

**GENERAL INFORMATION FOR
USE & OCCUPANCY RESIDENTIAL/COMMERCIAL RESALE**

You are required to complete a Use & Occupancy Application for resale of residential and commercial properties in Pennsburg Borough.

The applicant must complete the following:

- Application: Complete a Use & Occupancy application. The application can be found online at www.pennsburg.us/forms-applications or picked up at the Borough Office during business hours.
- Fee: Submit the required fee as indicated on the Use & Occupancy application. Checks can be made payable to Pennsburg Borough. Residential properties with 3 or more units should submit as a commercial property.
- Inspection: After receipt of a completed application and payment, an inspection can be scheduled with the Borough Office.

Inspection Information:

- Inspections and reinspections are scheduled on Tuesdays and Thursdays during business hours.
- If the property does not pass the initial inspection, the applicant/property owner will be provided with an inspection report that will list the deficiencies. If any of the repairs require a permit, the applicant/property owner will need to fill out the appropriate permit application.
- If the property is being sold as-is and the buyers are managing repairs, a letter from the buyers assuming responsibility must be submitted to the Borough Office before a Conditional U&O will be issued.

Please contact Upper Montgomery Joint Authority at (215) 679-5133 for their requirements.

Trash Certification:

- A trash certification request can be submitted to the Borough Office along with the fee of \$30.00. The Borough of Pennsburg is under a trash contract with Waste Management for all residential units. The trash and recycling assessment is billed on an annual basis, with invoices being mailed to the property owners in January of the service year.
- These certifications are typically requested by the title company.

Local Agency Contact Information:

- Borough Office: (215) 679-4546
- Sewer: Upper Montgomery Joint Authority (215) 679-5133
- Water: The Upper Hanover Authority (215) 679-3129
- Tax Collector: Patricia Ann Baver (215) 679-5977
- Per Capita Tax Collector: Berkheimer (610) 588-0965

RESALE INSPECTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- A working smoke detector must be in every bedroom and on each floor level including basement and accessible attic.
- A carbon monoxide detector is required in a residence with fuel fired appliances or an attached garage.
- Windows cannot be broken or cracked and must be able to open and remain open without bracing. Exterior window caulking must be in good repair.
- Windows lower than 18" from the floor must have guards measuring 36" from the floor with vertical bar spacing not to exceed 4" apart.
- All outlets within (6) feet of a water source must have GFCI (ground fault circuit interrupter) protection.
- All junction boxes, switches and outlets must have covers
- Every habitable living space must have (2) separate outlets.
- Electrical service panel directories must be legibly marked to indicate its purpose.
- Plumbing facilities and fixtures must be provided and in good working order with no leaking pipes or faucets.
- Bathrooms must have a vented window or ceiling fan.
- All light fixtures must be properly secured and have covers.
- Finished basements are required to have two means of egress.
- Dryer vents must be properly installed and vented outside.
- All openings in the basement ceiling leading to the first floor require fire caulk.
- All appliances must be fully operational.
- All stairs with (4) or more risers at any location must have hand rails measuring between 36 and 38 inches high from the stair.
- Guard rails & balusters are needed in finished basements and exterior areas of 30" high or more.
- If residence has gas fire place, a carbon monoxide detector must be installed.
- Doors between garage and living space must be 20-minute fire rated; separation walls must be 20-minute fire rated and ceilings must be one hour fire rated.
- Sump pumps cannot be connected to public sewer line and must be connected to GFCI outlet or single use outlet.
- The interior and exterior property must be maintained in a clean, safe and sanitary condition.
- All exterior wood and exposed woodwork must be free of flaking/peeling paint.
- All properties must have (4) inch numbers on the outside of property in clear view of the street.
- Heater and hot water heater must have blow off valve pipe installed extending to no more than 8" off of ground and must have spigots capped on heater units and expansion tanks.
- Recycling totes and if applicable, garbage totes, must remain with the property. A replacement fee will be charged for any missing totes.
- Code Officers must be accompanied by a responsible adult on all inspections.
- Code Officer is not responsible to open lock boxes and perform inspections without being accompanied by the owner or designated agent.

**APPLICATION FOR USE & OCCUPANCY PERMIT
PENNSBURG BOROUGH**

76 W. 6th Street, Pennsburg, PA 18073 P: 215-679-4546 F: 215-679- 5140
pennsburginfo@pennsburg.us www.pennsburg.us

Date: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____ Email: _____

Property Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone #: _____ Email: _____

Occupancy Type: ☐ Residential (Fee: \$100.00) ☐ Commercial (Fee: \$125.00)

Existing Use: ☐ Owner Occupied ☐ Tenant Occupied ☐ Vacant ☐ Other

Proposed Use: ☐ Owner Occupied ☐ Tenant Occupied ☐ Vacant ☐ Other

Proposed Commercial Use: _____

Settlement Date: _____

Buyer's Name: _____

Buyer's Address: _____

*Use & Occupancy Permit will be forwarded to applicant. If necessary, please specify alternate recipient:

Applicant's Signature: _____ Paid: _____

*All fees must be paid prior to issuance of permit.