

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 citations being filed against owners and tenants 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 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)
- 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	Unit/Apt:
Address: _____	
Owner Name: _____	Owner Phone: _____
Owner Address: _____	Owner email: _____
Tenant Name(s): _____	Tenant Phone: _____
Applicant	Date: _____
Signature: _____	

- 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 - 308.5)</p> <p><input type="checkbox"/> address/unit ID(s) clearly marked</p> <p><input type="checkbox"/> sidewalks/walkways</p> <p><input type="checkbox"/> Grass/weeds must be cut to less than 8 inches</p> <p><input type="checkbox"/> exterior building repairs must be made</p> <p><input type="checkbox"/> stairways require handrail/wall</p> <p><input type="checkbox"/> Waste/Recycling</p> <p><input type="checkbox"/> pool/spa must have:</p> <p><input type="checkbox"/> Other: _____</p> <p>Light, Ventilation, Occupancy Limitations (401.0-404.7)</p> <p><input type="checkbox"/> bathroom vent fan must be present and working</p> <p><input type="checkbox"/> lighting in stairwell</p> <p><input type="checkbox"/> clothes dryer exhaust system</p> <p><input type="checkbox"/> number of occupants must not exceed</p> <p><input type="checkbox"/> other: _____</p> <p>Plumbing, Mechanical, Electrical (501.0-607.0)</p> <p><input type="checkbox"/> plumbing must be</p> <p><input type="checkbox"/> gas water heater not improperly installed/vented</p> <p><input type="checkbox"/> sump pit cover</p> <p><input type="checkbox"/> heater working and safe, maintain 65 degrees minimum</p> <p><input type="checkbox"/> chimney/vents/ducts must be cleaned/inspected</p> <p><input type="checkbox"/> fuel supply equipment correctly installed</p> <p><input type="checkbox"/> have heating equipment serviced/cleaned</p> <p><input type="checkbox"/> outlets within 6' of water must be working GFCI type</p> <p><input type="checkbox"/> install outlet in</p> <p><input type="checkbox"/> replace covers and plates</p> <p><input type="checkbox"/> provide screens</p> <p><input type="checkbox"/> maintain 3' clearance from heat generating appliances</p> <p><input type="checkbox"/> other: _____</p>	<p>Fire Safety Requirements (701.0- 704.4)</p> <p><input type="checkbox"/> smoke alarm in each bedroom, or sleeping space</p> <p><input type="checkbox"/> smoke alarm in common area on each level of the building</p> <p><input type="checkbox"/> egress locked - remove obstruction</p> <p><input type="checkbox"/> remove interior door key locks</p> <p><input type="checkbox"/> alarms must be interconnected</p> <p><input type="checkbox"/> fire extinguisher inspected and installed in accessible location</p> <p><input type="checkbox"/> provide fire extinguisher (minimum rating 2A100c min wt 5lb)</p> <p><input type="checkbox"/> sprinklers inspected</p> <p><input type="checkbox"/> fire alarm system inspected</p> <p><input type="checkbox"/> egress doors no inside key needed</p> <p><input type="checkbox"/> hazardous materials storage</p> <p><input type="checkbox"/> zoning</p> <p><input type="checkbox"/> housekeeping</p> <p><input type="checkbox"/> other inspection necessary</p> <p><input type="checkbox"/> other: _____</p> <p>OTHER ITEMS/ ADDITIONAL NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p><input checked="" type="checkbox"/> Temporary Occupancy Certificate: Building may be occupied while violations are corrected.</p>	<p><input checked="" type="checkbox"/> 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 Paid:	Date:	Check/Trans No:	Payor:	Received by:
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PERMIT ISSUANCE (Borough Office Use Only)

Water Department Approval: _____ Date: _____

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.