

PERKIOMEN TOWNSHIP
MONTGOMERY COUNTY
1 Trappe Road
Collegeville, PA 19426
610-489-4034
610-489-4918 (Fax)

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Property to Be Inspected: _____

Zoning District: _____

Applicant Name (**Signature required on page 2**): _____

Applicant Address: _____

Applicant Phone Number: (_____) _____ - _____

Present Owner: _____

New Owner: _____

Is The New Owner Of This Property Going To Reside There? Y/N _____

If "NO", Please Give Mailing Address of New Owner:

If Property Is to Be Used As a Rental Unit, Give Name Of
Occupant/Tenant: _____

Type of Use: _____

If Changed, List Former Use: _____
Public Private

Sewer: _____ Garbage Disposal: Y/N _____

Water: _____

Name & Phone Number of Person to Contact for Inspection of Property.

Comments: _____

Settlement Date: _____ Title Co.: _____

Fee To Be Submitted W/Application:

Residential - \$ 50.00 Check # _____

Non-Residential - \$100.00 Check # _____

USE AND/OR OCCUPANCY OF A PROPERTY OR TRANSFER OF OWNERSHIP
WITHOUT A CERTIFICATE OF OCCUPANCY CONSTITUTES A VIOLATION OF THE
CODE OF ORDINANCES OF PERKIOMEN TOWNSHIP AND MAY RESULT IN FINES OR
CIVIL PROSECUTION.

OFFICE USE ONLY

Date and Time of Inspection: _____

Permit No.: _____

Resale: _____

Block: _____ *Unit:* _____

Comments: _____

INSPECTIONS

The validity of the Use and Occupancy Certificate is conditioned upon compliance with the Code of Perkiomen Township.

NON-RESIDENTIAL INSPECTIONS: Non-residential properties will be required to be in compliance with the Code of Perkiomen Township and with Commonwealth of Pennsylvania, Department of Labor and Industry.

RESIDENTIAL INSPECTIONS: A township official will perform two (2) inspections (sewer lateral and exterior/interior) for each property to determine compliance with the following list of items, however, additional items may be noted at the time of inspection. Should any of the specifically listed items below not be in compliance or if additional items are noted, the inspector will issue either a "Temporary Use & Occupancy Certificate" or a "Temporary Access Certificate" which shall be signed by the Buyer(s) and returned to Perkiomen Township within fourteen (14) days of the date of the Certificate or before settlement if less than fourteen (14) days. If either a "Temporary Use & Occupancy Certificate" or a "Temporary Access Certificate" is issued with conditions, all work required to obtain a clean "Certificate of Occupancy" shall be completed and the property re-inspected within twelve (12) months of settlement. Please note that a "Temporary Access Certificate" does not allow occupancy of the dwelling except to work on the property to correct indicated violations.

TO BE COMPLETED BY CODE ENFORCEMENT OFFICER:

- 1) _____ **PROPERTY USE IS IN ACCORDANCE WITH ZONING.**
- 2) _____ **FUNCTIONING SMOKE DETECTOR AT EACH LEVEL, INCLUDING THE BASEMENT. (Detectors that are ten (10) or more years of age from manufactured date shall be replaced. The power source shall be equal to or better then detector(s) being replaced)**
- 3) _____ **FUNCTIONING SINKS AND TOILETS.**
- 4) _____ **FUNCTIONING GARBAGE DISPOSAL, IF APPLICABLE.**
- 5) _____ **WORKING FANS IN NON-VENTILATED BATHROOMS.**
- 6) _____ **GRASPABLE HANDRAILS AT ALL STAIRWAYS. (Interior & Exterior)**
- 7) _____ **NO OPENINGS IN CIRCUIT BREAKER BOX. (MUST BE SWITCHES OR BLANKS)**
- 8) _____ **NO VISIBLE OPENINGS IN WALL BOARD.**
- 9) _____ **NO VISIBLE OPENINGS IN EXTERIOR WHICH ALLOW WEATHER TO BREACH THE INTERIOR.**
- 10) _____ **NO VISIBLE EXPOSED UNCAPPED ELECTRIC WIRES, UNCOVERED ELECTRICAL BOXES, UNCOVERED RECEPTACLES, OR UNCOVERED SWITCHES.**
- 11) _____ **SUMP PUMP DISCHARGES TO EXTERIOR OF BUILDING.**
- 12) _____ **BUILDING ADDRESS VISIBLE & LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.**
- 13) _____ **CARBON MONOXIDE DETECTOR PRESENT.**
- 14) _____ **HOT WATER HEATER OR FURNACE, TEMPERATURE & PRESSURE RELIEF VALVE PIPE TERMINATES A MAXIMUM OF SIX (6) INCHES FROM THE FLOOR.**
- 15) _____ **NO DOUBLE CYLINDER LOCKS ON EGRESS DOOR(S). USE OF KEYS OR SPECIAL KNOWLEDGE TO EXIT THE DWELLING PROHIBITED.**
- 16) _____ **VISIBLE WORKING GFCI RECEPTACLES.**
- 17) _____ **SEWER LATERAL APPEARS FREE OF OBSTRUCTIONS, BREAKS, CRACKS, OR ROOTS.**

ADDITIONAL REQUIREMENTS: _____

I HAVE READ THE ABOVE INFORMATION AND AGREE TO ALL TERMS REGARDING INSPECTIONS AND CERTIFICATES. I FURTHER AGREE THAT IF I AM NOT THE OWNER OF THE PROPERTY TO BE INSPECTED, I HAVE BEEN AUTHORIZED BY THE OWNER(S) TO MAKE THIS APPLICATION AS THEIR AUTHORIZED AGENT AND AGREE TO THE TERMS.

Signature of Applicant