

# **Borough of Doylestown**

Department of Building and Zoning

## **Residential Use and Occupancy Permit 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 a citation being filed against the landlord and tenant with no additional notice required.

### **Permit Application Procedure:**

- Complete the section of this form marked "Property Information".
- Bring or mail this form to the Building and Zoning Office at 57 W Court Street with the \$50 application fee.
- Schedule an appointment for an inspection. An adult must be present at the time of inspection.
- If everything is in order 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.
- Failure to obtain an occupancy permit or inhabiting a space without an occupancy permit may subject landlord and tenant to citations filed with the court.

### **Standard Inspection Requirements:**

- property in safe and habitable condition
- sidewalks and walkways 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 pounds ABC)
- 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 are in good condition
- firewalls 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 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 landlord 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
- pool/ spa must have:
- Other:

#### Light, Ventilation, Occupancy Limitations (401.0 – 404.7)

- bathroom vent fan must be present and working
- lighting in the stairwell
- clothes dryer exhaust system
- the 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
- replace covers and plates
- remove extension cords
- panel: circuits must be identified/ openings must be covered
- 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 the common area on each level of home
- egress blocked – remove the obstruction
- remove interior door key locks
- alarms must be interconnected
- fire extinguisher inspected and installed in an accessible location
- provide fire extinguisher ( minimum rating 2A10BC min wt 5lb)
- sprinklers inspected
- fire alarm system inspected
- egress doors no inside key needed
- gas water heater grounding
- hazardous materials storage
- zoning
- housekeeping
- other inspections necessary
- carbon monoxide detector
- other:
- other:

#### OTHER ITEMS/ ADDITIONAL NOTES:

1st Inspection Date:	2nd Inspection Date:	3rd Inspection Date:

**Temporary Occupancy Certificate: Building may be occupied while violations are corrected.**
                 
  **Temporary Access Certificate: Building shall not be occupied while violations are corrected.**

### 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:	Permit No:
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**Keep this form. Once signed it is your Use and Occupancy Permit for the above listed tenants.**