

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

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

Comments:

Code Enforcement Officer

**BOROUGH OF PROSPECT PARK  
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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