

Borough of Prospect Park
720 Maryland Avenue
Prospect Park, PA 19076
Phone number 610-532-1007 Fax: 610-532-3514
Email: kborchert@prospectparkborough.com

* 48 hours notice for cancellation
Fees apply without notice

USE & OCCUPANCY APPLICATION

Property Address: _____

Owners Name and Address:

Phone/Cell# _____ **Email** _____

Buyer/Business Owner Name, Address & Contact Information:

Phone/Cell# _____ **Email** _____

Settlement /Occupancy Date: _____

(Sale) (Lease)

Use Type: _____ **Single Family Residence** _____ **Apartment(s)**
_____ **Commercial Property** _____ **Duplex**
_____ **Rental** _____ **Other**

Agent Contact Information:

Name _____ **Phone/Cell#** _____ **Email** _____

Office Use Only

Inspection: _____ (circle one)
Date Paid _____ **Amount:** _____ **Check/Money Order/Credit Card** _____

Zoning Official: ***Inspection Appt. Date** _____ **Time** _____

Inspected by: _____

Status: _____

Re-inspection: _____ (circle one)
Date Paid _____ **Amount:** _____ **Check/Money Order/Credit Card** _____

Zoning Official: ***Inspection Appt. Date** _____ **Time** _____

Inspected by: _____

Status: _____

Comments: _____

**BOROUGH OF PROSPECT PARK
720 MARYLAND AVENUE
PROSPECT PARK, PA 19076
610-532-1007 FAX:610-532-3514**

OWNER/APPLICANT _____

RE: DATE: _____

ADDRESS: _____

RE: PROPERTY _____

ORDINANCE #1188

CERTIFICATE OF OCCUPANCY –SALE OF PROPERTY

SATISFACTORY UNSATISFACTORY N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Curbs, sidewalks, driveways, and apron in good repair (all curb, aprons, and Sidewalk must be concrete) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Address numbers three inches minimum height-visible from street |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Gutter, downspouts in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Porches, balconies, decks in good repair with railings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Shrubbery, hedges, trees trimmed, grass not higher than six inches |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Exterior walls & exterior paint in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Property clear of debris |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Fences in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Sump pump- not connected to sanitary line flowing correctly,
On to property- <u>not</u> onto driveway or sidewalk |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Interior of unit properly maintained |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. HVAC, HWH, plumbing systems, fixtures in working condition |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Electrical switches/outlets, GFI's working properly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Hallways, stairways, unobstructed and have appropriate handrails
(stairs over 3-risers) Proper Hall & stair lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. All windows screened, open & close properly, no broken, cracked or missing glass |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Smoke Detectors: each level, bedroom, cooking area, basement. Carbon monoxide in sleeping area, Applicable exit signs, emergency lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Doors, including garage in proper working condition |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Bathrooms properly ventilated |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. More than five apartments/units or commercial businesses are responsible
For their refuse removal |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Parking lots, parking spaces in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. No junked/abandoned vehicles on property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. requires electrical underwriter inspection |

Comments:

Code Enforcement Officer

PROSPECT PARK BOROUGH

USE & OCCUPANCY

CHANGE OF OWNERSHIP FEES

(Sale of Property)

SINGLE FAMILY DWELLING	\$ 110.00
DUPLEX	\$ 160.00
TRIPLEX	\$ 250.00
BUSINESS	\$ 200.00
REINSPECTIONS	SAME AS INTIAL FEE

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Electrical Underwriters Registered in Prospect Park Borough

**Code Inspections, Inc
605 Horsham Road
Horsham, PA 19044**

800-288-2633

**United Inspections
409 S Providence Road
Wallingford, PA 19086
Len Warren**

**610-565-0789
Fax # 610-627-1344**

**Middle Atlantic Electrical Inspections, Inc. 215-322-2626
302 E Pennsylvania Blvd. Fax # 215-364-7921
Feasterville, PA 19053**

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AS-IS CONDITIONAL SALE OF PROPERTY

To the Borough of Prospect Park:

I _____ am purchasing the property at
_____, Prospect Park, PA 19076 in "AS – IS" condition.

I understand **NO OCCUPANCY** is permitted, until all repairs have been completed and property is re-inspected, within a reasonable time period.

A Certificate of Occupancy must be obtained prior to operating a business, leasing or resale of the above-mentioned property.

I will call the Borough Office at 610-532-1007 to apply for any necessary permits and reapply for a clear Certificate of Occupancy.

Signature of Buyer

Signature of Seller

Print Name

Print Name

Street Address

Date

City, State, Zip

Phone

Date