



MOUNT POCONO BOROUGH  
1361 POCONO BLVD., SUITE 100  
MOUNT POCONO, PA 18344  
570-839-8436  
570-839-0981

## **COMMERCIAL RESALE/USE/OCCUPANCY APPLICATION FOR CERTIFICATE**

**ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED**

Resale     Change of Use     Change of Tenant \*Include lease agreement

1. Property Address: \_\_\_\_\_

Unit #: \_\_\_\_\_ (provide if only one unit of a multi-unit building is to be inspected)

2. Property Identification Number (PIN): 1 0 6 3 \_\_\_\_\_

3. Applicants Name: \_\_\_\_\_

Seller/Owner     Agent     Buyer

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Can this phone number receive text messages? \_\_\_\_\_

Email: \_\_\_\_\_

4. Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5. Estimated Sale/Rental Date: \_\_\_\_\_

6. Current Use: \_\_\_\_\_

\*\*For resale, state all uses on property by unit number. Use additional paper if needed.

Group A: Assembly     Group B: Business     Group E: Educational

Group F: Factory/Industrial     Group H: High Hazard     Group I: Institutional

Group M: Mercantile     Group R: Residential     Group S: Storage     Group U: Utility/Misc

7. Proposed Use: \_\_\_\_\_

Group A: Assembly     Group B: Business     Group E: Educational

Group F: Factory/Industrial     Group H: High Hazard     Group I: Institutional

Group M: Mercantile     Group R: Residential     Group S: Storage     Group U: Utility/Misc

8. Total number of units: \_\_\_\_\_ Number of units to be inspected: \_\_\_\_\_

9. Is property/unit vacant? \_\_\_\_\_

10. Is water on? \_\_\_\_\_ Is electricity on? \_\_\_\_\_

\*If water and/or electricity is *not* turned on, applicant will receive Temporary Access Certificate only and will require re-inspection once water and electricity is turned on. Re-inspection fee is \$50

11. Is the property subject to deed restrictions/easements? \_\_\_\_\_

If so, list: \_\_\_\_\_  
\_\_\_\_\_

12. Does the property have private septic or public sewer? \_\_\_\_\_

If septic, date of last inspection/pump: \_\_\_\_\_

***\*Must provide Borough with copy of a certified evaluation of septic system***

If sewer, current EDUs: \_\_\_\_\_ Proposed EDUs: \_\_\_\_\_

**Application must be submitted with a copy of the current Deed and required fee.**

Applicant hereby authorizes members of Borough Boards, staff, and representatives to enter the lands proposed for site inspections.

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

**Signature of Applicant:** \_\_\_\_\_

Date: \_\_\_\_\_

In accordance with Mount Pocono Borough Ordinance No. 7 of 2023, any owner or authorized agent intending to transfer ownership and/or change the occupancy of a residential property must first apply for and receive a "Use and Occupancy Certificate" issued by the Code Enforcement Officer. Applicants must demonstrate compliance with Ordinance No. 7 of 2023 and the Mount Pocono Borough Zoning Ordinance. Upon submission of this application, an inspection will be scheduled. Specific items to be inspected for compliance include, but are not limited to, the following:

NOTE: To avoid additional inspection fees, ensure the following are compliant prior to inspection. This list is not exhaustive, and the inspector may notate additional items found upon inspection.

- Property being used in accordance with the Borough Zoning Ordinance.
- Property address/identification posted properly with required size in accordance with Section [F]502.1 of the 2018 IBC.
- Current and proposed use and occupancy category must be provided in accordance with Chapter 3 of the 2018 IBC.

- No visible exposed and uncapped electric wires or uncovered receptacles.
- GFCI on all receptacles within 6 feet of a water source
- All exterior and interior flights of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guards.
- No unfilled openings in circuit breaker box.
- Current certification of sprinkler system by licensed sprinkler company.
- Fire alarm and monitoring systems tested and functioning.
- All buildings with kitchen ventilation hoods/ansul system must have system certified by licensed installer.
- Means of egress clearly marked and unobstructed with exit signs and emergency lighting.
- No defective pipes or leaks in plumbing system.
- The owner of the property shall supply the Borough with a certified evaluation of the septic system and proof that the tank was pumped or, if the building is connected to the municipal sewage disposal system, current and proposed EDU's must be provided.
- For transfer of commercial/industrial properties undergoing change of use and occupancy, a building permit is required in accordance with the PA UCC prior to occupancy.