



Upper Darby Township, PA

Department of Licenses & Inspections

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Inspection Checklist

This checklist is intended to assist property owners, landlords, buyers, sellers, property managers, and real estate professionals in preparing for Rental License and Use & Occupancy (U&O) inspections in Upper Darby Township.

The items included are organized by major inspection categories and reflect common conditions evaluated during inspections, including life/safety requirements, general property maintenance, and other conditions that may prevent approval or require correction prior to issuance of a Rental License or Use & Occupancy Certificate.

This checklist is provided as a general guide and is not all-inclusive. The Code Official will enforce and cite any and all applicable State and Township laws, codes, ordinances, regulations, and unsafe conditions identified during the inspection, including those not specifically listed in this document.

Property owners, landlords, buyers, sellers, and agents are strongly encouraged to review this checklist in full and ensure the property is prepared prior to scheduling an inspection. Failure to do so may result in failed inspections, additional fees, and delays in approval.

General Requirements

- Be present and on time for the scheduled inspection or ensure access is provided
- All utilities are turned on and functioning, including electric, water, gas, and any other required service
- The property is fully accessible
- All rooms, basements, attics, garages, utility areas, accessory structures, and exterior areas can be entered and inspected
- There is no excessive clutter or stored material preventing safe inspection
- All pets are properly secured
- All permit-required work has been properly permitted and approved
- The property is generally clean, sanitary, and ready for inspection

Basic System Checks

- Test all smoke detectors and carbon monoxide detectors
- Verify all lights, outlets, and switches are working
- Ensure GFCI outlets are installed and functioning where required
- Confirm all plumbing fixtures operate properly (sinks, toilets, tubs/showers)
- Verify hot and cold water are available

Inspection Checklist

- Ensure heating system is operational

Exterior and Safety Preparation

- Remove trash, debris, and excessive vegetation
- Ensure sidewalks, walkways, and exterior areas are safe and unobstructed
- Confirm address numbers are clearly visible
- Clear all exit paths and emergency egress points
- Remove combustible storage near furnace and water heater

CORE INSPECTION ITEMS

These items are commonly reviewed for both Rental License inspections and Use & Occupancy inspections.

1. Exterior Property and Site Conditions

- Address numbers posted and clearly visible from the street
- Exterior walls, siding, brick, trim, and other surfaces maintained in good repair
- Roof maintained in sound condition without visible leaks or defects
- Chimneys and flues maintained in safe condition
- Foundations free from major deterioration or structural issues
- Gutters and downspouts properly installed and functioning
- Sidewalks, walkways, steps, and driveways maintained free of hazards
- No excessive trash, debris, or improper storage
- Grass, weeds, and overgrowth properly maintained
- No stagnant water or drainage issues
- No infestation (insects, rodents, vermin)
- No abandoned or inoperative vehicles stored unlawfully
- Accessory structures (garages, sheds, fences) maintained in safe condition

2. Doors, Windows, and Required Openings

- Exterior doors open, close, latch, and lock properly
- Doors are weather-tight and in good condition
- Windows open, close, and lock properly where required
- No broken or missing glass
- Required windows for sleeping rooms are present and operable
- Basement windows maintained to prevent water and pest intrusion
- Screens provided where required

3. Interior Walls, Ceilings, and Floors

- Walls and ceilings free of holes, major damage, or unsafe conditions
- Floors structurally sound and free of tripping hazards
- No water damage or major deterioration
- Interior surfaces maintained in clean and sanitary condition
- No unsafe or exposed materials

4. Fire and Life Safety

- Working smoke detectors installed in required locations
- Working carbon monoxide detectors installed where required

- Fire extinguishers present where required
- All exits and pathways unobstructed
- Exit doors operable from the inside
- Sleeping rooms have proper emergency escape
- Furnace and water heater areas free from combustible storage
- No unsafe use of extension cords or fire hazards
- Fire escapes, where present, maintained and certified

5. Electrical System

- No exposed or damaged wiring
- Outlet and switch cover plates installed
- All outlets, switches, and fixtures functional
- Adequate lighting in required areas
- Electrical panels accessible and in safe condition
- GFCI protection installed where required
- No unsafe or overloaded electrical conditions

6. Plumbing System

- All fixtures (sink, toilet, tub/shower) present and functional
- Hot and cold water available
- Toilets flush properly
- No leaks at fixtures or piping
- Proper drainage
- Water heater properly installed and functioning
- Plumbing systems maintained in safe condition

7. Heating and Mechanical Systems

- Heating system operational and capable of heating the property
- Equipment properly installed and maintained
- Proper venting of fuel-burning appliances
- No visible gas leaks or unsafe conditions
- Bathroom ventilation provided

8. Kitchens, Bathrooms, and Sanitation

- Functional kitchen and bathroom facilities present
- Fixtures clean and sanitary
- No sewage issues or unsanitary conditions
- Trash properly stored and maintained
- Property maintained in livable condition

9. Stairs, Decks, and Guards

- Stairs structurally sound
- Handrails installed where required
- Guards installed where required
- Railings secure and not loose
- No unsafe walking surfaces

10. Accessory Structures

- Detached garages and sheds maintained in safe condition
- Fences stable and not leaning or collapsing
- No unsafe exterior structures
- No standing water in basements or crawlspaces

Rental License Inspections

Rental-Specific Requirements

- Rental License Application submitted
- Business Privilege License obtained
- Owner/agent information current
- Property ready for tenant occupancy
- All units and common areas accessible
- Required safety features present in multi-unit buildings
- Property maintained on an ongoing basis

Use & Occupancy Inspections

U&O Specific Requirements

- Use & Occupancy Application submitted
- Approved zoning documentation provided where required
- Sewer lateral certification submitted where required
- Fire escape certification submitted where required
- Fire Department information submitted where required
- Rental license application submitted if applicable
- Property compliant for intended use and occupancy
- No life/safety conditions that prevent occupancy

Important Reminders

- This checklist is intended as a guide only and is not all-inclusive
- The Code Official has final authority in determining compliance
- Work requiring permits must be properly permitted and approved
- Reinspections may result in additional fees
- Failure to provide access may delay approval
- Properties must be maintained in safe, sanitary, and code-compliant condition at all times