

**BOROUGH OF EDDYSTONE
CERTIFICATE OF OCCUPANCY APPLICATION**

To be submitted with this completed application:

A NON-REFUNDABLE FEE OF - \$100.00 PER UNIT (Payable to Borough of Eddystone)

REQUIRED FOR RESIDENTIAL RENTAL PROPERTIES ONLY: A completed Residential Rental Operating License Application form (See below Procedure and fee information), and a Residential Rental Property Tenant Notification Form.

Completed by Borough Appropriate agent: Date Received: _____ By: _____

Applicant / Owner Name: _____

Phone # (Day): _____ **Phone # (Nights/Weekends):** _____

Applicant Address: _____

Reason for requesting Certificate of Occupancy:

Sale of Building/Property: _____ Converting from Owner Occupied to Rental: _____

New Building Construction: _____ Existing Building Addition or Alteration: _____

Change in Use: (Add Description) _____

Address of Property: _____

Property Tax Folio / Parcel #: _____ (Located on Real Estate Tax Bill, Example of # is 18 00 00001 00)

Present Description of property: _____

(As described on the Real-estate Tax Bill)

Residential Rental Property: Yes _____ No _____ **Number of Units** _____

For Sale of Building/Property requests

Settlement Date: _____

Buyer: _____ **Seller:** _____

Address: _____ **Address:** _____

Phone#: _____ **Phone#:** _____

Title Company: _____ **Realtor:** _____

Address: _____ **Address:** _____

Phone#: _____ **Phone#:** _____

I authorize the Borough of Eddystone to conduct any inspections necessary. I furthermore agree to hold Eddystone or its agents harmless for any defects or deficiencies not noted or discovered on or within any premises herein described. I understand and acknowledge that no Certificate of Occupancy will be issued if the property does not conform to the provisions of appropriate Borough Ordinances and the PA Labor and Industry Uniform Construction Code, PA Act 45 and amendments, or if any dangerous or other unsafe condition is discovered. I furthermore understand and acknowledge that the issuance of a Certificate of Occupancy shall not prevent the Borough or any authorized representative from requiring the correction of any nonconforming or dangerous or other unsafe condition that is discovered after the issuance of Certificate of Occupancy.

Applicant Signature: _____ **Date:** _____

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PROCEEDURE & FEE INFORMATION

1. For each property, legibly complete and sign the Certificate of Occupancy Application form.
2. Submit the completed and signed application form, with a nonrefundable check or money order in the amount according to the below criterion. All nonrefundable checks shall be made payable to the **Borough of Eddystone**. This application form and check should be submitted at least 20 days prior to settlement for (below Criteria A) or change in tenant (below Criteria C).

Criteria A. New Construction or Resale of property:

- For a Certificate of Occupancy and Inspection for non residential commercial properties, The Fee is \$100.00 dollars for each unit or each 3,000 square feet of area requiring inspection.
- For a Certificate of Occupancy and Inspection for owner occupied single family residential properties, The Fee is \$100.00 dollars.
- For a Certificate of Occupancy and Inspection for Residential Rental/Leased/Let Properties, The Fee is \$100.00 dollars for each unit. Owner must also apply for a Residential Rental Operating License (RROL) by completing the following documents:
 - **Residential Rental Operating License (RROL) Application Form.**
(Additional Fees required)
 - **Residential Rental Property Tenant Notification Form.**
(Notary Signatures required)

Criteria B. Existing Building Additions and Alterations:

- The Certificate of Occupancy and Inspection Fee is \$100.00 dollars for each unit requiring alterations.

Criteria C. New Tenant and Converting from Owner Occupied to Rental (Same Owner):

- For non residential Commercial Properties, No Fee unless Criteria B applies.
 - Residential Rental properties changing or adding new tenants shall complete a new Residential Rental Property Tenant Notification Form (Notary Signatures required). Fees for inspections are captured by the annual RROL Fees.
 - Owners converting residential properties from owner occupied to rental shall follow Criteria A. (Residential Rental/Leased/Let Properties)
3. Upon acceptance of all applications and fees, mutually arrange with the Borough Appropriate Agent(s) a scheduled date and time for property inspection.

RE-INSPECTIONS, as determined by the Boroughs Appropriate Agent(s):

For all required Re-Inspections, applicants are also be required to pay an additional fee as set by resolution by borough council, prior to receiving a Certificate of Occupancy.

Only upon completion of all inspections and the issuance of a Certificate of Occupancy, is a building or dwelling unit permitted to be occupied for above criteria A. or C., unless exempt by the Borough Appropriate Agent(s). Any issued Certificate of Occupancy may be suspended or revoked wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any associated ordinances or regulations or codes. The suspension or revocation shall be in writing by the Boroughs Appropriate Agent(s).