

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

76 W. 6<sup>th</sup> 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: \$75.00)  Commercial (Fee: \$100.00)

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.

## **USE & OCCUPANCY RESIDENTIAL/COMMERCIAL RESALE GUIDELINES**

This flyer is to assist you in complying with the codes of the Borough of Pennsburg regulating resale inspections.

You are required to complete a Use & Occupancy Application available at the Pennsburg Borough Office or at [www.pennsburg.us](http://www.pennsburg.us). Call the Borough Office at 215-679-4546, ext. 3 to schedule an inspection.

### **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 to 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.
- 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.

Please contact the Code Enforcement Officer if you have any questions at 215-679-4546.