



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

**RESIDENTIAL RESALE CERTIFICATE APPLICATION**

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

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

2. CONTACT INFORMATION:

Applicant Name: \_\_\_\_\_

**\*\*Must be the name of the person signing the application**

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

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

3. Type of Dwelling:  Single-Family  Townhome/Condo  Multi-Family

4.  Other: \_\_\_\_\_

Total number of bedrooms: \_\_\_\_\_ Total number of bathrooms: \_\_\_\_\_

5. Is property vacant? \_\_\_\_\_

6. 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.

7. Is the property within a community?  Yes  No If gated, provide access code: \_\_\_\_\_

Community Association Name: \_\_\_\_\_

8. Check one:  Private Septic  Cesspool  Public/Community Sewer

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

**\*Must provide Borough with proof of pumping and professional evaluation of septic system dated within 1 year of the date of the application.**

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

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:** \_\_\_\_\_

**\*\*Must match name of applicant on page 1**

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 does not include all items to be inspected. The inspector may find additional violations that are not listed below.

- 911 Address Sign: House number posted properly with green 911 address sign with white reflective numbers at entrance to driveway. Numbers must be visible from both directions unless within a cul-de-sac.
- Anti-tip device is installed on the stove.
- Outlets/Wiring: No visible exposed and uncapped electric wires or uncovered receptacles/switches.
- GFCI on all receptacles within 6 feet of a water source, outside or in garage. Cannot be connected to lights/fans. Outside outlets must have waterproof covering.
- Graspable handrails: All exterior and interior flights of stairs having more than four risers shall have a continuous graspable handrail on one side of the stair for the entire length. Minimum height: 34" - 38" measured from nose (edge) of tread to top of handrail. Deck rails are not graspable handrails.
- Guardrails: 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 guardrails. Minimum height: 36". Maximum spacing of balusters (spindles or cross bars): 4".
- Electrical Panel: No unfilled openings in electrical panel (circuit breaker box). Must have cover affixed.
- Smoke Detectors: Functioning smoke detectors required at each level, including basements and attics. Existing hard-wired detectors must be maintained and cannot be replaced with battery powered detectors.
- Carbon Monoxide Detectors: Must be placed outside all sleeping areas in dwellings with an attached garage or fuel-burning appliance. CO detectors can be low on the wall.
- Pools: Must be fenced or enclosed meeting the barrier requirements of the current building code.
- Plumbing: Water must be turned on. No defective pipes or leaks in plumbing.
- Sump pump away from house and not hooked up to sewer system.
- Dryer Vent: Must be vented to the outside and must be metal/aluminum, not plastic/vinyl.
- Fire Separation for Attached Garages: must have one layer of ½ inch drywall and a "C" rated door.
- Insulation: Exposed insulation must not have kraft paper showing – cover, remove or flip.
- Automatic Garage Doors: sensors must be in working order.
- Egress Window: Windows in bedroom must open, and be able to remain open, for emergency exit.