

# **Evaluator Services and Technology**

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## ***Data Codes and Descriptions***

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**The codes and descriptions in this document represent typical data elements used in the mass appraisal of real estate by Evaluator Services and Technology and those who use its software.**

**Data elements may have specific choices available, structures, numeric, or be free-form in some cases.**

**The codes and descriptions provided are intended for use only by EST and counties who have licensed its software; however this document will help other users of county data understand the data and information.**

**The selection of a particular code is determined by the processes of EST and/or the county and is not subject to appeal or challenge. The process of establishing structured coding is intrinsic to the mass appraisal process. Uniformity and consistency of application within each neighborhood is more important than a particular code.**

**Many data elements have little or no direct effect on market value, but are informational. Some data elements have significant effect on value, and others have nominal effect on value.**

**The specific components, rates, indexes, and adjustments used to determine the contributory value of any element of a property are in the sole discretion of the licensed mass appraiser (Certified Pennsylvania Evaluator - CPE).**

**In any real estate appeal, only the total value can be appealed.**

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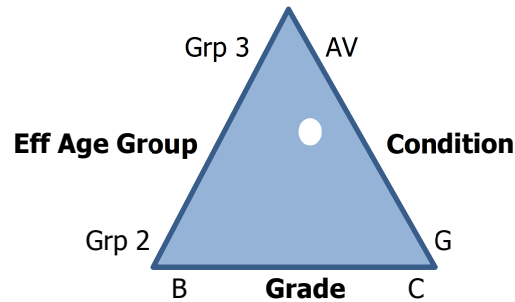
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## **EST Triad**

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## EST Triad

The EST triad consists of three judgements that a licensed mass appraiser considers to refine the value of a dwelling. The three elements are effective age group, condition and quality grade. They are evaluated together to weigh reasonable ranges of home quality, condition, and level of renovation. The market model is derived from validated sales within the area.



## Effective Age Group

Effective age is an appraiser's estimate of how much life is left or how old a structure appears and is influenced by level of renovations, upkeep, repairs, or lack thereof. Homes are placed into one of five groups for the neighborhood. Effective age group may or may not represent the actual or chronological age. The Effective age groups are 1 through 5 with 1 being the oldest and 5 being the newest.

## Condition

Condition is the appraiser's opinion of the physical condition of the structure. Following is a list of condition codes in order from the poorest to the best:

### Condition Codes

CODE	SHORT DEFINITION
UN	Unsound
VP	Very Poor
P	Poor
F	Fair
AV	Average
G	Good
VG	Very Good
EX	Excellent

## Grade

Grade is the appraiser's judgement of the quality of a structure. The appraiser considers quality of building materials, quality of workmanship, and architectural design. The grade can be anywhere from an A+ to an E- with A+ as the higher quality and E- as the lower quality.

## **Residential Codes and Descriptions**

## Tax Status Codes

CODE	DEFINITION
C	County-held property
R	Repository property
T	Taxable property
X	Exempt property

## Special ID Codes

CODE	DESCRIPTION
1	Building on Leased Land (Example: dwellings, commercial buildings, etc.)
2	Mobile Home on Leased Land
3	Condominium Unit
4	Undivided Part Interest
5	Coal, Oil, Gas, Mineral
6	Part Taxable, Part Exempt
7	Public Utility with Split Exempt Status
8	Wireless Service Facility on Leased Land or Structure
9	99 Year Leasehold
10	Wind Turbine – on Leased Land

# Land Use Codes

<b>Residential</b>		
<b>Living Oriented</b>		
Residential Vacant Land.....	100	
Residential 1 Family.....	101	
Residential 2 Family.....	102	
Residential 3 Family.....	103	
Residential 4 Family.....	104	
Mixed Residential/Commercial.....	105	
Condominium (Common Element).....	106	
Condominium (Fee Simple).....	107	
Mobile Home.....	108	
Auxiliary Improvements.....	109	
Unsound Residential Structure.....	110	
Residential – Apartment Over Garage, Barn, Stable.....	111	
Agricultural (with buildings).....	112	
Agricultural (without buildings).....	113	
Residential Apartment over Garage (10+ Acres).....	114	
Non-Agricultural 10+ Acres with Building.....	115	
Non-Agricultural 10+ Acres Vacant Land.....	116	
Mountain 10+ Acres with Building.....	117	
Mountain 10+ Acres Vacant Land.....	118	
10+ Acres Unsound.....	119	
Parsonage.....	120	
Seasonal.....	121	
Residential Apartment Subsidized.....	122	
Large Vacant Tracts with Unknown Potential.....	123	
Clean & Green (Ag Use – Improved).....	124	
Clean & Green (Ag Use – Vacant).....	125	
Clean & Green (Reserve – Improved).....	126	
Clean & Green (Reserve – Vacant).....	127	
Clean & Green (Forest – Improved).....	128	
Clean & Green (Forest – Vacant).....	129	
<b>Apartments</b>		
Apartment Vacant Land.....	200	
Residential on Apartment Value Land.....	201	
Apartments – Residential Conversion (5+).....	202	
Apartments Garden (3 story and under).....	211	
High Rise Apartments.....	212	
Apartment Townhouse.....	214	
Commercial Apartment Subsidized.....	222	
<b>Commercial</b>		
General Commercial Vacant Land.....	300	
Residential Structure on Comm. Value Land.....	301	
Mobile Home Park.....	302	
General Commercial.....	303	
Campground.....	304	
Equipment Rental.....	305	
Auction House.....	306	
Unsound Commercial Structure.....	310	
Assisted Living.....	311	
Beauty Salon/Barbershop.....	312	
Bed and Breakfast.....	313	
Hotel/Motel High Rise.....	314	
Hotel/Motel Low Rise.....	315	
Nursing Home.....	316	
Retirement Community.....	317	
Boarding/Rooming House, Fraternity, Sorority.....	318	
Commercial – Mixed Use.....	319	
<b>Food and Beverage</b>		
Restaurant – General.....	321	
Restaurant – National Chain.....	322	
Food Stand.....	323	
Fast Food – National Chain.....	324	
Fast Food – General.....	325	
Ice House.....	326	
Bar/Lounge/Tavern.....	327	
Night Club/Dinner Theater.....	328	
Catering.....	329	
<b>Automotive Oriented</b>		
Auto Dealer – Sales Only.....	330	
Auto Dealer – Full Service.....	331	
Auto Service Station.....	332	
Service Station with Bays.....	333	
Service Station without Bays.....	334	
Truck Stop.....	335	
Car Wash (Manual).....	336	
Car Wash (Automatic).....	337	
Parking Garage/Deck.....	338	
Parking Lot – Paved.....	339	
Parking Lot – Gravel.....	340	
<b>Miscellaneous</b>		
Regional Shopping Mall.....	341	
Community Shopping Center.....	342	
Neighborhood Shopping Center.....	343	
Strip Shopping Center.....	344	
Discount Department Store.....	345	
Department Store.....	346	
Supermarket.....	347	
Convenience Food Market.....	348	
Medical Office.....	349	
Commercial Airport.....	350	
Bank.....	351	
Savings Institution.....	352	
Office Building Low Rise (1 - 4 stories).....	353	
Office Building High Rise (5 stories or more).....	354	
Office Condominium.....	355	
Retail Condominium.....	356	
Laundry/Dry Cleaner.....	357	
Kennel.....	360	
Funeral Home.....	361	
Veterinary Clinic.....	362	
Legitimate Theater.....	363	
Motion Picture Theater.....	364	
Cinema/Theater.....	365	
Radio, TV, or Motion Picture Studio.....	366	
Social/Fraternal Hall.....	367	
Hangar.....	368	
Day Care Center.....	369	
Greenhouse/Florist.....	370	
<b>Multi-Purpose</b>		
Downtown Row Type.....	371	
Retail – Single Occupancy.....	373	
Retail – Multiple Occupancy.....	374	
Non-Retail – Multiple Occupancy.....	375	
<b>Sport and Health</b>		
Dance Studio.....	380	
Bowling Alley.....	381	
Skating Rink.....	382	
Health Spa.....	383	
Sports Complex Facility – Indoor.....	384	
Sports Complex Facility – Outdoor.....	385	
Community Center.....	386	
Country Club (without Golf Course).....	387	
Club House.....	388	



## Land Use Codes

Golf Course.....	389	Plastics Manufacturing.....	455
Amusement Park.....	390	Plastic Products – Special Tools.....	456
<b>Miscellaneous Storage</b>		Graphic Arts (Print Shop, Engraving).....	457
Cold Storage Facility.....	391	Pulp and Paper.....	458
Lumber Storage.....	392	Stone, Gravel, Quarries, Shale, etc.....	459
Auxiliary Improvement C/I.....	393	Railroad Car Manufacturing.....	460
Maintenance Facility.....	394	Rubber Manufacturing – Tire Recapping.....	461
Truck Terminal/Transit Warehouse/Distribution		Shoe Manufacturing.....	462
Warehouse.....	395	Steel Mill.....	463
Mini-Warehouse.....	396	Steam Generating Plant.....	464
Office/Warehouse.....	397	Saw Mills – Permanent.....	465
Warehouse.....	398	Saw Mills – Temporary.....	466
Warehouse, Prefabricated.....	399	Textile Manufacturing.....	467
<b>Industrial</b>		Tobacco Products Manufacturing.....	468
Vacant Industrial.....	400	Woodworking Shop.....	469
Manufacturing/Processing.....	401	Wire Products Manufacturing.....	470
Recycling/Salvage/Junk Yard.....	402	Miscellaneous Manufacturing.....	471
Landfill.....	403	Subsurface Mineral – Active.....	472
Research and Development.....	405	Subsurface Mineral – Reserve.....	473
Aircraft Engine.....	411	<b>Institutional/Special Purpose</b>	
Aluminum and Foil Manufacturing.....	412	Vacant, Exempt Land.....	600
Asphalt Plant.....	413	Cemetery.....	601
Automobile Parts Manufacturing.....	414	Post Office.....	602
Bakery.....	415	Federal/State Building.....	603
Bottling Plant.....	416	Other Miscellaneous, Exempt.....	604
Broom Manufacturing.....	417	Food Bank/Charitable.....	605
Candy Manufacturing.....	418	Federal Parks/Game Lands.....	606
Cement Manufacturing.....	419	State Parks/Game Lands.....	607
Concrete Manufacturing.....	420	Local Parks/Game Lands (County, Muni, Assoc.).....	608
Chemical Plant.....	421	Playground.....	609
Clay Products.....	422	Recreational/Health.....	610
Clothing Manufacturing (excluding leather/rubber).....	423	Library.....	611
Coal Processing Plant.....	424	School.....	612
Compressor Station (not public utility) .....	425	College and University.....	613
Dairy.....	426	Veteran, Exempt.....	614
Dental and Medical Lab Manufacturing.....	428	Religious.....	620
Electronic Components Products Manufacturing.....	429	Auditorium.....	630
Electrical Equipment Manufacturing.....	430	Hospital.....	640
Feed and Flour Manufacturing.....	431	Emergency Services (Police/Fire Station/Ambulance)....	660
Foundry Products.....	432	Correctional.....	670
Food Processing.....	433	Cultural Facilities.....	680
Glass Manufacturing.....	434	Rail/Bus/Air Terminal.....	690
Glass Manufacturing Using Special Tools.....	435	<b>Infrastructure/Utilities</b>	
Grain and Milling Products Manufacturing.....	436	Utility – Vacant Land.....	700
Ice Plant.....	437	Water System.....	701
Leather Products Manufacturing.....	438	Gas Distribution System.....	702
Liquefied Natural Gas Plant.....	439	Electric Company.....	703
Logging, Cutting of Timber.....	440	Telephone Company.....	704
Machinery and Equipment Manufacturing.....	441	Railroad.....	705
Meat Packing and Slaughterhouse.....	442	Pipeline.....	706
Metal Working.....	443	Sewage Treatment.....	707
Mining, Deep.....	444	Fuel Storage and Distribution.....	708
Mining, Strip.....	445	Telephone Equipment Building.....	710
Natural Gas Extracting Facility.....	446	Telephone SRV Garage.....	715
Nickel Manufacturing.....	447	Radio/TV Transmitter Building.....	720
Newspaper Plant.....	448	Wireless Service Facility on Leased Land.....	721
Oil and Gas Pipeline (not public utility) .....	449	Wireless Service Facility with Land.....	722
Optical Manufacturing.....	450	Land Leased to Wireless Service Facility.....	723
Paint Manufacturing.....	451	Land Leased to Wind Turbine.....	724
Paper Finish and Converting.....	452		
Petroleum Refinery.....	453		
Pipeline Manufacturing.....	454		

# Name Extensions

Name Extensions		
ET AL (And Others)	JR (Junior)	SR (Senior)
ET UX (And Wife)	II, III, IV	ESTATE
TRUSTEE	TRUST	
Business Name Extensions		
Assn (Association)	Inc (Incorporation)	Natl (National)
Assoc (Association)	Inst (Institute/Institution)	Twp (Township)
Auth (Authority)	LLC (Limited Liability Corporation)	Org (Organization)
Corp (Corporation)	LLP (Limited Liability Proprietorship)	

## Property Type Codes and Descriptions

PROPERTY TYPE	DESCRIPTION	ACREAGE
R	Buildings (usually residential - includes duplexes and an apartment over a garage, apartment over a barn, or apartment over a stable).	Less than 10 acres
RA	Residential single family dwelling converted into two, three, or four independent living units (includes two or three apartments over a garage, barn, or stable). This will not include a commercial secondary card.	Less than 10 acres
RC	Residential with some commercial function. (This may or may not include a commercial secondary card.)	Less than 10 acres
RO	Residential - out-buildings only.	Less than 10 acres
RS	Seasonal - occupied less than 50 percent of the year (cottages, chalets, and cabins).	Less than 10 acres
RT	Mobile home - with land (one owner).	Less than 10 acres
RX	Residential - Exempt.	Less than 10 acres
T	Mobile home - no land (leasehold).	--
TX	Mobile home - Exempt - no land (leasehold).	--
L1	Vacant lot.	Less than one acre
L2	Vacant lot.	One acre or more, but less than five acres
L3	Vacant lot.	Five acres or more, but less than ten acres
LL	Vacant land with a leasehold building.	Less than 10 acres
LX	Vacant lot - Exempt.	Less than 10 acres
V	Vacant land.	10 acres or more
VS	Vacant land with a recorded subdivision plan.	10 acres or more
VL	Vacant land with a leasehold building.	10 acres or more
VX	Vacant land - Exempt.	10 acres or more

### Property Type Codes and Descriptions continued...

PROPERTY TYPE	DESCRIPTION	ACREAGE
A	Residential with buildings (includes duplexes and an apartment over a garage, apartment over a barn, or apartment over a stable).	10 acres or more
AA	Residential single-family dwelling converted into two or three independent living units (includes two, three, or four apartments over a garage, barn, or stable). This will not include a commercial secondary card.	10 acres or more
AC	Residential buildings, but with some commercial function. (This may or may not require a commercial secondary card.)	10 acres or more
AO	Residential - out-buildings only.	10 acres or more
AS	Seasonal - occupied less than 50 percent of the year (cottages, chalets, and cabins).	10 acres or more
AT	Residential with mobile home.	10 acres or more
AX	Residential - Exempt (10+ Acres).	10 acres or more

## Dwelling Type Codes and Descriptions

CODE	DWELLING TYPE	DESCRIPTION
1	DETACH	Single Family: This describes the majority of dwellings, usually single-family homes including an apartment over a garage, an apartment over a barn, an apartment over a stable, and earth homes (these structures are dwellings built into the side of a hill with very little exposure of the livable area).
3	ROW	Unit in Row House: This describes homes that are three or more units, usually in a downtown area where the houses are built separately, yet joined with a common wall.
4	TOWN	Unit in Town House: This describes a single building composed of numerous living areas designed as a group of houses. Each unit is individually-owned.
5	CONDO	Condominium Unit: This describes one massive structure divided into individual apartment units. Each unit is individually-owned.
6	CO-OP	Cooperative Unit: This describes a multi-apartment building where each unit is owned and deeded separately.
7	MULTI	Two or Three Apartments: This describes a building that has separate apartment units (usually one owner). This may also be property type "RA" which is two to three apartment units.
8	MODULR	Modular Home on Foundation: This describes a detached <u>prefabricated</u> dwelling with multiple sections that is assembled on site. If a steel undercarriage is used to transport the modular, it is usually removed when the unit is placed on a foundation.
9	MFG-DW	Double-Wide Mobile Home: This describes a manufactured double-wide mobile home structure on a metal frame with or without wheels in place. This must be connected to sewer, water, and electric. (Leasehold or secondary only.)
10	MFG-SW	Single-Wide Mobile Home: This describes a manufactured single-wide mobile home structure on a metal frame with or without wheels in place. This must be connected to sewer, water, and electric. (Leasehold or secondary only.)
11	UNDRGRND	Under Grade-Level Dwelling: This describes a detached structure usually built as a foundation, either at street or basement level. Earth homes are to be coded as <i>DETACH</i> .
12	SEMI-D	Semi-Detached: This describes two structures attached to each other with a common wall, not built as a duplex, and not attached to any other structure on either end.

## Dwelling Type Codes Continued...

CODE	DWELLING TYPE	DESCRIPTION
13	MANUF	Manufactured: This describes a detached prefabricated and pre-finished residential structure built on steel undercarriages with necessary wheel assemblies to be transported to permanent or semi-permanent sites. The steel undercarriage is typically a necessary structural component to differentiate between a higher-quality manufactured home and a modular home. (Any mobile home on its own land will be classified as manufactured.)
14	DUPHLF	Duplex – Half (Two Family): This describes two homes under one building, side by side. It is usually a one or two story house with two entrances. If the dwelling were split in half, both sides would be almost identical. One-half is usually lived in or owned by one family; the other half is lived in or owned by another family. Both halves may or may not be owned by the same family. However, each half is on a separate parcel and each is recorded on a separate deed. Most duplexes were built since 1950. Dwelling type code “14” (Duplex – Half) corresponds with property type “R,” not “RA.”
15	DUPDBL	Duplex – Double (Two Family): This describes two homes under one building, side by side. It is usually a one or two story house with two entrances. If the dwelling were split in half, both sides would be almost identical. Both halves are owned by the same family, on one parcel, and recorded on one deed. Most duplexes were built since 1950. Dwelling type code “15” (Duplex – Double) dwelling type code corresponds with property type “R,” not “RA.”

## Stories Group Codes

CODE	DESCRIPTION
1	One-story.
2	Two stories.
Z	Two and one-half stories.
3	Three stories.
4	Four stories.
B	Bi-level. A bi-level is also called a split foyer. Additional information on sketching bi-levels is detailed later in this manual.
S	Split-level. Additional information on sketching split-levels is detailed later in this manual.
A	One and one-half stories (flatter roof without dormer windows, finished attic) - upper level is 33 percent of lower level area.
F	One and one-half stories (steep roof with or without small dormer windows) - upper level is 50 percent of lower level area.
H	One and one-half stories (with a large dormer window on one side) - upper level is 67 percent of lower level area.

## Exterior Wall Codes

CODE	SHORT DESCRIPTION	DEFINITION
AB	Asbestos	Asbestos
AL	Aluminum	Aluminum
AS	Asphalt	Asphalt (also insulated brick)
BL	Block	Block
BR	Brick	Brick
CE	Cemnt	Cement
CM	Composit'n	Composition (also pressed wood)
D	Dryvit	Dryvit
G	Glass	Glass
L	Log	Log
MA	Masonite	Masonite
ME	Metal	Metal
O	Other	Other – describe in <i>Remarks</i> box
PF	PrefabSB	Prefab Stone/Brick
SC	Stucco	Stucco
SI	Siding	Siding (non-specific)
STO	Stone	Stone
TI	Tile	Tile
TP	T111 Ply	T-111 Plywood
V	Vinyl	Vinyl
W	Wood	Wood



## Interior vs. Exterior Condition Codes

CODE	DEFINITION
B	Better overall condition than the exterior.
S	Comparable condition to the exterior.
L	Worse overall condition than the exterior.

## Basement Percentage Codes

CODE	SHORT DEFINITION	DEFINITION
0	SLB	Slab
1	25	1 - 25%
2	50	26 - 50%
3	75	51 - 75%
4	100	76 - 100%
5	CRL	Crawl Space
6	PI	Piers
7	BI	Bi-Level

## Basement Exposure Codes and Descriptions

CODE	DESCRIPTION
Walkout	Fully exposed basement with access via ground-level door. Typically has glass door and/or larger windows.
Egress	Emergency exit-capable windows, no door. Includes basements with partial exposure windows and/or window-well windows that allow 5.7 sqft of clear area for escape.
Bilco	Basement access through bilco door, cellar door, or other below grade entry. May or may not also have small windows.
Windows	Windows only. No door or egress possible.
None	No access or windows into basement. This choice also applies to non-basements.

## Heat Distribution Types and Codes

CODE	DEFINITION	CODE	DEFINITION
EL	Electric	RA	Radiant
F	Forced Air (also Hot Air)	SP	Space
HP	Heat Pump	ST	Steam
HW	Hot Water	SV	Stove
NO	None	U	Unknown

## Heat Source Codes

CODE	DEFINITION	CODE	DEFINITION
C	Coal	O	Oil
E	Electric	PG	Propane Gas
GT	Geo-Thermal	S	Solar
K	Kerosene	U	Unknown
N	None	W	Wood
NG	Natural Gas		

## Central A/C Type Codes

CODE	DEFINITION
AC	Air Conditioning Only (does not heat)
HP	Heat Pump (including air conditioning)
NO	None

# Mobile Home Class Codes

CODE	DEFINITION
L	Luxury
D	Deluxe
S	Standard
E	Economy
R	RV

## Neighborhood Type Codes

CODE	DESCRIPTION	CODE	DESCRIPTION
APT	Apartment/Condominium Complex	MHPK	Mobile Home Park
BC	Business Cluster	MIX	Mixed Residential/Commercial
CBD	Central Business District	PCBD	Perimeter Central Business District
CIP	Commercial/Industrial Park	RES	Residential Area (Neighborhood/Spot)
GATE	Gated	RUR	Rural Area
HIST	Historical Area	TC	Townhouse Complex
IND	Industrial Site		



## Lot Type Codes

CODE	DESCRIPTION
Co	Corner Lot - Lot is located at a street intersection with frontage on two sides.
Cu	Cul-de-sac - Lot is irregular in shape and is located on a cul-de-sac.
I	Interior - Lot is bordered on two sides by adjacent lots.
Re	Rear - Lot does not have street or road frontage. Access is an adjacent parcel.
Ru	Rural - Lot is located in a non-developed area.

## Terrain Codes

CODE	DESCRIPTION
L	Level - Property is level to the access roadway.
Lo	Low - Property has a low terrain.
R	Rolling - Property is comprised of many small hills.
S	Steep - Property has excessive grade as compared to the access roadway - greater than 25 percent.
Sw	Swampy - Property is wet or has a marsh or bog.

## Sewer Codes

CODE	DESCRIPTION
A	Approved - Approved for Sewer (not yet installed)
CP	Cesspool - Property has a deep hole for sewage drainage, usually covered.
C	Community Sewer - Community system is in use on the property (system serves neighborhood).
D	Perk Denied - Property will not perk and has been denied a septic permit.
H	Holding Tank - Property has a holding tank.
P	Public Sewer - Public sewer is available to the property.
SA	Sand Mound - Property has a sand mound.
S	Septic Tank - Property has a private sewer (septic tank).
U	Unknown - Sewer type is unknown.

## Water Codes

CODE	DESCRIPTION
C	Community Water – Community water system is in use on the property (system serves neighborhood)
CI	Cistern - Property has a receptacle for holding water.
N	None - Property does not have water available to the property.
P	Public Water - Public water is available to the property.
SH	Shared - Property has a shared water system.
SP	Spring - Property has a natural spring.
W	Well - Property has a private well.

## Road Type Codes

CODE	DESCRIPTION
A	Alley - A narrow back street between blocks.
D	Dirt/Gravel - No road/street surface improvements (dirt) or only semi-improved (gravel) - Semi-Improved.
I	Impassable - Street/road is impassable.
L	Landlocked - Property is inaccessible from any type of street/road.
O	One Way - Primary fronting street/road has a traffic flow in only one direction.
P	Paved Road - Street/road is surfaced with concrete, blacktop, or something comparable.
PR	Proposed - Street/road does not exist, but is planned and approved for the future.
PV	Private - Private road (paved or gravel) - no public maintenance.

## Utilities Available Codes

CODE	DESCRIPTION
G	Natural Gas (not a propane tank)
N	None - No public utilities available to the property
S	Sewer
W	Water

## Waterfront Codes

CODE	DESCRIPTION
D	Dock, boathouse, or other structure over the water
N	No waterfront
R	Remote right of way over another (even non-adjoining) property
S	Shoreline/beach access on property
Y	Yes, but no direct access due to terrain

## Tree Cover Type Codes

CODE	DEFINITION
H	Heavily Wooded - Fifty percent (50%) or more of the property is covered with trees.
O	Open - There are no trees on the property. All city lots are classified as "O."
P	Partial Tree Coverage - Less than fifty percent (<50%) of the property is covered with trees.



## Perk Test Result Codes

CODE	SHORT DEFINITION	DEFINITION
A	A	Approved (type unknown)
A-B	A-ESB	Approved - Elevated Sand Bed
A-H	A-HT	Approved - Holding Tank
A-M	A-ESM	Approved - Elevated Sand Mound
A-P	A-SP	Approved - Special (describe on <i>Screen T (Text/Remarks)</i> )
A-S	A-STD	Approved - Standard Sub-Soil System
A-T	A-EST	Approved - Elevated Storage Tank
D	DENY	Denied

## Sketch Codes (single and combination codes)

CODE	DEFINITION
1	One-story (or enclosed porch used as living area (heated))
1B	One-story over a basement or an enclosed porch (heated) over a basement
1C	One-story over a carport
1D	One-story over a deck
1E	One-story over an enclosed porch (unheated)
1G	Living quarters (one story) over garage
1L	One story over finished lower level (Bi-levels or Split-levels)
1M	One-story apartment over a barn, stable, or other out-building
1P	Enclosed porch (heated) over open porch; one story over open porch; one story over patio
1U	One-story over unfinished living area (Bi-levels or Split-levels)
2	Two stories; enclosed porch (heated) over enclosed porch (heated); one story over enclosed porch (heated)
2B	Two stories over a basement
2G	Two stories over a garage
2M	Two-story apartment over a barn, stable, or other out-building
2P	Two stories over an open porch
2U	Two stories over unfinished living area (Bi-levels or Split-levels)
3	Three stories; two-story over an enclosed porch (heated)
3B	Three stories over a basement
4	Four stories
4B	Four stories over a basement
A	One and one-half stories (flatter roof without dormer windows, finished attic) - 1.33 times the lower level area
AB	One and one-half stories over a basement
AC	One-half ( $\frac{1}{2}$ ) story of living area (33 percent of the lower level area) over a carport
AD	One-half ( $\frac{1}{2}$ ) story of living area (33 percent of the lower level area) over a deck
AE	One-half ( $\frac{1}{2}$ ) story of living area (33 percent of the lower level area) over an enclosed porch
AG	One-half ( $\frac{1}{2}$ ) story of living area (33 percent of the lower level area) over a garage
AM	One-half ( $\frac{1}{2}$ ) story apartment (33 percent of the lower level area) over a barn, stable, or other out-building
AP	One-half ( $\frac{1}{2}$ ) story of living area (33 percent of the lower level area) over an open porch
B	Basement Only
C	Carport
CB	Carport over a basement
CG	Carport over a garage

## Sketch Codes Continued...

CODE	DEFINITION
D	Deck
D1	Deck over a one-story
D2	Deck over a two-story
DB	Deck over a basement
DC	Deck over a carport
DD	Deck over a deck
DE	Deck over an enclosed porch (unheated)
DG	Deck over a garage
DM	Deck over a barn, stable, or other out-building
DP	Deck over an open porch
E	Enclosed porch (unheated)
E1	Enclosed porch (unheated) over a one-story
E2	Enclosed porch (unheated) over a two-story
EB	Enclosed porch (unheated) over a basement
EC	Enclosed porch (unheated) over a carport
ED	Enclosed porch (unheated) over a deck
EE	Enclosed porch (unheated) over an enclosed porch (unheated)
EG	Enclosed porch (unheated) over a garage
EM	Enclosed porch (unheated) over a barn, stable, or other out-building
EP	Enclosed porch (unheated) over an open porch
F	One and one-half stories (steep roof with or without small dormer windows) - 1.50 times the lower level area
FB	One and one-half stories over a basement
FC	One-half (½) story of living area (50 percent of the lower level area) over a carport
FD	One-half (½) story of living area (50 percent of the lower level area) over a deck
FE	One-half (½) story of living area (50 percent of the lower level area) over an enclosed porch
FG	One-half (½) story of living area (50 percent of the lower level area) over a garage
FM	One-half (½) story apartment (50 percent of the lower level area) over a barn, stable, or other out-building
FP	One-half (½) story of living area (50 percent of the lower level area) over an open porch
G	Garage
G1	Garage over one story
GB	Garage over a basement
GE	Garage over an enclosed porch (unheated)

## Sketch Codes Continued...

CODE	DEFINITION
GG	Garage over a garage
GU	Garage over unfinished area
H	One and one-half stories (with large dormer window on one side) – 1.67 times the lower level area
HB	One and one-half stories over a basement
HC	One-half (½) story of living area (67 percent of the lower level area) over a carport
HD	One-half (½) story of living area (67 percent of the lower level area) over a deck
HE	One-half (½) story of living area (67 percent of the lower level area) over an enclosed porch
HG	One-half (½) story of living area (67 percent of the lower level area) over a garage
HM	One-half (½) story apartment (67 percent of the lower level area) over a barn, stable, or other out-building
HP	One-half (½) story of living area (67 percent of the lower level area) over an open porch
M	Out-building attached to a dwelling
O1	Open over one story
P	Open porch; roof over concrete; canopy; canopy over patio; screened porch
P1	Open porch over a one-story
P2	Open porch over a two-story
PB	Open porch over a basement
PC	Open porch over a carport
PD	Open porch over a deck
PE	Open porch over an enclosed porch (unheated)
PG	Open porch over a garage
PM	Open porch over a barn, stable, or other out-building
PP	Open porch over an open porch
S	Slab; stoop; patio
S1	Slab over a one-story
S2	Slab over a two-story
SB	Slab, stoop, or patio over a basement
SG	Slab, stoop, or patio over a garage
SP	Slab over an open porch
U	Unfinished area
UG	Unfinished bonus room (33 – 67 percent of the lower level) over a garage
Z	Two and one-half stories (2.5 times the lower level area)
ZB	Two and one-half stories over a basement

## Sketch Codes Continued...

CODE	DEFINITION
ZC	One and one-half stories over a carport
ZD	One and one-half stories over a deck
ZE	One and one-half stories over an enclosed porch
ZG	One and one-half stories over a garage
ZL	One and one-half stories over a lower level living area
ZP	One and one-half stories over an open porch
ZU	One and one-half stories over unfinished living area

## Outbuilding Type Codes

CODE	SHORT DESCRIPTION	OUT-BUILDING TYPE	DESCRIPTION
1	DAIRYBN	Dairy Barn	Building uniquely designed for sheltering cows. Capability for short-term hay and grain storage.
2	MILK HSE	Milk House	Building uniquely designed for milk processing, cooling, and storage.
3	HOG BARN	Hog Barn	Uniquely designed environmental barn provided for farrowing, raising, and fattening hogs.
4	POULTRY	Poultry House	Building uniquely designed for broiler and layer production. Newer buildings are environmentally controlled.
5	HORSE BIN	Horse Barn	Building uniquely designed for the housing of horses. Generally use boards, plywood, or metal as exterior finish applied over a pole or steel frame. Some interior partitions.
6	LIVESTCK	Livestock Barn	Designed for livestock shelter. Usually open on one side with wood or metal siding attached to poles or a steel frame, with inexpensive asphalt or dirt floor, feeders for the livestock and end-all doors. Typically used for beef, sheep, dairy heifers, horses, and hogs. Classify fox pens as "Livestck" also.
7	MACHSHED	Machine/Implement Shed (Flat Barn)	Generally a one-level building designed for the storage and maintenance of equipment. Walls are usually block, metal, or wood over the frame.
8	BANKBARN	Bank Barn	A barn built into a hillside with a back entrance at the second floor level. A bank barn is always to be coded as a two story. May be used for storage, dairy, or livestock.
9	SHED OPN	Open Shed	These structures are open shelters designed for the storage of hay or other materials. They have wooden or steel roofs on either trusses or rafters. The primary support for the structure is either poles or posts. No walls and the floor is dirt.
10	SHED CLS	Closed Shed (100+ S.F.)	These are utility buildings that usually have many uses. Is a light shell with minimum windows and interior finish. Usually no floor, yet with a sloped roof.
11	GARAGE	Detached Garage	These buildings are usually located beside the main house. Designed for storage of automobiles. Minimum lighting and plumbing.
12	FIN/GAR	Finished Area over Garage (see note)	This section of the building could also be called a loft. The average quality are open, with little detail, with minimum shop space and working area.

## Outbuilding Type Codes Continued...

CODE	SHORT DESCRIPTION	OUT-BUILDING TYPE	DESCRIPTION
13	CARPORT	Detached Carport	An open-sided shelter for an automotive vehicle. Formed by a roof projecting from the side of a building.
14	GREENHSE	Permanent Greenhouse	A structure, primarily of glass with cinder or concrete block foundation in which temperature and humidity can be controlled for the cultivation or protection of plants.
15	SWIMPOOL	Swimming Pool (in ground)	A structure, often a concrete-lined <u>excavation</u> of different shapes, which is filled with water and used for swimming.
16	M SHEDS	Miscellaneous Shed(s) (Under 100 S.F.)	Small structures used for storage of small equipment, tools, or any other materials. Minimum quality of construction.
17	OTHER	Other	Describe in <i>Remarks</i> .
18	SHOP	Maintenance/ Equipment Shop	A building designed for repairing machinery and equipment.
19	TOOLSHED	Tool, Wood, or Supply Storage	These structures are typically designed with four exterior walls of either wood frame or steel construction. The exterior cover ranges from stucco, wood, or metal siding. Floors are either concrete, wood, or dirt. It is a weatherproof structure designed for closed storage of building materials, tools, or other supplies. Most often associated with a residential property.
20	MILK PAR	Milking Parlor	These building are designed for the milking of cows and first stage milk processing. Usually built of masonry or wood frame construction, they have contoured concrete floors with tile finishes. The better quality have high level lighting, cow washes, restrooms, showers, pipe stanchions and milk piping.
21	FREESTAL	Free Stall Barn	These structures generally use boards, plywood, or metal as exterior finish applied over a pole, box, or steel frame. Designed to shelter livestock and dairy in different compartments with no partitions. Typically, there is minimum electrical, plumbing or heating.
22	STABLE	Horse Stable	These are uniquely designed for the care and housing of horses. The better qualities are highly decorative and include stone, brick, brick veneer, or wood as the exterior finish. Interiors have finished stalls, with restrooms and lounge, and quality finished throughout. Good lighting and water services are also included. The lower quality use block or low-cost wood finishes on the walls and low-cost roof systems. Most of the floors are dirt.

## Outbuilding Type Codes Continued...

CODE	SHORT DESCRIPTION	OUT-BUILDING TYPE	DESCRIPTION
23	ARENA	Clear Span Arena	These buildings include a simple clear span riding or exercise area with some stabling facilities. The buildings are usually built of masonry, wood frame, or metal construction.
24	POLEBLDG	Utility Building (often pole)	These buildings have many uses (feed storage, equipment storage, etc.). Light shell with minimum openings and no floor. These buildings are usually lighter than industrial or warehouse buildings.
25	PAVILION	Pavilion	A roofed structure, sometimes ornamental, used for amusement or shelter.
26	BOATDOCK	Boat Dock	A group of piers with a platform on a waterfront that serves as a general landing area for ships or boats.
27	TRAILER	Trailer Used as Storage	Usually a trailer not being hooked to any kind of public utilities. The interior could be totally gutted and only used for storage.
28	LEAN-TO	Lean-To	Designed for livestock or material shelter. They are open on one side with wood or metal siding attached to another bigger structure or barn. They usually have a dirt floor and are supported by poles or a very rustic frame.
29	POOL HSE	Pool House	A utility building used for housing the pool pump, filters, and supplies for maintaining swimming pools, or landscaping pools or ponds.
30	BATH HSE	Bath House	These buildings contain showers and dressing rooms for bathers, usually with no added amenities.
31	SOFT TOP	Soft Top/Hoop Building/Greenhouse	A semi-permanent structure with a soft top. Walkways, appendages, and anchors are permanent and will have adequate electrical fixtures for machinery and lighting. This is not to be confused with inexpensive residential greenhouses.
32	WTR REC	Waterfront Finished Area	A building constructed of any material, designed to provide a recreational room and related amenities. No sewer or water hook-ups. Interior is finished with paneling, carpet, etc. May or may not have water vehicle storage. Structure is in proximity to or over water.
33	BOAT HSE	Boat House without Finished Area	A wood or metal structure of any size, designed to store boats or other water vehicles. May include storage racks. Unfinished interior with no water or sewer hook-ups. Structure is in proximity to or over water.



## Outbuilding Type Codes Continued...

CODE	SHORT DESCRIPTION	OUT-BUILDING TYPE	DESCRIPTION
34	RUN-IN	Run-In Shed	A three sided shed with an open front that provides horses and other farm animals with a temporary shelter from weather elements.
35	SLAB	Slab (Hardscape)	The permanent, man-made features of a landscape made from stone, brick, cement, etc, rather than plants. Slabs are to be sketched when attached to the dwelling.
36	DECK	Deck	A flat surface capable of supporting weight, similar to a floor, but typically constructed outdoors, often elevated from the ground, and may connect to another out-building such as an above ground pool. Decks are to be sketched when attached to the dwelling.
37	SPORTSCT	Sports Court	A cement, sand, asphalt, or rubber surface for playing sports, such as, basketball, tennis, etc.
38	POOLAPRN	Pool Apron	A concrete deck surrounding an in-ground pool that may be stamped, colored, textured, or exposed aggregate.
39	KENNEL	Kennel	A walk-in structure where small animals (including dogs and/or cats) are bred, raised, trained, or boarded. (Not dog house)
40	QUONSET	Quonset	A permanent prefabricated building having a semicircular roof of corrugated metal or glass.
41	S KITCHEN	Summer Kitchen	A small building or shed that is usually adjacent to a house and is used as a supplementary kitchen, especially during hot weather to avoid overheating the house. Typically without permanent heat or plumbing. May also be referred to as an out kitchen or summer house. (Note: Should be listed as one-story.)
42	SPRNGHSE	Spring House	A structure which gathers water for human or livestock consumption. Usually stone or masonry in structure.
90	GAZEBO	Gazebo	A freestanding, roofed, usually open-sided structure providing a shady resting place.
*91	CORNCRIB	Corn Crib (Non-Taxable)	Usually long-slatted structures attached to other out-buildings. May also be a circular wire bin.
*92	SILO	Silo (Non-Taxable)	Usually wood or concrete stave, poured concrete, or steel in structure. Stands 30' to 90' tall.
*93	GRAINBIN	Grain Bin (Non-Taxable)	Metal circular bin – 12' to 70' tall.
*94	MANURE	Manure Storage (Non-Taxable)	Steel slurry-store storage tank. May also be a concrete pit.

## Outbuilding Type Codes Continued...

CODE	SHORT DESCRIPTION	OUT-BUILDING TYPE	DESCRIPTION
*95	PORTABLE	Portable Building (Non-Taxable)	Any structure built without a foundation that is easily moveable.
*96	ABV GRND	Above-Ground Pool (Non-Taxable)	A swimming pool that sets on the ground and can be disassembled – usually constructed of aluminum, resin, and vinyl coated steel.
*97	HITUNNEL	High Tunnel (Non-Taxable)	A hoop building that has a metal, wood, or plastic frame with a soil, crushed stone, matting, pavers or a floating concrete slab floor. When covered it has a plastic, woven textile or other flexible covering. This structure is used for the production, processing, keeping, storing, sale, or shelter of an agricultural commodity.
*99	FEEDSTOR	Feed Storage (Non-Taxable)	Steel, wood, or concrete bin used to store livestock, dairy, or poultry feed.
<b>*Non-Taxable.</b> Although these types of out-buildings are to be entered (for information only), they are not to be taxed under Pennsylvania real estate assessment laws.			

## Out-Building Construction Codes

CODE	SHORT DESCRIPTION	DEFINITION
AL	ALUM	ALUMINUM
AS	ASPLT	ASPHALT (Asphalt or Asbestos)
BL	BLOCK	BLOCK
BR	BRICK	BRICK
CE	CEMNT	CEMENT
F	FRAME	FRAME
G	GLASS	GLASS
ME	METAL	METAL
NV	*N.V.	NO VALUE
P	POLE	POLE
POOL	POOL	POOL
STE	STEEL	STEEL
STO	STONE	STONE
SC	STUCCO	STUCCO
TI	TILE	TILE
V	VINYL	VINYL
W	WOOD	WOOD

## Out-Building Condition Codes

CODE	DEFINITION	CODE	DEFINITION
EX	Excellent	F	Fair
VG	Very Good	P	Poor
G	Good	NV	No Value

## Figured Frontage Codes

CODE	DESCRIPTION
FA	Figured All (both frontage and depth figured)
FD	Figured Depth
FF	Figured Frontage

## **Commercial Codes and Descriptions**

## Primary Commercials

CODE	DESCRIPTION
*C	Commercial - General
CA	Commercial - Apartments (five or more apartments)
CB	Commercial - Bank
CC	Commercial - Combination (Example: retail stores on first level, apartments or offices on second level)
CF	Commercial - Fraternities and Sororities (not college dormitories)
CG	Commercial - Service Station (not a commercial garage)
CH	Commercial - Blacktop, Surfaced Area, Parking Lot
CL	Commercial - Vacant Land
CM	Commercial - Motel, Hotel, Inn, Bed and Breakfast
CO	Commercial - Office
CP	Commercial - Campground
CQ	Commercial - Rooming House
CR	Commercial - Restaurant
CS	Commercial - Store
CT	Commercial - Mobile Home Park (four or more)
CU	Commercial - Public Utility
CV	Commercial - Convenience Store with Gas
CW	Commercial - Warehouse
CX	Commercial - Exempt (includes cemeteries)
CY	Commercial - Golf Course
CZ	Commercial - Minerals
I	Industrial
IL	Industrial - Vacant Land
MA	Mineral - Active
MR	Mineral - Reserve
MX	Mineral Reserve - Exempt (Repository)
U	Public Utility (exempt from real estate taxes)
UX	Public Utility (exempt from all taxes)

## Primary Commercials Continued...

CODE	FINAL MARKET VALUE RANGE
C1	Very small commercial
C2	Small Commercial
C3	Medium Commercial
C4	Large Commercial
C5	Very Large Commercial



## Secondary Commercials

CODE	DESCRIPTION	ACREAGE
AC	Agricultural with buildings (usually residence or mobile home), but with some commercial function, which may or may not require a commercial secondary card.	10 acres or more
RC	Residential with some commercial function. (This may or may not include a commercial secondary card.)	Less than 10 acres

## Ownership Type Codes

CODE	DEFINITION
L	Site is leased (Code 721).
O	Site is owned (Code 722).

## Location Type Codes

CODE	DEFINITION
T	Tower
C	Co-locator

## Tower Type Codes

CODE	SHORT DESCRIPTION	DEFINITION
G	Guy	Guyed Tower
M	Mono	Monopole Tower
S	Self	Self-Supporting Tower

## Co-Locator Mounted On Codes

CODE	DEFINITION
BA	Barn
B	Building
S	Silo
T	Tree
W	Water Tank

## Commercial Building Use Codes

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
1	Apartmnt	Apartment	Structures with multiple dwelling units (minimum of five units).
2	Bank/S&L	Bank/Savings and Loan	The exterior of these buildings has some ornamentation at all quality levels. These buildings have office and storage areas. The office area may be open and located in the same general area as the main banking service area. Usually these buildings have drive-up windows, night depositories, surveillance systems, and vaults.
3	Canopy	Canopy	Protective roof-like covering for gas pumps or machinery, mounted on a frame. Usually built over steel frame and metal roof.
4	Manufact	Manufacturing	Buildings designed to shelter manufacturing processes. Typically, these buildings have a certain percentage of the total area dedicated to offices. Generally, the exterior finish is masonry or concrete. Typically, the interior, except for the office area, has no partitions and has large, open areas.
5	Motel	Motel	Buildings that are three stories or less in height, having sleeping units (without kitchens). Motels include offices, lobby, coffee shop, or restaurant and meeting rooms.
6	Office	Office	These buildings are designed for commercial occupancies and are usually sub-divided into smaller units for tenant use.
7	Restrant	Restaurant	These buildings are constructed exclusively for the preparation and service of food and beverages. They include a combination of the following areas: consumption, production, serving, receiving and storage, sanitation, restrooms, and non-dining and employee area. These buildings could be chain or franchise operations, suburban neighborhood restaurants, and coffee shops.
8	Store	Retail Store	These are one or two story buildings designed for retail sales and display. Usually designed for servicing customers, employee operations, merchandise storage, display areas, office, and restroom facilities.

## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
9	Svc/Gas	Service/Gas Station	These buildings can be divided into two distinct service and structure categories: full service with maintenance facilities and self service with gasoline sales only. They have a small sales and office area, restrooms facilities, and one or more service bays (full service only).
10	Surfaced	Surfaced Area – Paving	This use is found on all kinds of commercial properties, and is area specifically used for parking lots.
11	Warehous	Warehouse	These buildings are designed for the reception and (temporarily or for a length of time) storage of goods and merchandise. They also include an amount of office space, depending on the quality of the building.
12	Garage	Garage	Building used for the parking and storage of vehicles of any kind (cars, trucks, boats, farm equipment, etc.).
13	Hotel	Hotel	These structures are three or more stories in height, having multiple sleeping units without individual kitchen facilities. Other building uses could be found within these buildings, such as retail stores, restaurants, warehouse storage, and shops.
14	Bed & B	Bed and Breakfast	These buildings are usually historical structures, and are typically a family-owned business that offers modern lodging accommodations within historical surroundings. Generally, they have no more than ten rooms for lodging with private or adjoining bathrooms. Strategically located to nearby activities and attractions.
15	Dorm	Dormitory/Fraternity	These buildings include college and boarding school residence halls, intern or nurses quarters, and military service quarters. They generally have a lounge and frequently have common dining facilities.
16	DC-Sales	Dwelling Conversion (Sales)	These buildings were originally built as a residential structure. Because of their location near business areas, they have been remodeled generally to be used as a retail business. They usually have storage space.
17	DC-Offic	Dwelling Conversion (Office)	These buildings were originally built as a residential structure. Because of their location near business areas, they have been remodeled to be used as an office building. They usually have storage space.

## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
18	Dept Str	Department Store	These buildings are often two or more stories in height and are designed to display and sell multiple lines of merchandise. They usually include office and employee areas and restroom facilities.
19	Disc Str	Discount Store/Market	These buildings are generally built as large, open shell one-story structures. The majority of the building is devoted to display space. They include office and storage areas.
20	Bar	Tavern/Bar/Lounge	These buildings are constructed for the preparation and service of beverages and food. They include a combination of the following areas: consumption, serving, preparation, receiving and storage, and restrooms. They also include suitable office areas.
21	Repair	Repair/Service Garage	These buildings are designed primarily for vehicular repair and maintenance. They include small office areas and restrooms.
22	Cafetria	Cafeteria	These buildings are small, but not franchised restaurants in which the customers are served at a counter and carry their meals on trays to tables. They are similar to fast food restaurants without drive-up windows.
23	Conv Str	Convenience Store (Gas)	These are small food stores with limited interior facilities. They have relatively small storage area. Modern convenience stores have gasoline pumps and limited service garage area.
24	MiniWhse	Mini Warehouse	These are warehouses divided into cubicles of a generally small size and are designed primarily to be rented for non-commercial storage. They are typically built with slab floors.
25	Hangar	Hangar (Aircraft)	These buildings are designed primarily for aircraft storage and light maintenance and repair.
26	Showroom	Auto Showroom/Office	These buildings have large open areas used for display with store fronts. Primarily used for sales and showrooms for dealerships, regardless of vehicle type (automobile, boat, or farm equipment). There is also some office and storage area.
27	A Parts	Auto Parts/Service	These buildings are designed for both sales and service with display rooms, office, storage, and repair space. The majority of the building is used for service.



## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
28	Tennis	Tennis Club	These are shell-type structures that include tennis court facilities. They usually have a lounge, refreshment, exercise, dressing rooms, showers, saunas, sales, and spectator areas.
29	Sports	Sports Complex	Indoor facilities are shell-type structures that include a variety of sports facilities. These buildings have suitable office and lounge facilities. Court floor surfaces are hardwood, tile, or cement. The better quality facilities include snack areas, health facilities, dressing rooms, showers, saunas, and miscellaneous rooms for storage and/or meetings. They have very limited spectator galleries.
30	Skating	Skating Rink (Ice or Roller)	These buildings are shell-type structures that include areas for ice skating or roller skating, lobby, restrooms, and an equipment storage area. The better quality buildings include a lounge, offices, locker, or shower room facilities.
31	Med Cntr	Medical Center	These are buildings designed for medical and/or dental services with examination and outpatient treatment areas. They include a reception/lobby area as well as individual smaller offices.
32	Nursing	Nursing Home/ Retirement Housing	Nursing homes are buildings designed for bed care and/or hotel and nursing care for ambulatory elderly patients. They have treatment and therapy rooms, service and administration areas, nurses stations and signaling systems.
33	School	School/Classroom	These buildings include the entire school facility. There is a mixture of different buildings including classrooms, administrative offices, cafeteria, multipurpose buildings, gymnasiums, library, etc. They also have designated areas for storage of materials and equipment. Classrooms are buildings subdivided into teaching units and designed primarily for academic work.
34	Hospital	Hospital	Designed as complete health care facilities, they typically include a number of different health services within one building or groups of buildings.

## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
35	Library	Library	These structures are used to provide books and services to meet the reading and research needs of a community. Variations could be found in the design. Commonly, there are work areas, reading areas, restrooms, study cubicles, meeting rooms, audiovisual facilities, and exhibition areas.
36	Funeral	Funeral Home	These buildings include the chapel, laboratories, viewing areas, office, etc. They are used for the preparation of the dead for burial or cremation.
37	Theater	Auditorium/Theater	These buildings are designed for visual and voice presentations to a seated mass audience. Theaters are designed primarily for stage or screen presentations.
38	Cinema	Cinema	These buildings are designed for screen presentations to a seated mass audience. The modern cinema is divided into several different smaller cinemas. They include a lobby, snack area, and restrooms.
39	Church	Religious Institution – Church	Churches are specially-designed structures, generally constructed with large open areas used for worship.
40	Social	Social/Fraternal Hall/Clubhouse	Clubhouses are general purpose recreation buildings, such as community hall/centers, veteran organization buildings, senior citizen facilities, and other fraternal organizations. These buildings generally have an auditorium, kitchen, dining, game room, and offices. They often have a large meeting room that may be divided with partitions.
41	CarwashM	Car Wash (Manual)	These buildings are specially designed for cleaning automobiles. They have several bays with free access and are manually activated by the customer.
42	CarwashA	Car Wash (Automatic)	These buildings are specially designed for washing automobiles, frequently consisting of one large bay, and are activated automatically. They have very limited office and storage space.
43	Storage	Multi-Use Storage/Shed	These buildings have no special design. They are built of all classes of construction, and are generally old manufacturing buildings converted for storage of tools and different kind of materials.

## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
44	Support	Exterior Support Area	This use is typically found adjacent to department stores. Usually used to store or display small machinery, tools, and other types of materials. Exterior support areas have fencing; the better quality has some type of glass enclosure.
45	Restroom	Restroom/Locker Room	These are freestanding restroom buildings usually found in parks and sports complexes.
46	Park Grg	Parking Garage (Structure)	These structures are designed for short term storage of automobiles. They commonly have no exterior walls; however, they may have partial exterior walls. Usually they have a small office area with restrooms. The higher quality structures have passenger elevators.
47	911serv	911 Service	These structures are designed for emergency-related services and include firehouses, police stations, ambulance garages, etc.
48	Concours	Covered Mall Concourse	Large enclosed shopping complex containing various stores, businesses, and restaurants, accessible by common passage ways. Anchor department stores are not included within this building use.
49	FastFood	Fast Food Franchise	These structures have limited consumption or dining area in relation to the preparation area. They include drive-up windows. The average fast food restaurant normally includes some outer roof overhangs. These buildings have very limited office space. Usually they have restrooms.
50	Arena	Horse Arena	These buildings include a clear span riding or exercise area with stabling facilities. A good show or exhibit facility includes spectator viewing, lounge area, horse washes, restrooms, showers, finished stalls, and feed rooms. These structures are usually not heated.
51	Appendge	Appendages	Appendages include porches, slabs/patios, residential appendages, and loading docks. Usually no contributing commercial value is added.
52	Barber	Barber Shop/Salon	This building use is usually found for commercial buildings with different uses (property type CC = <i>Commercial Combination</i> ).

## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
53	Veternry	Veterinary Hospital	These structures are designed for the medical and surgical care and treatment of small animals.
54	Bowling	Bowling Alley	Within these structures there is a combination of aisles, lounge area, bar, billiard rooms, restrooms, miscellaneous rooms, offices, storage, and auxiliary facilities.
55	Greenhse	Greenhouse – Commercial	These structures are permanently affixed to the ground. Primarily a glass enclosure with a cinder or concrete block foundation. Temperature and humidity are controlled for the cultivation and/or protection of plants.
56	Service	Service (General)	This building use should be used when the business is of a unique kind that cannot be identified by using any other building use code, such as dry cleaners, pet grooming, etc.
57	Produce	Produce Stand	This building use should be used for structures built usually next to the roadside at the front or entrance of a farm where produce is merchandised. Usually they are small buildings built out of different types of materials.
58	Daycare	Daycare Center	These structures are usually residential properties converted into daycare centers. No special design is related to these types of buildings. The nature of this business is to provide daytime training, supervision, recreation, and often medical services for children of preschool age, for the disabled, or for the elderly.
59	Laundry	Laundromat/Dry Cleaner	Structures built to hold automatic self-service washers, dryers, and dry cleaning machines.
60	Distrib	Distribution Center/ Warehouse Terminal	These buildings are designed with large areas to accommodate the breakdown and shipment of small lots of materials and goods. These buildings are better equipped than storage warehouses.
61	WSF-Twr	WSF: Tower	Includes guyed wire, self-supporting, monopole, or other structures intended for use in connection with transmission or receipt of radio or television signals, or any other spectrum-based transmissions/receptions.
62	WSF-CoLo	WSF: Co-Location	This is a “carrier” tenant that occupies a space (for transmission equipment) on either a tower or is affixed on the top of any structure, such as a silo, building, water tower, tower, etc.

## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
63	Shop	Shop	A space within a building dedicated to maintenance, repairs, assembling, etc. usually found in handcraft type of businesses, such as carpentry (cabinetry), vending machine, and electronic game machines, stereo and satellite installation.
64	Assisted	Senior-Assisted Living	Assisted living complexes and special care facilities for Alzheimer's patients, typically consisting of one or two-room suites. Nursing care with 24-hour supervision to be delivered to meet the special needs of the residents based on their physical, psycho-social, and cognitive capabilities. They have treatment therapy rooms, service and administration areas, nurse stations, dining area, and laundry facilities.
65	Retirmnt	Senior –Retirement Housing	Retirement housing structures can be one-story as well as mid to high-rise congregate housing for the elderly. Designed specifically for independent senior adults. Typically consisting of one or two-bedroom apartment style units. They may include enhanced amenities facilities, such as swimming pools/spas, exercise facilities, clubhouse, library, and laundry facilities.
66	Sign	Sign	Any signage (constructed of any material) designed and located on the premises of a business operation. Can be any size, lit or unlit.
67	Apt.-TH	Apartment – Townhouse Style	An apartment style in which each unit is constructed side-by-side within a given building. Typically, each unit has two or more levels of living space.
68	WEF	Wind Energy Facility	A power plant that uses wind turbines to generate electricity. Vertical steel structure of mono or multi-pole construction.
69	Ofc-Flex	Office – Flex (Undivided)	In a principally industrial property, space that can be apportioned in variable amounts to offices, research, laboratories, or industrial purposes using temporary interior walls.
70	Kennel	Kennel	A commercial establishment where small animals (including dogs and/or cats) are bred, raised, trained, or boarded.
71	Fencing	Fencing	A structure serving as an enclosure, a barrier, or a boundary, usually composed of stakes or posts (i.e. metal, wood) joined together by boards, wire, or rails.

## Commercial Building Use Codes Continued...

CODE	SHORT DEFINITION	BUILDING USE	DESCRIPTION
97	HiTunnel	High Tunnel	A hoop building that has a metal, wood, or plastic frame with a soil, crushed stone, matting, pavers or a floating concrete slab floor. When covered it has a plastic, woven textile or other flexible covering. This structure is used for the production, processing, keeping, storing, sale, or shelter of an agricultural commodity.
99	Other	Other (describe in <i>Remarks</i> )	If the commercial building use does not have a specific <i>Building Use Code</i> , classify it as <i>Other</i> . Describe the use in <i>Remarks</i> .

## Sketch Floor Codes

CODE	DESCRIPTION
B	Use starts in basement.
1 – 29	One to 29 stories – use starts on floor indicated.
I	Use is not uniquely matched to the sketch.
(Blank)	No sketch recorded (just dimensions or raw square footage).

## Number of Stories Codes

CODE	DEFINITION
1 - 29	One to 29 stories
A	1.33 times the lower level area
F	1.50 times the lower level area
H	1.67 times the lower level area
U	0.50 times the lower level area
Z	2.50 times the lower level area



## Commercial Sketch Codes

CODE	DEFINITION
1 - 29	One to 29 stories
A	1.33 times the lower level area
D	Deck
E	Enclosed Porch
F	1.50 times the lower level area
H	1.67 times the lower level area
P	Porch
S	Slab
U	0.50 times the lower level area
Z	2.50 times the lower level area

## Features Codes

CODE	DESCRIPTION
AC	Central Air Conditioning (do not include window units)
EL	Elevator
IG	Ignore (no value)
SP	Sprinkler System
VA	Vacant

## Commercial Basement Codes

CODE	DESCRIPTION
0	NONE
1	0 - 25%
2	26 - 50%
3	51 - 75%
4	76 - 100%
X	Other or N/A used with building use code "51"(Appendage)

## Commercial Heat Source Codes

CODE	SHORT DEFINITION	DESCRIPTION
C	COAL	Coal
E	ELECT	Electric
G	GAS	Gas
N	NONE	None
O	OIL	Oil
OT	OTHER	Other - describe on <i>Screen T (Text/Remarks)</i>
W	WOOD	Wood
X	X	Other or N/A used with building use code "51"(Appendage)

## Floor Codes

CODE	SHORT DEFINITION	DESCRIPTION
CE	CEMENT	Cement
CP	CARPET	Carpet
D	DIRT	Dirt
G	GRAVEL	Gravel
OT	OTHER	Other - describe on <i>Screen T (Text/Remarks)</i>
P	PAVED	Paved
T	TILE	Tile
V	VINYL	Vinyl
W	WOOD	Wood
X	X	Other or N/A used with building use code "51"(Appendage)

## Interior Construction Codes

CODE	SHORT DEFINITION	DEFINITION
BR	BRICK	Brick
BL	BLOCK	Block
DW	DRY WALL	Drywall
G	GLASS	Glass
M	METAL	Metal
OT	OTHER	Other (describe in <i>Screen T (Text/Remarks)</i> )
PL	PLASTER	Plaster
PB	PLSTR BD	Plaster Board
P	PANEL	Paneling
U	UNFIN	Unfinished
V	VINYL	Vinyl
W	WOOD	Wood
X	X	Other or N/A used with building use code "51"(Appendage)

## Exterior Construction Codes

CODE	SHORT DESCRIPTION	DEFINITION
AB	ASBESTOS	Asbestos
AL	ALUMINUM	Aluminum
AS	ASPHALT	Asphalt
BL	BLOCK	Block
BR	BRICK	Brick
CE	CEMNT	Cement
CM	COMPOSIT	Composition
D	DRYVIT	Dryvit
G	GLASS	Glass
L	LOG	Log
MA	MASONITE	Masonite
ME	METAL	Metal
O	OTHER	Other – describe in <i>Remarks</i> box
PF	PREFABSB	Prefab Stone/Brick
SC	STUCCO	Stucco
STO	STONE	Stone
TI	TILE	Tile
TP	T111 PLY	T-111 Plywood
V	VINYL	Vinyl
W	WOOD	Wood
X	X	Not Applicable

## Building Class Codes

CLASS	DESCRIPTION
A	Fireproof structural steel. Example: High rise apartment buildings - five stories or more.
B	Reinforced concrete mall. Example: Malls, apartments, and office buildings under five stories.
C	Masonry-bearing walls (brick, block, or stone).
D	Frame, wood, vinyl, aluminum, tile, or log construction.
S	Steel.



## Lot Figured Codes

CODE	DESCRIPTION
FA	Figured All (both frontage and depth figured)
FD	Figured Depth
FF	Figured Frontage

## **Appendices:**

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### Indiana County Specific Codes

## **Appendix A**

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### Indiana County Parcel Number Structure

## Parcel Number Structure

The Parcel Identification Number (PIN) is a unique combination of property map numbers/letters assigned to each deeded property. The parcel number display format has been standardized for the *Evaluator Services & Technology CAMA™*, GIS, and other functions. The format has been structured to better support sorting and data management.

Following is a table that outlines what type of character (letter or number) is acceptable for each position of the parcel number, and what each position represents as shown by examples in the right column.

DD-MMM-NNN.PPPP-LLL/SS			
<b>District Number</b> (Positions 1 -2) (DD)	01	=	District Number (01 – 25, 27 – 44 )
<b>Separator</b> (Position 3)	-	=	Hyphen
<b>Map Number</b> (Position 4 – 6) (MMM)	002	=	Map Number (001 - 999)
	000	=	Map Number (Minerals)
<b>Separator</b> (Position 7)	-	=	Hyphen
<b>Parcel Number</b> (Position 8 – 10) (NNN)	201	=	Parcel Number (001 – 999)
<b>Separator</b> (Position 11)	.	=	Period
<b>Parcel Number Suffix</b> (Position 12 –15) (PPPP)	00..	=	Parcel Number Suffix (Parent)
	01..	=	Parcel Number Suffix (Split-Off)
	01A.	=	Parcel Number Suffix (Split-Off)
	01A9	=	Parcel Number Suffix (Split-Off)
	01AB	=	Parcel Number Suffix (Split-Off)
<b>Note:</b> A period will be supplied if position 13 – 15 is not filled.			
<b>Separator</b> (Position 16)	-	=	Hyphen
<b>Leasehold Number</b> (Position 17 – 19)	000	=	Surface Parcel
	123	=	Leasehold Number (possibly lot number)
<b>Secondary Card Number</b> (Positions 20 – 22) (SS)	/01	=	Secondary Card Number (01 - 99)
	<b>Note:</b> A slash is required.		

The new parcel number may be entered without zeros or trailing periods. The *CAMA System* will automatically expand the parcel number you enter and find the correct record as long as the “raw” numbers, comma, hyphens, and slash (if a secondary card) are put in the correct position.

Following is an example: Enter: **1-2-201.1** Becomes: **01-002-201.01..-000**

## **Appendix B**

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### Indiana County District Codes

## District Codes and Definitions

CODE	DISTRICT	CODE	DISTRICT
01	ARMAGH BORO	23	INDIANA BORO II
02	ARMSTRONG TWP	24	INDIANA BORO III
03	BANKS TWP	25	INDIANA BORO IV
04	BLACKLICK TWP	27	EAST MAHONING TWP
05	BLAIRSVILLE BORO I	28	NORTH MAHONING TWP
06	BLAIRSVILLE BORO II	29	SOUTH MAHONING TWP
07	BLAIRSVILLE BORO III	30	WEST MAHONING TWP
08	BRUSHVALLEY TWP	31	MARION CENTER BORO
09	BUFFINGTON TWP	32	MONTGOMERY TWP
10	BURRELL TWP	33	PINE TWP
11	CANOE TWP	34	PLUMVILLE BORO
12	CENTER TWP	35	RAYNE TWP
13	CHERRYHILL TWP	36	SALTSBURG BORO
14	CHERRY TREE BORO	37	SHELOCTA BORO
15	CLYMER BORO	38	SMICKSBURG BORO
16	CONEMAUGH TWP	39	WASHINGTON TWP
17	CREEKSIDE BORO	40	EAST WHEATFIELD TWP
18	GLEN CAMPBELL BORO	41	WEST WHEATFIELD TWP
19	GRANT TWP	42	WHITE TWP
20	GREEN TWP	43	YOUNG TWP
21	HOMER CITY BORO	44	ERNEST BORO
22	INDIANA BORO I		

## **Appendix C**

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### Indiana County School District Codes

## School District Codes and Definitions

CODE	SCHOOL DISTRICT	TOWNSHIP OR BOROUGH
1	APOLLO RODGE SD	04 – Blacklick Twp, 43 – Young Twp
2	ARMSTRONG SD	30 – West Mahoning Twp, 38 – Smicksburg Boro
3	BLAIRSVILLE-SALTSBURG SD	04 – Blacklick Twp, 05 – Blairsville Boro I, 06 – Blairsville Boro II, 07 – Blairsville Boro III, 10 – Burrell Twp, 16 – Conemaugh Twp, 36 – Saltsburg Boro, 43 – Young Twp
4	HARMONY SD	14 – Cherry Tree Boro
5	HOMER CENTER SD	12 – Center Twp, 21 – Homer City Boro
6	INDIANA AREA SD	02 – Armstrong Twp, 22 – Indiana Boro I, 23 – Indiana Boro II, 24 – Indiana Boro III, 25 – Indiana Boro IV, 37 – Shelocta Boro, 42 – White Twp
7	MARION CENTER SD	11 – Canoe Twp, 17 – Creekside Boro, 19 – Grant Twp, 27 – East Mahoning Twp, 29 – South Mahoning Twp, 31 – Marion Center Boro, 34 – Plumville, Boro, 35 – Rayne Twp, 39 – Washington Twp, 44 – Ernest Boro
8	PENNS MANOR SD	13 – Cherryhill Twp, 15 – Clymer Boro, 33 – Pine Twp
9	PUNXSUTAWNEY AREA SD	03 – Banks Twp, 11 – Canoe Twp, 28 – North Mahoning Twp
10	PURCHASE LINE AREA SD	18 – Glen Campbell Boro, 20 – Green Twp, 32 – Montgomery Twp
11	UNITED AREA SD	01 – Armagh Boro, 08 – Brushvalley Twp, 09 – Buffington Twp, 40 – East Wheatfield Twp, 41 – West Wheatfield Twp



## **Appendix D**

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### Indiana County Mobile Home Park Codes

## Indiana County Mobile Home Parks

ID	PARCEL NUMBER	MOBILE HOME PARK NAME
1	02-031-200	Hilltop Manor MHP
2	02-006-103	Pleasant View MHP
3	02-006-111.02	Pine Tree MHP
4	02-007-102	Yarnick MHP
5	02-018-109.03A1	Sylvan Acres MHP
6	02-030-117	Northridge Estates-Polo (Has 1 MT)
7	08-014-153	Zellem's MHP
8	09-012-106.02	Gromley's MHP
9	10- 004-154.01	Maple Ave Ext MHP
10	10-004-154.02A	Maple Wood A MHP
11	10-004-154.02A1	Maple Wood B MHP
12	10-005-102	Moreland MHP
13	10-015-122	Santus-Liekert St MHP
14	10-023-100	Santus-Robinson St MHP
15	10-023-274	View Point Communities MHP
16	10-037-305	Bonarrigo Enterprises/Rocky Rd
17	12-047-529	Big Oak Village MHP (Julie Silvis)
18	16-016-138.08A	Weimer MHP (Has 1 MT)
19	27-001-131	East View MHP
20	28-010-122	Groundhog MHP
21	29-004-110	Stoney Flats MHP
22	29-006-118.01	East View MHP - Plumville
23	32-006-133	Hannah's MHP
24	32-002-109.06	Pioneer Lake Outdoor Club
25	33-013-104.05G	Country Meadows MHP
26	35-003-107.01	Alberding MHP
27	39-017-116	Oak Tree MHP
28	40-011-103	Nicewonger MHP
29	40-012-111.15	Hunter's Run Estates

## Mobile Home Park Continued ...

30	41-006-110	Shady Grove MHP
31	42-005-157	Long's MHP
32	42-006-161	North View Estates
33	42-009-150-01	Colonial Court MHP
34	42-016-141.01	Green Valley Estates
35	42-016-135	Tyson Farms MHP
36	42-017-102.03G	Stoneridge Park-Tusan II MHP
37	42-036-206	Marshall Pointe Real Estate
38	43-004-129	Vellesig MHP
39	43-015-107	Clarksburg MHP (Lentz)