



# CHALFONT BOROUGH

40 North Main Street, Chalfont PA 18914

Phone: 215-822-7295 / Fax 215-822-5528

## APPLICATION FOR RESIDENTIAL USE & OCCUPANCY CERTIFICATE

Date: \_\_\_\_\_ Fee: **\$75.00** Check Number: \_\_\_\_\_

Address of property: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Development: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Zoning District: BC CC LI VOC OS/P R1 R2 R3 R4

Water:  Private  Aqua PA

Sewer:  Private  Chalfont/New Britain Joint Sewer Authority

Agent for Seller: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Present Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent for Buyer/Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

New Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

**Fax Number for completed Use & Occupancy Certificate:** \_\_\_\_\_

Will new owner reside at the dwelling unit? \_\_\_\_\_

If NO, provide mailing address of new owner: \_\_\_\_\_

**Will property be utilized as a rental unit?** \_\_\_\_\_

If YES, provide the name(s) of occupants/tenants on page 2.

Property Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

***The Property Contact shall contact Chalfont Borough at 215-822-7295 and schedule the inspection. Most requests for inspections can be accommodated within seventy-two (72) hours notice. Please plan accordingly.***

Settlement Date: \_\_\_\_\_ Title Company: \_\_\_\_\_

Unit Type:

Residential Single Family Detached Dwelling  Residential Single Family Attached/Townhouse

Residential Multi-family/Apartment/Condominium  Other

Chalfont Borough residents are required to pay a 1% earned income tax through Keystones Collections. Information on the EIT Collection can be accessed at [www.chalfontborough.com](http://www.chalfontborough.com). It is the residents' responsibility to notify their employer and provide the PSD Code: 090502

**Applicant shall read and sign the third page of this application and submit the entire application to Chalfont Borough.**



## Residential Occupancy Inspection Checklist

- Smoke detectors are installed and operating on each story, including basement.
- Locks on means of egress doors are readily operable from the inside without the need for keys, special knowledge and/or effort.
- Every window, door, and frame is in sound condition, good repair and weather tight.
- The fire resistance rating of floors, walls, ceilings, and other elements and components including fire doors and smoke barriers are maintained.
- All exterior sidewalks, walkways, stairs, driveways, parking areas and similar spaces are in a proper state of repair.
- All interior stairs and railings are maintained in sound condition and good repair.
- Every exterior and interior stairway having more than four (4) risers and every portion of a stair, landing or balcony greater than thirty inches (30") above grade or floor has applicable handrails and/or guardrails. All handrails and/or guardrails shall have openings no larger than four inches (4").
- The electrical system including service, fusing, circuit breakers, outlets, and wiring shall have no visible or obvious defects which constitute a hazard to the occupants of the space.
- Sump pump shall be installed properly and maintained in a safe working and approved manner. No sump pump shall be connected to the public sewer at any time.
- Temperature/pressure relief valve for hot water heater shall have discharge pipe properly installed. The discharge pipe shall extend to within six inches (6") of the floor without any reduction in the pipe diameter.
- Street address shall be legible and displayed in three inch (3") Arabic characters on the building. If the characters placed on the building are not readable from the street then three inch (3") Arabic characters shall be placed on both sides of the mailbox, if no mailbox is present the three inch (3") Arabic characters shall be placed on a post or sign in a position to be easily readable from the street.

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Applicant Signature

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Date

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**SECOND RE-INSPECTION**

Pursuant to Ordinance No. 335 of Chalfont Borough, a re-inspection fee is required when a second re-inspection and all subsequent re-inspections associated with a Use and Occupancy Certificate Application, are performed. The re-inspection fee is \$25.00 per inspection. Payment must be made prior to or when scheduling the re-inspection. Payment may be mailed to the borough or delivered to the Borough Hall between the hours of (9:00 a.m. and 4:00 p.m.)

Please attach this form to the payment.

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_