

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:

General Requirements (301.0 – 308.5)

- property address/unit ID(s) clearly marked
- sidewalks/ walkways
- Grass/weeds must be cut to less than 8 inches
- exterior building repairs must be made:
- stairways require handrail /guard
- Waste/Recycling
- pool/ spa must have:
- Other:

Light, Ventilation, Occupancy Limitations (401.0 – 404.7)

- bathroom vent fan must be present and working
- lighting in stairwell
- clothes dryer exhaust system
- number of occupants must not exceed
- Other:

Plumbing, Mechanical, Electrical (501.0 – 607.0)

- plumbing must be:
- gas water heater not properly installed/vented
- sump pit cover
- heater working and can maintain 65 degrees minimum
- chimney/vents/ducts must be cleaned/inspected
- fuel supply equipment correctly installed
- have heating equipment serviced/cleaned
- outlets within 6' of water must be working GFCI type
- install outlet in
- replace covers and plates
- provide screens
- maintain 3' clearance from heat generating appliances
- other:

Fire Safety Requirements (701.0 – 704.4)

- smoke alarm in each bedroom or sleeping space
- smoke alarm in common area on each level of home
- egress blocked – remove obstruction
- remove interior door key locks
- alarms must be interconnected
- fire extinguisher inspected and installed in accessible location
- provide fire extinguisher (minimum rating 2A10BC min wt 5lb)
- sprinklers inspected
- fire alarm system inspected
- egress doors no inside key needed
- hazardous materials storage
- zoning
- housekeeping
- other inspection necessary
- other:
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OTHER ITEMS/ ADDITIONAL NOTES:

1 st Inspection Date:	2nd Inspection Date:	3rd Inspection Date:
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<input type="checkbox"/> Temporary Occupancy Certificate: Building may be occupied while violations are corrected.	<input type="checkbox"/> 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: _____

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.