



CHALFONT BOROUGH

40 North Main Street, Chalfont, PA 18914

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

Email: info@chalfontborough.com

APPLICATION FOR RESIDENTIAL USE & OCCUPANCY (U&O) CERTIFICATE

Date: _____ Fee: **\$75.00** Check Number: _____ U&O: _____

Address of property: _____ Unit Number: _____

Tax Parcel Number: _____ Development: _____

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

Agent for Seller: _____ Phone: _____

Address: _____ Email: _____

Present Owner: _____ Phone: _____

Agent for Buyer/Tenant: _____ Phone: _____

Address: _____ Email: _____

New Owner: _____ Phone: _____

New Owner's Email Address: _____

Email address for completed U&O 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 U&O 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 (EIT) through Keystones Collections. Information on the EIT Collection can be accessed at www.chalfontborough.com/taxes/. It is the resident's responsibility to notify their employer and provide the PSD Code: 090502

NOTE: Applicant shall read & sign page 3 of this application and submit entire application to Chalfont Borough.

If you have more than one unit, please specify ALL tenants and their unit I.D.

Tenant/Occupant

Unit I.D.

Contact Phone #

Email Address

RESIDENTIAL USE & OCCUPANCY INSPECTION CHECKLIST

For use by property owner as a guide. Checklist will be used by inspector during inspection.

- 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.

Inspector's Signature

Date of Inspection

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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 & 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 Chalfont Borough or delivered to Borough Hall, located at 40 N. Main Street in Chalfont, between the hours of (9:00 AM and 4:00 PM).

Please attach this form to the payment.

Owner Name: _____

Property Address: _____

Email Address: _____