

FREQUENTLY ASKED QUESTIONS (FAQS)

How do I get in touch with Code Enforcement?

What Code Standards does the Municipality use for its inspections?

When are building permits required and what do I have to submit?

What do I have to do once I receive a permit?

General Rental and Inspection and Housing Definitions

What is the Norristown's Annual Rental License all about?

What constitutes overcrowding of a dwelling unit in Norristown? Why is overcrowding so dangerous?

When is a Property Transfer Inspection required and what does the inspection include?

What is a Certificate of Occupancy and when do I need one?

What are the differences between the notices sent by the Code Enforcement Department?

What is HARB (Historical Architectural Review Board)? What items are reviewed by HARB?

What is the application process for HARB?

What does a HARB application have to include?

What constitutes an abandoned vehicle and what can I do to report it?

What are the guidelines for trash collection and what day am I scheduled for?

How do I get in touch with Code Enforcement?

Department of Code Enforcement

235 East Airy Street

Norristown, PA 19401

610-270-0441 (p)

610-270-0442 (p)

610-279-7548 (f)

www.norristown.org

What are the differences between the notices sent by the Code Enforcement Department?

- Warning Notice – Issued for violations of the adopted codes of the municipality. Owners are given a prescribed time to comply with the violation notice. Failure to comply with the warning or work out an agreement for compliance with the Code Enforcement Officer can result in an issuance of a non-traffic citation.
- Violation Ticket – Issued for the violation of certain ordinances adopted by Borough Council. These include Litter Control, Snow and Ice Removal, and Tall Grass and Weeds. These violations carry a fine of \$20.00. If the fine is not paid and/or the violation not cured, a non-traffic violation can be issued.
- Non-traffic Violation – Issued for violation of the Municipal Codes, after due warning. These violations can carry fines up to \$1,000.00, as determined by the District Judge.

What constitutes an abandoned vehicle and what can I do to report it?

- A vehicle (other than a pedal cycle) shall be presumed to be abandoned under any of the following circumstances, but the presumption is rebuttable by a preponderance of the evidence:
- The vehicle is physically inoperable and is left unattended on a highway or other public property for more than 48 hours.
- The vehicle has remained illegally on a highway or other public property for a period of more than 48 hours.
- The vehicle is left unattended on or along a highway or other public property for more than 48 hours and does not bear all of the following:
 - A valid registration plate.
 - A certificate of inspection.
 - An ascertainable vehicle identification number.
- The vehicle has remained on private property without the consent of the owner or other person in control of the property for more than 48 hours.
- Vehicles and equipment used or to be used in construction or in the operation or maintenance of highways or public utility facilities, which are left in a manner which does not interfere with the normal movement of traffic, shall not be considered to be abandoned.
- Any person found guilty of violating §Municipal Code of Ordinances shall pay a fine of not less than twenty-five dollars (\$25.) nor more than six hundred dollars (\$600.), plus costs of prosecution, for any such violation. Each additional day that an abandoned motor vehicle is left unattended and not moved shall constitute another offense under this chapter, and the owner of said vehicle shall be subject to an additional fine of not less than twenty-five dollars (\$25.) nor more than six hundred dollars (\$600.), plus costs, for each additional day that the abandoned vehicle is left unattended on and not moved from the borough street. In default of payment of said fine and costs, the violator may be imprisoned in the county jail for a term of not more than thirty (30) days.

When is a Property Transfer Inspection required and what does the inspection include?

- No owner or agent shall transfer ownership of any real property without first applying for and undergoing a property transfer inspection and obtaining a use and occupancy certificate or temporary use and occupancy certificate. The aforesaid property transfer inspection shall comply with all protections guaranteed by the Pennsylvania and United States Constitution(s).
- The owner or agent shall complete the required application form for the property transfer inspection, which shall be available at the Code Department Office, and pay the required fee for the property transfer inspection to the Code Department Office, which shall be set by resolution of Municipal Council.
- The application form for the property transfer inspection shall require the owner or agent to provide, at a minimum, the following information with respect to the real property subject to a property transfer:
 - The name(s), address(es) and telephone or cell-phone number(s) of any and all owners;
 - Forwarding address(es) of all owners;
 - The name, local address and telephone or cell-phone number of the realtor or agent representing the owner;
 - The address of the real property;
 - A description of the real property;
 - The proposed use of the real property following the transfer; and
 - Authorization for the Municipality of Norristown to perform the required property transfer inspection.
 - The application form for the property transfer inspection must be submitted to the Code Enforcement Department at least 30 days prior to the date scheduled for the property transfer.
- Following receipt by the Code Enforcement Department of the completed application form for the property transfer inspection and payment of the required fees, the owner or agent shall schedule the property transfer inspection with the Code Enforcement Department. Property transfer inspections shall be scheduled no earlier than 72 hours from the time the request for a property transfer inspection is made to the Code Enforcement Department.
- All interior and exterior areas of the real property shall be inspected for conformance with the Municipality of Norristown Property Maintenance Code, the Municipality of Norristown Building and Zoning Code, and any and all other relevant ordinances of the Municipality of Norristown, including but not limited to the Municipal Code.

What Code Standards does the Municipality use for its inspections?

- Municipal Council hereby adopts the International Property Maintenance Code of 2012 as copyrighted by the International Code Council, ISBN # 1-60983-056-4, subject to the following conditions:
- All portions of the 2012 International Property Maintenance Code concerning: litter removal, snow removal, and noxious weeds are superseded by local Municipality of Norristown Ordinances.
- In addition the following amendments are accepted and all previous versions of the Property Maintenance Code are hereby repealed:
- Section 101.1 is amended as follows:
 - **101.1 Title.** These regulations shall be known as the Property Maintenance Code of the Municipality of Norristown hereinafter referred to as the Property Maintenance Code.
- Section 106.4 is amended as follows:
 - **106.4 Violation penalties.** Any person, firm or corporation who shall violate a provision of this code or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted and subject to a fine of not less than \$300 nor more than \$1,000, plus court costs, or imprisonment for a term not to exceed 30 days, or both, at the discretion of the court. Each day that a violation continues shall be deemed a separate offense.
- Section 111.1 is amended as follows:
 - **111.1 Application for appeal.** Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 10 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder has been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.
- Section 111.9 is added as follows:
 - **111.9** Should no board of appeals be appointed, the first level of appeal shall be to the Municipal Code Manager. The next level of appeal shall be to the Municipal Administrator. All appeals beyond this level shall be to the Pennsylvania Court System.
- Section 304.3 is amended as follows:
 - **304.3 Premises identification.** Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property and to the rear of properties visible from alleys and half streets. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).
- Section 605.2 is amended as follows:

- **605.2 Receptacles.** Every habitable space in a dwelling shall contain at least three separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or with a GFCI (ground fault circuit interrupter) protected outlet when located within six feet of a water source. Every bathroom shall contain at least one receptacle equipped with a ground fault circuit interrupter. Kitchen outlets within six feet of a water source must be GFCI protected outlets. Any outlet within six feet of a water source on in a wet/damp location must be GFCI protected. All receptacle outlets shall have the appropriate faceplate cover for the location.
- Section 704.4.1 is added as follows:
 - **704.4.1 Fire extinguishers.** All dwelling units shall be equipped with a listed and labeled fire extinguisher with a minimum rating of 3A40B:C. The fire extinguisher shall be installed and maintained in accordance with the manufacturer's instructions

Supplemental Inspection Guidelines

- In addition to any inspection intervals and/or safety inspections required by an appliance manufacturer or maintenance code, the following provisions/requirements shall apply in instances where a new and/or regularly scheduled rental license inspection occurs or when a residential or commercial real estate transfer inspection takes place:
- Chimneys and Fireplaces
 - In order to ensure that a chimney, fireplace or other similar appurtenance is in good repair, it shall be the owner's responsibility at the time of an inspection to provide certification, in writing by a qualified individual or firm, that the equipment is structurally sound, safe and in good repair.
- Water-Heating Appliances
 - All hot water heater discharge piping serving a pressure or temperature relief valve shall not terminate more than 6 inches above the floor or listed drain pan
 - Supply piping for a fuel fired heating appliance shall be equipped with a sediment trap installed in accordance with the applicable edition of the International Fuel Gas Code
- Boilers and Furnaces
 - In order to ensure that a boiler (steam/hot water), furnace or other permanently installed heating equipment appurtenance is in good repair, it shall be the owner's responsibility at the time of an inspection to provide certification, in writing by a qualified Municipal registered individual or firm, that the appliance, safety equipment and connections are structurally sound, safe and in good repair.
- Safety Controls and Valves
 - All boilers shall be equipped with an emergency shutoff switch located at the point of entry into the room or space which the boiler is located. Furthermore, all boilers

shall be equipped with controls and limiting devices as required by the manufacturer's instructions.

- Fuel gas fired appliances shall be equipped with a listed shutoff valve installed in the same room and within six feet of the appliance. Shutoff valves located in a firebox of a fireplace shall be installed in accordance with the manufacturer's specifications.
- Electrical
 - Water meters shall be bonded with the correct gauge wire as specified in the applicable edition of the National Electrical Code

When are building permits required and what do I have to submit?

- A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, information concerning special inspection and structural observation programs, Department of Transportation highway access permits, and all other permits or approvals related to the construction required by the Municipality to enforce the uniform Construction Code. All permits must be applied for by a licensed contractor. This includes but is not limited to licensed building contractors, plumbing contractors, electrical contractors and mechanical contractors. The applicant shall submit three (3) sets of documents for review.
 - Special approvals and documentation, may include but are not limited to, zoning approval, Historical Architectural Review Board, flood plain management, fire code, etc.
- A licensed architect or licensed professional engineer shall prepare the construction documents. An unlicensed person may prepare the documents for remodeling or alteration of a building if there is no compensation and the remodeling or alteration does not relate to the additions to the buildings, changes to the building's structure or means of egress.
- The permit application shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed and show in detail that the work will conform with the Uniform Construction Code.
- The Building Code official shall grant or deny a permit application, in whole or in part, within 30 business days (commercial) and 15 days (residential) of the filing date. The building code official and the permit applicant may agree in writing to extend the deadline by a specific number of days. The building code official may establish a different deadline to consider applications in an historic district.

What do I have to do once I receive a permit?

- The building code official shall return a set of stamped approval drawings with notations and any required changes to the applicant. The permit holder shall keep a copy of the construction documents at the work site open to inspection by the construction code official or an authorized agent.
- The permit holder shall keep a copy of the permit on the work site until the completion of the construction.
- A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. The building code official may grant an extension of time to commence construction in warranted.
- A construction code official shall perform inspections to insure that the construction complies with the approved permit and the Uniform Construction Code.
- The permit holder or authorized agent shall notify the construction code official when work is ready for inspection and provide access for the inspection. The work shall remain accessible and exposed for the inspection. A construction code official may inspect the construction and equipment only during normal hours at the construction site unless the permit holder or agent s or agrees to another time.
- The construction code official or authorized agent shall notify a permit holder if construction complies with the Uniform Construction Code or fails to comply with the Uniform Construction Code.

What is a Certificate of Occupancy and when do I need one?

- A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official.
- A building code official shall issue a certificate of occupancy within 5 business days after receipt of a final inspection report that indicated compliance with the Uniform Construction Code.
- The Certificate of Occupancy shall contain, in part or full, the following information:
 - The permit number and address of the building, structure or facility
 - In the case of a residential building, the name and address of the owner, for commercial buildings, the permit holders name and address
 - A description of the portion of the building, structure or facility covered by the occupancy permit.
 - The applicable construction code edition applicable to the occupancy permit.
 - The use and occupancy classification under Chapter 3 of the International Building Code.
 - The type of construction
 - The date of the final inspection
 - If an automatic sprinkler system is provided
 - Any special stipulations and conditions relating to the building permit.
- A building code official may suspend or revoke a certificate of occupancy when the certificate was issued in error, on the basis of incorrect information supplied by the permit applicant or in violation of the Uniform Construction Code.

General Rental and Inspection and Housing Definitions

- **Family** – Any number of individuals living together on a non-transient basis as a single housekeeping unit and doing their cooking on the premises. The definition shall not apply to occupants of a club, fraternity house, lodge or residential club. Notwithstanding the aforesaid definition, a family shall include any number of mentally or physically handicapped persons occupying a dwelling unit as a single, nonprofit housekeeping unit, if such occupants are handicapped persons as defined in Title VII of the Civil rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988. Such unrelated individuals shall have the right to occupy a dwelling unit in the same manner and to the same extent as any family unit as defined previously.
- **Multifamily Dwelling** – A detached residential building containing three or more dwelling units. Units may be arranged entirely in vertical rows (like townhouses) and are generally located entirely above or below one another. Units may share outside access and/or internal hallways, lobbies and similar facilities. The dwelling units cannot be individually lotted, but instead share the lot or tract on which the building containing them is located. The development is usually under one operating unit, as a rental or condominium development. This dwelling type includes but is not limited to low-rise, mid-rise and high rise apartments and multifamily conversions as defined below.
 - **Low-Rise Apartment** – An apartment building not exceeding three stories and 36 feet in height, also known as a “garden apartment”
 - **Mid-Rise Apartment** – An apartment building exceeding three stories and 36 feet in height but not exceeding six stories and 72 feet in height.
 - **High-Rise Apartment** – An apartment building exceeding six stories and 72 feet in height but not exceeding 10 stories and 120 feet in height.
 - **Multifamily Conversion** – A multifamily dwelling, containing not more than four units, that results from the conversion of a single family or two family dwelling, also known as a “converted apartment building”
- **Single Family Attached Dwelling** – A dwelling unit having its own independent outside access, with no other dwelling units located directly and totally above or below it, and having party walls in common with at least one but not more than three adjacent similar dwelling units and located in a building comprised of at least three dwelling units. Each dwelling unit may be individually lotted or owned as a condominium. The dwelling type shall include but not be limited to dwelling units commonly known as “townhouses”, “row homes”, “triplexes” and “multiplexes”.
- **Single Family Detached Dwelling** – A dwelling designed for and occupied exclusively as a residence for only one family and not attached to any other building or dwelling unit.
- **Single Family Semidetached Dwelling (Twin)** – A two family building with dwelling units placed side-by-side and joined to each other by a vertical, common party wall but otherwise surrounded by yard areas. When lotted, each dwelling unit may be on a separate lot, with the common boundary between the two lots running along the common party wall. Separate ingress and egress is provided to each unit.
- **Townhouse (Row Home)** – A single family attached dwelling in a row of at least three units, with one dwelling unit from ground to roof, with individual outside access. Although these units are in rows, their design should deemphasize a lined-up appearance.

- **Two Family Building** – A residential building containing two dwelling units and which is not attached to any other building. A two family building counts as two dwelling units for density purposes.
- **Two Family Detached (Duplex)** – A two family building with one dwelling unit placed above the other so that they share a common horizontal partition. When lotted, a duplex shall be entirely on one lot. Separate ingress and egress is provided to each unit.

What is the Norristown's Annual Rental License all about?

- All owners of single family detached dwellings, two family buildings, single family semidetached dwellings, two family detached dwellings, single family attached dwellings, townhouses,

multifamily dwellings and apartment houses (hereinafter “rental dwellings”) intending to rent their dwelling or a portion of their rental dwelling in the Municipality of Norristown to nonfamily members shall make application to Code Enforcement of the Municipality of Norristown for licensing on an annual basis. Forms shall be available for inspection at the Municipality of Norristown Code Enforcement Office.

- Beginning in 2015, and continuing each year thereafter, the Municipality shall mail rental license applications to all registered rental property owners by no later than July 15. Nonregistered rental property owners who wish to rent their properties pursuant to this chapter must register with the Municipality, obtain an application for a rental license, and file it in accordance with the provisions of the ordinances. Rental license applications must be completed and returned to the Municipality by no later than September 15. Upon review of the application(s), the Municipality will mail invoices to all applicants by no later than October 15, all applicants must pay their invoice by no later than November 15. Rental license permits will be mailed by the Municipality when full payment is received. Notwithstanding any provision to the contrary, if a person fails to obtain a rental license, the Municipality may impose a late fee penalty.
- At the time of application, the owner making application shall provide to Code Enforcement a list of current or proposed tenants for the calendar year. That tenant list shall include the tenant’s full legal name and any know aliases, address, employment title and address of employer. If a tenant vacates the owner’s property and is replaced by a new tenant, the owner is obligated to notify Norristown Code Enforcement in writing within 60 days and provide the information required in the aforesaid tenant list about the new tenant(s).
- At the time of application, the owner making application must have satisfied all permit fees owed to the Municipality of Norristown of Norristown, with the exception of any taxes and/or fees regulated by the statutory authority of the General Assembly of the Commonwealth of Pennsylvania. This satisfaction of the permit fees applies not only to the property (ies) that the owner is applying for currently but to all properties that the owner possesses title to within the Municipality of Norristown. The term “appropriate and applicable fees” is meant to extend to those property (ies) which may not be in the name of the owner but which the owner has partnership, shareholder or equivalent status. The satisfaction of the appropriate and applicable fees is meant to be liberally construed. Any and all disputed arising out of its interpretation shall be determined first by the Code Manager and if that is not satisfactory to the owner, by the Municipal Administrator.
- At the time of application, if the owner has had his license suspended or revoked in the previous 365 days, the Municipal Administrator reserves the right to deny issuance of the rental license the following year.
- At the time of application, each owner for a license to operate a rental dwelling shall pay a license fee on an annual basis set by resolution of Municipal Council.
- Upon the application of the owner for a rental license or renewal thereof, the Code Department may conduct an inspection of the property to determine and ensure that the residential rental property and each unit contained therein is not a public nuisance or substandard and meets all zoning, health and safety requirements of the Municipality as well as general applicable law. All inspections shall conform to the protections guaranteed property owner(s) and/or individuals in the Constitutions(s) of the United States and the Commonwealth of Pennsylvania.

- At the time of application, the owner shall complete a certification subject to the provisions of 18 Pa. C.S.A. § 4904 which states that the owner is aware of and intends to comply with the Norristown property Maintenance Code, the Uniform Construction Code, the Municipality's Recycling Ordinance, and the Municipality's stand-alone ordinances regulating weeds, litter and snow.
- Any person who violates this ordinance shall be subject to a citation and upon conviction by a court competent jurisdiction, shall be subject to a fine of not less than \$300.00 nor more than \$1000.00 per non-licensed dwelling unit, plus any and all court costs and reasonable attorneys' fees incurred by the Municipality of Norristown. Each day that a person is in violation of this shall constitute a separate violation.

What constitutes overcrowding of a dwelling unit in Norristown? Why is overcrowding so dangerous?

- The Municipality of Norristown has identified that overcrowding is often a problem in rental properties in small single family dwellings. It can create serious problems; for example; disease spreads more easily, privacy is lost, mental health is affected and buildings are subject to more abuse and wear. Overcrowding can have a destructive effect on a whole neighborhood if it takes place in several houses on the same block or in several units in the same apartment building. Reducing overcrowding will reduce related health and safety hazards. There is no exception for owner occupied houses, however, overcrowding of owner occupied, single family residences requires the careful thought and judgement of the code official to determine an appropriate course of action.
- Any person who violates this ordinance shall be subject to condemnation and/or a citation and upon conviction by a court competent jurisdiction, shall be subject to a fine of not less than \$300.00 nor more than \$1000.00 per non-licensed dwelling unit, plus any and all court costs and reasonable attorneys' fees incurred by the Municipality of Norristown. Each day that a person is in violation of this shall constitute a separate violation.
 - **Family** – Any number of individuals living together on a non-transient basis as a single housekeeping unit and doing their cooking on the premises. The definition shall not apply to occupants of a club, fraternity house, lodge or residential club. Notwithstanding the aforesaid definition, a family shall include any number of mentally or physically handicapped persons occupying a dwelling unit as a single, nonprofit housekeeping unit, if such occupants are handicapped persons as defined in Title VII of the Civil rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988. Such unrelated individuals shall have the right to occupy a dwelling unit in the same manner and to the same extent as any family unit as defined previously.
 - **Multifamily Dwelling** – A detached residential building containing three or more dwelling units. Units may be arranged entirely in vertical rows (like townhouses) and are generally located entirely above or below one another. Units may share outside access and/or internal hallways, lobbies and similar facilities. The dwelling units cannot be individually lotted, but instead share the lot or tract on which the building containing them is located. The development is usually under one operating unit, as a rental or condominium development. This dwelling type includes but is not limited to low-rise, mid-rise and high rise apartments and multifamily conversions as defined below.
 - **Low-Rise Apartment** – An apartment building not exceeding three stories and 36 feet in height, also known as a “garden apartment”
 - **Mid-Rise Apartment** – An apartment building exceeding three stories and 36 feet in height but not exceeding six stories and 72 feet in height.
 - **High-Rise Apartment** – An apartment building exceeding six stories and 72 feet in height but not exceeding 10 stories and 120 feet in height.
 - **Multifamily Conversion** – A multifamily dwelling, containing not more than four units, that results from the conversion of a single family or two family dwelling, also known as a “converted apartment building”
 - **Single Family Attached Dwelling** – A dwelling unit having its own independent outside access, with no other dwelling units located directly and totally above or below it, and having party walls in common with at least one but not more than three adjacent similar dwelling units and located in a building comprised of at least three dwelling units. Each

dwelling unit may be individually lotted or owned as a condominium. The dwelling type shall include but not be limited to dwelling units commonly known as “townhouses”, “row homes”, “triplexes” and “multiplexes”.

- **Single Family Detached Dwelling** – A dwelling designed for and occupied exclusively as a residence for only one family and not attached to any other building or dwelling unit.
- **Single Family Semidetached Dwelling (Twin)** – A two family building with dwelling units placed side-by-side and joined to each other by a vertical, common party wall but otherwise surrounded by yard areas. When lotted, each dwelling unit may be on a separate lot, with the common boundary between the two lots running along the common party wall. Separate ingress and egress is provided to each unit.
- **Townhouse (Row Home)** – A single family attached dwelling in a row of at least three units, with one dwelling unit from ground to roof, with individual outside access. Although these units are in rows, their design should deemphasize a lined-up appearance.
- **Two Family Building** – A residential building containing two dwelling units and which is not attached to any other building. A two family building counts as two dwelling units for density purposes.
- **Two Family Detached (Duplex)** – A two family building with one dwelling unit placed above the other so that they share a common horizontal partition. When lotted, a duplex shall be entirely on one lot. Separate ingress and egress is provided to each unit.
- **Occupant/Person** – Any human being that sleeps on the premises. This definition is solely used in the context of the ordinance and is not meant to be used to apply to any other laws created by the Municipality of Norristown.
- **Overcrowded Conditions** – Dwelling units shall not exceed the below stated occupancy level or fail to meet minimum square footage requirements outlined below; if they do so exceed the occupancy level or minimum square footage, that dwelling shall be considered overcrowded. The owner can be subject to condemnation and/or penalties at this time.
 - (A) Sleeping (bedroom) space shall be at least 70 square feet for a room occupied by one person and 50 square feet per person is required for a room occupied by more than one person.
 - (B) A living room shall not be required if there are only one or two occupants per dwelling or apartment. If there are three to five occupants in a dwelling or an apartment there must be at least 120 square feet allocated for a living room. If there are six or more occupants in a dwelling at least 150 square feet must be allocated for a living room
 - (C) A dining room shall not be required if there are only one or two occupants per dwelling apartment. If there are three to five occupants in a dwelling or apartment there must be at least 80 square feet allocated for a dining room. If there are six or more occupants at least 100 square feet must be allocated for a dining room
 - (D) A bathroom/personal hygiene room shall be required per each dwelling or apartment. If there are six or more occupants, at least two bathrooms shall be provided in each dwelling or apartment. A bathroom is defined by the 2003 International Property Maintenance Code as a room containing, plumbing fixtures including a bathtub and/or a shower.

- The calculations for square footage required for living and dining rooms in Subsections B and C above shall in addition to those required by Subsection A.

What is HARB (Historical Architectural Review Board)? What items are reviewed by HARB?

- The Historical Architectural Review Board (HARB) is a public advisory body created by state and local laws. The HARB operates under the authority of the Commonwealth of Pennsylvania's Historic District Act, General Assembly #167 of 1961, as amended 1963. HARB's purpose is to help protect the distinctive and historic character of the Municipality of Norristown by considering the effects of proposed changes to buildings and properties within the Municipality's two historic Districts. The HARB is enabled to interpret the Borough of Norristown HARB Ordinance (Chapter 31) as it applies to the HARB Zones – (Zone A and Zone B) – within each of the Central Norristown Historic Districts in the Municipality of Norristown. The HARB may rule on the appropriateness of any renovations on the buildings therein.
 - [See Attached Map](#)
- The following items must be reviewed by the HARB Board:
 - New construction and addition
 - New or different roofing material
 - New or different trim and siding material installed over walls, trims, soffits, porch ceiling, etc.
 - New storefront
 - Porches, ramps, steps, fire escapes and decks
 - Replacement of windows, doors, trim or other architectural features (unless in-kind work in Zone B)
 - Retaining walls
 - Signage attached to building
 - Awnings
 - Mechanical vents installed through windows and doors

What is the application process for HARB?

- Complete your building permit and/or HARB application. Provide detailed information as to the work that you will be performing at the property. Be specific with details of the materials and specifications for the proposed work, and where it will be done.
- If you need to have a HARB review, an application will be provided and must be fully completed to be processed for the next scheduled meeting date which typically falls on the 4th Wednesday of each month.
- The HARB will render a decision and recommendation on the application for a building permit(s) under its review no later than 45 business days after the hearing. Typically a decision is announced at the hearing.
- If the application is disapproved by HARB, the HARB board will notify in writing and indicate required changes in plans and specifications, if any, which would protect the distinctive historical character of the HARB zones.
- The HARB board will forward its written report with recommendation to the Norristown Municipal Council concerning the issuance by the Council of a Certificate of Appropriateness (COA).
- Norristown Municipal Council shall consider the written report from the HARB at its next regularly scheduled meeting, the question of issuing to the Building Inspector a Certificate of Appropriateness authorizing the work described by the HARB application.
- The applicant will be notified of the time and place of the Council meeting and shall have the right to attend this meeting and be heard to appeal the decision of the HARB. If the applicant does not wish to appeal to Council he/she may pick up the permit and start work when it is ready.

What does a HARB application have to include?

- The HARB application must have all of the following information to receive a Certificate of Appropriateness 10 days prior to the meeting date.
 - Repairs and Replacements
 - 8 copies of the Certificate of Appropriateness Application
 - 4"X6" (or larger) labeled photographs showing all sides of building or structure and the streetscape
 - Samples or catalogue cuts of materials to be used
 - Detailed description of all proposed work, describing proposed and existing materials, and construction. Provide drawings or annotated photographs as indicated.
 - Renovations, Alterations, Additions, New Construction and Demolition
 - 8 copies of the Certificate of Appropriateness Application
 - 4"X6" (or larger) labeled photographs showing
 - All sides of existing building and structure
 - Adjacent sites surrounding existing building and structure and streetscape (both sides)
 - Detail photos of affected area
 - Detailed description of all proposed work, describing proposed and existing materials and construction. Provide drawings or annotated photographs as indicate below.
- Where scaled drawings or annotated photographs are required to describe the proposed work, they should include:
 - Site plan including adjacent sites, buildings
 - Floor plans illustrating changes
 - Details with dimensions of new exterior elements
 - Labeled streets

What are the guidelines for trash collection (what gets picked up) and what day am I scheduled for?

- All trash must be placed in the Red Wheeled Cart along with two additional 35 gallon containers and must have secure lids.
- Red cart and other trash cans should be placed out for collection no more than **18 hours prior to your scheduled collection time**. Do not leave containers out past 18 hours after your schedule collection time.
 - [See Attached map](#).
- Store your cart on your property, not in the alley, right of way, or on the sidewalk. Any loose trash in the alley must be picked up and deposited in your red cart.
- Yard Waste
 - Yard waste collection is one day after your scheduled collection day beginning the second Monday of every month. Place waste in a container or a biodegradable paper bag. **No Plastic bags.**
- Bulk Waste
 - Bulk waste collection is the same as your scheduled trash/recycling collection day. Limit of one (1) bulk item per week. White items such as washing machines must be called in (1-800-432-1616) to schedule collection.
- Hazardous Waste
 - **No hazardous waste.** Car batteries, gasoline, motor oil pesticides, oil-based paints and other toxic and hazardous material do not belong in the trash. Call the Montgomery County Planning Commission/Recycling Coordinator at 610-278-3722.
- E-Waste Disposal Ban
 - State law prohibits residents from putting covered devices such as televisions, desktop and laptop computers, monitors, keyboard and anything that connects to a computer out for trash collection. For disposal of these items, call a local electronic store or check their website for specifics.
- Recyclables and Trash Collection at multifamily and commercial establishments.
 - Persons owning multifamily dwellings having more than four units, commercial, institutional and municipal establishments within the borough shall be exempt from this program, but shall provide for their own collection and recycling of recyclable materials. Such persons shall annually provide written documentation to the borough of the total number of tons recycled. Such annual documentation shall cover the calendar year and shall be provided within three months after the end of the calendar year. Such persons shall provide suitable containers for collection and sorting, easily accessible locations for such activity, written instructions for occupants and/or otherwise have a recycling program which is consistent with the requirements of Act 101 of 1988, the Municipal Waste Planning, Recycling and Waste Reduction Act.