

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 10 Doyle 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:					
<p>General Requirements (301.0 – 308.5)</p> <ul style="list-style-type: none"> • 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: <p>Light, Ventilation, Occupancy Limitations (401.0 – 404.7)</p> <ul style="list-style-type: none"> • bathroom vent fan must be present and working • lighting in the stairwell • clothes dryer exhaust system • the number of occupants must not exceed • Other: <p>Plumbing, Mechanical, Electrical (501.0 – 607.0)</p> <ul style="list-style-type: none"> • 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: 	<p>Fire Safety Requirements (701.0 – 704.4)</p> <ul style="list-style-type: none"> • 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: <p>OTHER ITEMS/ ADDITIONAL NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</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:	2 nd Inspection Date:	3 rd Inspection Date:
1 st Inspection Date:	2 nd Inspection Date:	3 rd Inspection Date:			

<p>Temporary Occupancy Certificate: Building may be occupied while violations are corrected.</p>	<p>Temporary Access Certificate: Building shall not be occupied while violations are corrected.</p>
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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:	Permit No:
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