



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

Home Owner or Potential Buyer/Rentor,

1. A general inspection would need to be conducted at the property. A general inspection is \$250 for a residential property and \$350 for a commercial property. This will include both a General inspection along with a Final inspection of the property. The general and final inspection has all four inspectors (Building, Mechanical, Electrical and Plumbing) going out to the property and writing up any code violations that need to be corrected before the property is released.
2. According to **File of Council #40-1999 Section 1**, "The City of Scranton us hereby authorized to charge and collect a Reinspection fee of fifty (**\$50**) dollars per inspector, per hour, to cover the expense of reinspection of properties and founds within the City of Scranton necessary to assure compliance with Standard Building and Fire Prevention Codes of the City of Scranton, the Zoning Ordinance, and other building regulations authorized by law or Ordinance to prevent blight, maintain the public health and safety and ensure that structures and ground are properly maintained."
3. According to **File of Council #40-1999 Section 3 Violations**, "Any person who shall fail to pay the reinspection fee thereof, shall pay a fine of three hundred (**\$300**) dollars plus costs, in addition to the Reinspection Fee and in default thereof, be sentenced to imprisonment for (90) days. The Director of Licensing, Inspections & Permits, and the Superintendent of Fire, or their designees, are hereby authorized to seek attorneys fees and costs for collecting municipal claims permitted by Law or Ordinance, should the City elect to utilize its civil remedies".

We perform inspections, Monday, Wednesday and Fridays 9am, 10am, 11am, 1pm and 2pm. We require you call in advance to schedule an inspection.

4. Section 806.E.1 of the Zoning Ordinance states of a nonconforming use of a building or land is discontinued for a period of 6 months or more, or is discontinued for a period of 12 or more months in any 2 year period the use is considered abandoned, except:
 - a. As provided for in the "Damaged or Destroyed Nonconformities" (Section 806.D), or
 - b. If a nonconforming off-premise junkyard, outside storage area or similar nonconforming use of open land is discontinued for 30 days or more, the nonconforming use shall not be continued, repaired or reconstructed
5. Regarding residential properties, failure to properly register the property in accordance with the rental registration ordinance (File of Council #88,2001, as amended) or any successor ordinance, maintain said registration and maintain the premises in conformance with city building codes shall be considered intent to abandon the nonconforming use.

Please find attached a copy of the Condemned Property Policy, which would need to be followed before any permits from licensed contractors are applied for and approved.

Should you have any questions feel free to contact us here at the office. Our number is 570-348-4193.

Our office hours are Monday through Friday 8am- 4:30pm.



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**City of Scranton
Condemned Property Policy
File of Council NO. 116 of 2009**

- A. Any owner of a property condemned by the City of Scranton must submit to the Department of Licensing, Inspections and Permits and the Zoning Bureau of the City of Scranton, 340 North Washington Ave. Scranton, Pa 18503, a duly executed and notarized affidavit containing the following information before any work can be performed on the condemned property:
- Complete name of the Property Owner
 - Complete mailing address of the Property Owner
 - Contact information for the Property Owner, including business and/or Cell phone number
 - A certified copy of the deed evidencing ownership of the property
 - A copy of a tax certificate issued by Lackawanna County Tax Claim Bureau evidencing that Scranton School District and Lackawanna County Taxes are paid in full
 - A copy of a tax certificate from the city treasurer evidencing that the City of Scranton Real Estate taxes and refuse fees are paid in full
 - A detailed statement of work to be completed to rehabilitate the property, including but not limited to
 - The owner's detailed intentions for the rehabilitation of the property
 - A timeline for completion of the rehabilitation work on the property
 - A list of licensed contractors engaged to work on the property
 - Scope of work of each contractor
- B. Before commencing the rehabilitation work, the property owner must:
- Secure a Performance Bond or Cashier's Check acceptable to the City of Scranton, to cover demolition costs. Said bond or check shall remain in full force and effect at all times until the City issues a Certificate of Occupancy for the property
 - Obtain written approval from the Bureau of Zoning to ensure his/her intentions for said property meet requirements allowed by Bureau of Zoning
 - Once the rehabilitation plan is approved by the Bureau of Zoning, any and all necessary permits must be obtained through the department of Licensing, Inspections and Permits before work can commence on the Condemned Property
- C. When rehabilitation of the condemned property is complete, the following actions must be taken before the condemned property is released from condemnation:
- The owner must contact the Department of Licensing, Inspections and Permits to schedule a final inspection of the property
 - The owner must obtain a Certificate of Occupancy for the property. The property will not be released from condemnation until a Certificate of Occupancy has been obtained