

Borough of Doylestown
Department of Building and Zoning
Residential Use and Occupancy Certificate Application

Background:

The Borough of Doylestown requires a Use and Occupancy Certificate for all sales and changes of occupancy. Prior to a property being sold, or a landlord getting a new tenant, a new Use and Occupancy Certificate is required. Failure to apply for and receive a U&O can result in citations being filed against owners and tenants with no additional notice required.

Certificate Application Procedure:

- Complete the section of this form marked "Property Information".
- Bring or mail this form to the Building and Zoning Office with the \$50 application fee.
- Schedule an appointment for an inspection. An adult must be present at the time of inspection.
- If everything is compliant, the permit will be issued at the end of the inspection.
- If corrections must be made, you will need to schedule a re-inspection within 30 days of the date of the original inspection (unless you are applying for a Non-Occupancy Certificate)
- Failure to obtain an occupancy certificate or inhabiting a space without an occupancy certificate may subject owner and tenant to citations filed with the court.

Standard Inspection Requirements:

- Property in safe and habitable condition.
- Sidewalks and walkway in good repair
- Exterior of property maintained
- Windows and screens intact
- Grass and weeds cut
- Property address numbers and unit numbers are visible and at least 4 inches high
- No exposed wiring
- Working exhaust fans in bathrooms with no operable windows
- Smoke detectors on each floor and every bedroom
- Inspected and installed fire extinguisher (minimum 5 pound ABC) (Non-owner occupied)
- Electric panel closed and filled with breaker or blanks
- Outlet and switch plate covers in place
- Electric circuits labeled
- Chimney and connections clean and free from cracks
- Wood stoves and fireplaces meet clearances and in good condition
- Fire walls and fire doors between living space and garages
- Handrails on stairs, guards as required on stairs, porches and decks
- No keyed locks (i.e. keyed deadbolts) on inside of egress ways
- Egress windows in operating condition

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PROPERTY INFORMATION:	
Property Address: _____	Unit/Apt: _____
Owner Name: _____	Owner Phone: _____
Owner Address: _____	Owner email: _____
Tenant Name(s): _____	Tenant Phone: _____
Applicant Signature: _____	Date: _____

- Failure to make repairs constitutes a violation of Doylestown Borough Code of Ordinance Chapter 13, Part 701 et al. and or Chapter 5, parts 1-6 and may subject owner and/or tenant to citations.

! Items marked must be repaired or replaced:

<p>General Requirements (301.0 - 308.S)</p> <ul style="list-style-type: none"> D property address/unit ID(s) clearly marked D sidewalks/ walkways D Grass/weeds must be cut to less than 8 inches D exterior building repairs must be made: D stairways require handrail /guard D Waste/Recycling D pool/ spa must have: D Other: <p>Light, Ventilation, Occupancy Limitations (401.0- 404.7)</p> <ul style="list-style-type: none"> D bathroom vent fan must be present and working D lighting in stairwell D clothes dryer exhaust system D number of occupants must not exceed D Other: <p>Plumbing, Mechanical, Electrical (501.0- 607.O)</p> <ul style="list-style-type: none"> D plumbing must be: D gas water heater not properly installed/vented D sump pit cover D heater working and can maintain 65 degrees minimum D chimney/vents/ducts must be cleaned/inspected D fuel supply equipment correctly installed D have heating equipment serviced/cleaned D outlets within 6' of water must be working GFCI type D install outlet in D replace covers and plates D provide screens D maintain 3' clearance from heat generating appliances D other: 	<p>Fire Safety Requirements (701.0 - 704.4)</p> <ul style="list-style-type: none"> D smoke alarm in each bedroom or sleeping space D smoke alarm in common area on each level of home D egress blocked - remove obstruction D remove interior door key locks D alarms must be interconnected <ul style="list-style-type: none"> D fire extinguisher inspected and installed in accessible location D provide fire extinguisher (minimum rating 2A10BC min wt 5lb) D sprinklers inspected D fire alarm system inspected D egress doors no inside key needed D hazardous materials storage D zoning D housekeeping D other inspection necessary D other: D D <p>OTHER ITEMS/ ADDITIONAL NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">1st Inspection Date:</td> <td style="width: 33%;">2nd Inspection Date:</td> <td style="width: 33%;">3rd Inspection Date:</td> </tr> </table>	1 st Inspection Date:	2nd Inspection Date:	3rd Inspection Date:
1 st Inspection Date:	2nd Inspection Date:	3rd Inspection Date:		

D Temporary Occupancy Certificate: Building may be occupied while violations are corrected.	D Temporary Access Certificate: Building shall not be occupied while violations are corrected.
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APPLICATION PROCESSING RECORD (Borough Office Use Only)

Amount Pd:	Date:	Check/Trans No:	Payor:	Received by:
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PERMIT ISSUANCE (Borough Office Use Only)

Date:	Inspector:	Expiration Date: (Non-owner occupied)	Permit No.:
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Keep this form. Once signed it is your Use and Occupancy Permit.