

East Greenville Borough

206 Main Street, East Greenville, PA 18041 (215) 679-5194

www.egreenville.org

Application for Use & Occupancy Permit

Date: _____ Applicant's Name: _____

Applicant's Address: _____

Contact Information: Please provide a phone number and an email address

Phone: _____ Home Cell Business

Email Address: _____

Property Information

Property Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Contact Information (phone/email): _____

Is the Property Currently Vacant (Y/N): _____ If Vacant, Is property on Lock Box (Y/N): _____

If vacant, is permission granted to inspect? _____ Lock Box Combination: _____

Occupancy Type: (check one)

Residential Business Mercantile Assembly Utility Storage Health Care

Educational Institutional High Hazard Number of Units: _____

Existing Use: Owner Occupied Tenant Occupied Vacant Other

Proposed Use: Owner Occupied Tenant Occupied Vacant Other

Is a Change of Occupancy Type Proposed (Y/N): _____ Proposed Occupancy: _____

Settlement Information

Proposed Settlement Date (if known): _____

Buyer's Name and Information (if known): _____

Fees: (check one)

Residential - \$120.00

Commercial - \$200.00 Square Footage

Applicants Signature: _____

Date: _____

Do Not Write Below This Line

Building Code Edition:

Construction Type:

Occupancy Load:

Zoning District:

Use Group/Occupancy Type:

Sprinkler System:

Required (y/n):

Hazard Class:

Fee Paid (Y/N):

Ck #:

Date:

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Application for Use & Occupancy Certificate

Instructions

A Use & Occupancy Certificate is required for resale of all properties within East Greenville Borough.

A Use & Occupancy Certificate is valid for six (6) months from the date it is issued, after which time another inspection is required.

- **COMPLETED APPLICATION:** A completed application is required to be submitted before or at the time of inspection.
- **PROPERTY MAINTENANCE INSPECTION:** An inspection for compliance with the East Greenville Borough Property Maintenance Code is required. See the attached sheet for common inspection requirements. Inspection appointments can be scheduled by calling the Borough office at 215-679-5194.
- **FEE:** The fee, as shown, is payable to the East Greenville Borough with the application.
- **SEWER LATERAL INSPECTION:** A sewer lateral inspection is required. Contact the Upper Montgomery Joint Authority at 215-679-5133 to arrange an inspection of the sewer lateral. Although the sewer lateral inspection does not need to be completed before the Property Maintenance Inspection, East Greenville cannot release the Certificate of Use & Occupancy until verification from UMJA that the sewer lateral inspection has been completed and approved to that agency's satisfaction.
- **SIDEWALK INSPECTION:** The public sidewalk will be inspected for compliance with the East Greenville Borough Sidewalk Inspection procedures. Any deficiencies will be listed on the correction report.

Please Note:

- Inspections and re-inspections are scheduled on weekdays between 8:00 AM and 4:00 PM. Special arrangements are required outside of normal working hours.
- The inside water meter will be read during the Property Maintenance inspection and compared to the outside register. If required, the water meter will be changed. There is no charge for the new meter.
- If the property does not pass the initial inspection, the applicant or property owner will be provided with a correction report that will list the deficiencies that must be corrected. If any of the work to correct the deficiencies requires a permit, a permit application will be included with the correction report.
- If the buyer will be correcting any of the Property Maintenance Code deficiencies found during the inspection, the buyer is required to submit a signed and notarized affidavit (see attached), accepting responsibility for correcting those deficiencies before a Certificate can be issued. If the violation is substantial (i.e. it makes the property unfit for human habitation), then the borough is required to issue a **temporary certificate of access** and the purchaser has 12 months to correct the violation (Act 133). If the violation does **not** make the property unfit for human habitation, then the borough is required to issue a **temporary certificate of occupancy** and the purchaser has 12 months to correct the violation. This 12-month time period can be lengthened but not shortened.

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THIS SUMMARY PROVIDES A CHECKLIST OF THE PROPERTY MAINTENANCE CODE APPLIED DURING INSPECTIONS OF RENTAL UNITS AND PRIOR TO TRANSFER OF OWNERSHIP. THIS IS **NOT** A COMPLETE COPY OF THE CODE TEXT. ADDITIONAL REQUIREMENTS MAY BE REQUIRED AS STATED IN THE PROPERTY MAINTENANCE CODE.

SAFETY AND SANITARY MAINTENANCE

- ❑ All building and structural elements shall be in sound condition and good repair, covered with proper paint, etc. Rain gutters and downspouts must be in good condition where provided. All doors must have the appropriate hardware installed. Basement openings must be protected against the entry of rodents.
- ❑ Handrails are required for stairs/steps with more than four risers.
- ❑ Yards and lots must be free of stagnant water, weeds, grass higher than 10-inches, trash, and junk.
- ❑ No inoperative vehicle or a vehicle without current registration is permitted on any property at any time. A vehicle may not be in a state of major disassembly or in the process of being dismantled unless it is inside a closed structure.
- ❑ Accessory structures shall be maintained in sound condition.
- ❑ Every exterior and interior flight of stairs having more than four risers and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface, which is more than 30 inches above the floor or grade below, shall have guards. Handrails shall not be less than 30 inches (762 mm) nor more than 42 inches high, measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck, ramp, or other walking surface.
- ❑ Windows must be in good condition, without broken panes. Openable windows must be capable of staying open with window hardware.
- ❑ Windows within six (6) feet of the ground level or walking surface below must be equipped with a window sash lock.
- ❑ The owner is responsible for keeping common areas clean. The occupant is responsible to keep the part of the structure they occupy clean and sanitary. The occupant of the structure is responsible to maintain the structure in a rat-free condition except in the case of structural defects. The owner is responsible for extermination of multiple tenant buildings.

SAFETY FROM FIRE

- ❑ A safe, continuous, and unobstructed means of egress shall be provided from the interior of a structure to a public way.
- ❑ All means of egress doors shall be readily openable on the side from which egress is to be made without the need for keys, special knowledge, or effort.
- ❑ Every sleeping room located in a basement in a residential occupancy shall have at least one openable window or exterior door approved for emergency egress or rescue; or shall have access to not less than two approved independent exits.
- ❑ Rubbish, garbage, or other materials shall not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of egress.
- ❑ The fire resistance rating of floors, walls, ceilings, and other elements and components shall be maintained.
- ❑ **Smoke alarms.** Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all the following locations:

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1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level if the lower level is less than one full story below the upper level.

Single or multiple-station smoke alarms shall be installed in other groups in accordance with the *International Fire Code*.

SPACE, USE AND LOCATION

- Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a clear ceiling height of not less than 7 feet.
- Bedrooms must have at least 70 square feet and every living room shall contain at least 120 square feet.
- Kitchens and non-habitable spaces may not be used for sleeping.
- The public sidewalk must be free of obstructions and surface defects.

LIGHT VENTILATION, ELECTRICITY, AND HEAT

- Every habitable room requires a window facing outdoors. Bathrooms and kitchens can have exhaust fans. Bathrooms require an exhaust fan or a window to the exterior.
- All rooms must have at least two separate and remote electrical receptacles. Bathrooms require one electrical receptacle. Any new bathroom receptacle shall have ground fault circuit interrupter protection.
- Public hallways require a minimum of a 60-watt bulb for each 200 square feet. Light is required for stairways, mechanical areas, and exterior stairways.
- A minimum of a 60-amp three-wire, 120/240-volt single-phase electrical service is required. Electrical hazards must be corrected, such as improper wiring, open wire splices, missing junction box covers and cover plates, etc.
- A minimum of 68 degrees is required between October 1st and May 1st.
- Mechanical appliances shall be properly installed and maintained in a safe working condition. All fuel burning appliances and equipment must be connected to an approved chimney or vent. All required clearances to combustible materials shall be maintained and all safety controls must be operational.

KITCHEN, BATHROOM, AND PLUMBING

- Every dwelling unit requires a toilet, bathtub or shower, a lavatory, a kitchen sink, kitchen stove, hot/tempered and cold water. Water should be at least 110 degrees.
- All plumbing fixtures shall be properly connected to the public sanitary sewer system, and be free from leaks and defects, capable of performing the intended functions, sanitary, and have adequate clearances for use and cleaning.
- Water heaters must have a temperature/pressure relief valve. The relief valve discharge must be piped to within 6 inches of the floor, or to a safe location.
- The water system must be free from potential contamination and cross connections.
- Sump pumps and roof drains must not be connected to the sanitary sewer system.