

FILE OF THE COUNCIL OF THE CITY OF LEBANON, PA.

BILL NO. 23 SESSIONS 2024-2025

INTRODUCED BY Mr. George C. Potash, November 24, 2025

**AN ORDINANCE**

AMENDING SUBSECTION 1907.05, "LICENSES AND INSPECTIONS", OF ARTICLE 1907, "RESIDENTIAL RENTAL LICENSING AND INSPECTION", OF THE CODIFIED ORDINANCES OF THE CITY OF LEBANON, PENNSYLVANIA, FOR THE PURPOSE OF INCREASING ANNUAL LICENSE FEES.

Be It Ordained by the Council of the City of Lebanon, Pennsylvania, and it is hereby ordained by the authority of the same, That:

SECTION 1. Paragraph (b), "Licenses and fees", of Subsection 1907.05, "Licenses and Inspections" of Article 1907, "Residential Rental Licensing and Inspection", of the Codified Ordinances of the City of Lebanon, Pennsylvania, is hereby repealed, rescinded and deleted in its entirety and shall be replaced with the following new paragraph:

"(b) Licenses and fees.

- (1) Each residential rental license shall have an annual term and each regulated rental unit shall be subject to a minimum of at least one inspection every four years, based upon a schedule established by the Code Enforcement Supervisor. The Code Enforcement Supervisor shall establish four geographic areas and require that regulated rental units in each of those geographic areas be made available for inspection in the designated year and then reinspected on a schedule of one inspection every four years. The City is not obligated to complete all inspections within this schedule. If the City, through no fault of the owner, manager or tenant, was not able to complete an inspection in a regulated rental unit in the designated year, the City may inspect the unit in one or more following years.
- (2) The following time extensions shall apply for the requirements to have a rental inspection, unless there is evidence of a possible code violation on the property. These time extensions shall only apply after the first initial inspection and if the property has not been subject of any code enforcement actions (other than items that were satisfactorily corrected within 30 days), and has no outstanding taxes, fines or fees due to the City of Lebanon or a City Authority.
  - A. If an owner or manager provides evidence that a rental unit has been occupied by the same occupants for the last three years, then a Code Enforcement Officer may allow

SECTION \_\_\_\_\_. That any ordinance, or part of ordinance, conflicting with the provisions of this ordinance be and the same is hereby repealed so far as the same affects this ordinance.

Passed finally by the Council of the City of Lebanon, PA.,

DEC 15 2025

*[Signature]*

Chairperson

Attest: *Cheryl Gibson*, Clerk

Approved

DEC 16 2025

*[Signature]*

Mayor

Attest: *Cheryl Gibson*, City Clerk

Recorded in Ordinance Book \_\_\_\_\_, Page \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_

*Cheryl Gibson*

City Clerk

FILE OF THE COUNCIL OF THE CITY OF LEBANON, PA.

BILL NO. 23

SESSION OF 2024-2025

NO. \_\_\_\_\_ VOL. \_\_\_\_\_ PAGE \_\_\_\_\_

**AN ORDINANCE**

AMENDING SUBSECTION 1907.05, "LICENSES AND INSPECTIONS", OF ARTICLE 1907, "RESIDENTIAL RENTAL LICENSING AND INSPECTION", OF ...

INTRODUCED BY

Mr. George C. Potash

November 24, 2025

PRESENTED TO THE MAYOR

DEC 16 2025

PASSED FINALLY BY THE COUNCIL OF THE CITY OF LEBANON, PA

DEC 15 2025

APPROVED BY THE MAYOR

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*Cheryl Gibson*

CITY CLERK

- an inspection to be delayed to once every five years.
- B. If a regulated rental unit was inspected by the City for code compliance within the previous four years, then an inspection under this article may be delayed to result in a minimum of four years until the next inspection.
- (3) Upon application for a license and prior to issuance or renewal thereof, each applicant shall pay to the City an annual license and inspection fee.
- A. The annual fee for a residential rental unit shall be Sixty Dollars (\$60.00) per dwelling unit, Thirty Dollars (\$30.00) per each rooming house unit and \$10 for each sleeping room in a fraternity or sorority. If a property is rented at any time during the calendar year, the foregoing rental license fee shall be assessed and shall not be pro-rated for any portion of the calendar year. Failure to register an occupied unit within 30 days of occupancy will result in a penalty fee of \$50 in addition to the annual fee.
- B. The fee for a calendar year shall be paid within 30 days of billing. A penalty of \$25 will be assessed for every 60 days the invoice remains unpaid. The annual fee for nonprofits for a residential rental unit owned by a nonprofit organization shall be \$25. This fee is intended to cover the City's actual costs for administering the program and for inspections and related vehicle, office, administrative and overhead expenses.
- C. If a second inspection is needed for a dwelling unit or rooming house unit because the unit was found to be in violation of City codes during the initial inspection, then an additional fee of \$25 shall apply. For each subsequent inspection that is needed in any four-year period, an additional fee of \$75 shall apply.
- D. The fee to reinstate a revoked residential rental license shall be \$100 per dwelling unit of \$100 per rooming house building.
- E. The fees provided in this article may be revised by written ordinance of City Council.
- F. A residential rental license shall not be issued or renewed if the owner has not paid any monies owed to the City of Lebanon, or has not paid any fines and costs arising from enforcement of this article or any codes of the City of Lebanon relating to land use and/or code enforcement or if any licensing fees under this article are past due to the City.
- G. If a second or subsequent inspection is needed for a dwelling unit or rooming house unit because the Code Enforcement Officer was not able to enter the unit at the time that had been scheduled with the owner or manager, then an additional fee of \$75 shall apply.
- (4) A license or inspection by itself shall not warrant that a rental unit is lawful, safe, habitable or in compliance with all City codes”.

SECTION 2. Any ordinance or part of ordinance conflicting with the provisions of this ordinance be and the same is hereby repealed so far as the same affects this ordinance.