

**RICHLANDTOWN BOROUGH**  
125 S. MAIN STREET, PO BOX 455  
RICHLANDTOWN, PA 18955  
Email: [info@richlandtownborough.org](mailto:info@richlandtownborough.org) Phone: 215-538-9290

**APPLICATION FOR RESIDENTIAL USE & OCCUPANCY CERTIFICATE**

Date: \_\_\_\_\_ **Fee: \$125.00** Check Number: \_\_\_\_\_

Address of property: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Development: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Zoning District: RS VC HC

Agent for Seller: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email \_\_\_\_\_

Present Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent for Buyer/Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email \_\_\_\_\_

New Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMAIL for completed Use & Occupancy Certificate:** \_\_\_\_\_

Will new owner reside at the dwelling unit? \_\_\_\_\_

If NO, provide mailing address of new owner: \_\_\_\_\_

**Will property be utilized as a rental unit?** \_\_\_\_\_

If YES, provide the name(s) of occupants/tenants on page 2.

Property Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

Settlement Date: \_\_\_\_\_ Title Company: \_\_\_\_\_

Unit Type:

- Residential Single Family Detached Dwelling       Residential Single Family Attached/Townhouse  
 Residential Multi-family/Apartment/Condominium       Other

**Applicant shall read and sign the third page of this application and submit the entire application to Richlandtown Borough.**

## Residential Occupancy Inspection Checklist

The validity of the Use and Occupancy Certificate is contingent upon compliance with all Richlandtown Borough Ordinances. The property owner is responsible for this compliance.

A. Non-Residential Inspections: Non-residential properties will be required to be in compliance with all Commonwealth of Pennsylvania Labor and Industry Requirements.

B. Residential Inspections: A Borough official will inspect each property relative to compliance with the following items; however, additional items may be noted at the time of inspection. Should any of the specifically listed items not be in compliance, a Certificate **WILL NOT BE ISSUED**, and a new application and fee may be required.

- Smoke detectors are installed and operating on each story, including basement.
- Every window, door, and frame is in sound condition, good repair and weather tight.
- Functioning sinks & toilets, and working fans in non-ventilated bathrooms
- No visible openings in wall boards. No visible openings in exterior which allow weather to breach interior.
- All exterior sidewalks, walkways, stairs, driveways, parking areas and similar spaces are in a proper state of repair.
- Property being used in accordance with Zoning
- Every exterior and interior stairway has applicable handrails and/or guardrails. All handrails and/or guardrails shall have openings no larger than four inches (4").
- The electrical system including service, fusing, circuit breakers, outlets, and wiring shall have no visible or obvious defects which constitute a hazard to the occupants of the space. Ground Faults installed.
- Sump pump shall be installed properly and maintained in a safe working and approved manner.
- Street address shall be legible and displayed in four-inch (4") Horizontal visible in both directions.
- Pool: fenced (if required)

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Applicant Signature

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Date