \_\_\_\_\_

**Please Note:** A rental housing permit will be issued only if all property maintenance codes and zoning regulations are followed and permit fees are paid. The permit is the property of the Centre Region Council of Governments and may be revoked at any time for any violations of code or zoning regulations. The granting of a housing permit authorizes code officers to enter the premises to assure that the health, safety, and welfare of the occupants is not compromised. Failure to obtain a current housing permit will result in formal legal action being filed against the owner.

I hereby certify by signing this application that I am the owner and/or authorized agent of said property; and to the best of my knowledge, all provided information herein is complete, accurate, and true.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**(PLEASE SEE REVERSE SIDE FOR ZONING/CODE OFFICE INFORMATION)**

**ZONING OFFICE USE ONLY**

**Application Approved**

**Application Denied**

Application Review By: \_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_ Zoning Rental Permit #

Tax Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(MUST SUPPLY COUNTY FORMAT FOR TAX PARCEL #)

Zoning Classification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District: \_\_\_\_\_

Occupancy regulated by Zoning:     Yes             No

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

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**CODE OFFICE USE ONLY**

Code Inspector: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Classification:

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

Occupancy Restricted by Codes to: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application for Rental Housing Permit

Applicant/Owner: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Unit Type: \_\_\_\_\_ Unit Size: \_\_\_\_\_ sqft Ceiling Height: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ Percentage of home to be rented : \_\_\_\_\_ %

# of Parking Spaces Available (New Rentals Only): \_\_\_\_\_ (Zoning Requirement)

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

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

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## Person-in Charge Information & Consent Form

All property owners who reside more than 25 air miles from the rental property must designate a Person-In-Charge who resides within 25 air miles of the property and is at least 25 years old. Please provide the Person-In-Charge name, address, phone number(s) and email address for the rental property(ies) listed below. Please send the information to the Centre Region Code Office at the address listed above. **Please notify our office within 3 calendar days regarding any change in Person-in-Charge information.**

### Address of Rental Property(ies):

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### Owner's Information

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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Telephone number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Person-in-Charge Information

Person-in-Charge: \_\_\_\_\_  
(At least 25 years old) (Please print)

Consent of Person-in-Charge: \_\_\_\_\_  
(Signature of Person-In-Charge Required)\*\*\*

Address of Person-in-Charge: \_\_\_\_\_

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Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

\*\*\*The Person-In-Charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines, and other correspondence not listed above. **It will be the responsibility of the Person-In-Charge to forward this information to the owner of the property.** This person must be present for the inspection to take place. Failure to show up for an inspection may result in a No Show Fee of \$75.

## COMMON CORRECTIONS LIST FOR RENTAL HOUSING

**NOTE: This list is for reference purposes only and is not a complete list of all items checked during routine inspection. In addition, not all of the items listed below may apply to every rental property. This information may be used to prepare for and inspection or for tenant move-in. Any “no” item should be addressed when identified. Please visit our website for additional information regarding the Property Maintenance Code: [www.centreregioncode.org](http://www.centreregioncode.org)**

Yes		No		
				<b>Mechanical/Electrical</b>
1				Furnace and chimney have been serviced/inspected within the last year
2				Furnace flue pipe has no visible holes or corrosion and is tightly sealed at the chimney connection using an approved material
3				Heat is available to tenants October 1 through May 15
4				Electric panel box is completely labeled and cover is in place
5				Fuses in fuse box are “S”-type
6				Water heater is not leaking and has proper down tube (copper or CPVC)
				<b>Laundry Area</b>
7				Washing machine is plugged into a grounded receptacle
8				Dryer is vented to the exterior with a rigid or flexible-rigid metal dryer vent
				<b>Kitchen</b>
9				2 ½ lb. minimum, ABC-type fire extinguisher inspected or new within the past year and mounted in a visible location
10				Faucets and drains are free of leaks
				<b>Bedrooms</b>
11				A functioning smoke alarm is located in each sleeping room. <b>SEE ITEM 23</b>
12				Basements meet egress requirements. All windows are operational and not obstructed by furniture or other items
				<b>Bathrooms</b>
13				Contains a functioning GFCI receptacle
14				Exhaust fan is operational or bathroom has an openable window
15				Faucets, drains, and toilets are free of leaks
16				Walls, ceilings, and surfaces are free of mold and mildew
				<b>Stairways (Interior &amp; Exterior)</b>
17				All stairways with more than four risers have a graspable handrail (1 ¼- 2 5/8 ” diameter)
18				Guardrail spacing does not exceed a maximum of four inches
19				Stairways are not obstructed
				<b>General</b>
20				Fireplace chimney inspected within the past year, if used by tenants
21				Any habitable space on the 3 <sup>rd</sup> floor or higher has access to 2 approved exits
22				Grounded (3-prong) appliances are not plugged into ungrounded (2-prong) receptacles
23				A functioning smoke alarm is located on every floor of the dwelling unit and in each sleeping room. All smoke alarms must be interconnected. <i>Smoke alarms in new rental properties must be electric with battery backup</i>
24				Battery-powered smoke alarms are tamper resistant (existing rentals only)
25				Functioning carbon monoxide alarms are properly located, if required
26				Screens are in at least one window in every habitable room (May 15 through October 1) and not torn or loose
27				Property is maintained in a clean and sanitary manner
28				All interior door locks operate without keys or special tools
29				Extension cords are not run under rugs, doorways, or through windows
30				Closet lights must be approved-type fixtures
31				Ceilings are free of tapestries and other combustible fabrics
				<b>Exterior</b>
32				All gutters, downspouts, and shingles are intact and securely mounted
33				Exterior is free of refuse and sidewalks are free of obstructions
34				House number is clearly visible from the street. Numbers must be at least 4” in height
35				Exterior is free of peeling paint and penetrations
36				Covered porches are free of upholstered furniture and storage





**CENTRE REGION CODE ADMINISTRATION**

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**FIRE SAFETY CERTIFICATION AGREEMENT:**

At the beginning of each lease period and at least annually thereafter, the Owner shall provide all tenants on the lease with a signed certification that all fire extinguishers, smoke alarms, and carbon monoxide detectors where required are in working condition.

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

The Owner shall maintain the original Certification Document and make it available to the Code Officer upon request. A signed copy should be provided to each tenant. Additionally, the Owner is required to provide the tenant with instruction on how to report deficiencies with these fire safety systems.

Any tenant or Owner failing to execute the Certification shall be in violation of this section and subject to the penalties set forth in Section 106.3 of the Centre Region Building Safety and Property Maintenance Code, 2010 Edition. Neither the Owner nor the tenant(s) shall be responsible for the failure of any other party to execute the Certification.

In addition to the Tenant Notification requirements contained in Section 803.3 of the Centre Region Building Safety and Property Maintenance Code, 2010 Edition, the Owner shall provide the tenant with instruction on how to report deficiencies with these fire safety systems.

A “Sample” copy of the Fire Safety Certification Agreement is provided on the reverse side of this document. Please use this “Sample” copy as a guide in preparing the Fire Safety Agreement for your rental property. Please refer to the ordinance numbers listed below in completing the sections of the Fire Safety Certification Agreement.

**ORDINANCE #'S**

<b>MUNICIPALITY</b>	<b>ORDINANCE #</b>
Borough of State College	1948
College Township	O-10-03
Ferguson Township	932
Harris Township	288
Patton Township	2010-519

# Fire Safety Certification Agreement (SAMPLE)

THE OWNER/MANAGEMENT OF the rental unit at \_\_\_\_\_ hereby certifies to all tenants that effective \_\_\_\_\_ all fire extinguishers, smoke alarms, and carbon monoxide detectors were in working condition and the fire extinguisher has been inspected within the last year and is in a ready condition in the above mentioned rental unit.

In accordance with provisions of the Municipal Ordinance # \_\_\_\_\_, Owner/Management hereby informs the tenant(s) that it shall be the responsibility of the tenant(s) to verify that the life safety equipment, smoke alarms, and carbon monoxide detectors where provided are in working condition and the fire extinguisher is inspected and charged, sign the certification and return it to the landlord. All tenants on a lease shall sign the Certification.

As stated in Ordinance # \_\_\_\_\_ any tenant or Owner failing to execute the Certification shall be in violation of this section and subject to the penalties set forth in Section 106.3. Neither the Owner nor the tenant(s) shall be responsible for the failure of any other party to execute the Certification.

As per Ordinance # \_\_\_\_\_ the tenant is required to report a deficiency to management or maintenance immediately after the deficiency is detected or if the system is malfunctioning. (Attached to or included as part of this "Fire Safety Certification are instructions for the tenants on how to report deficiencies of these fire safety systems).

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

Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Owner/Management Signature		