

Borough of Mount Penn
 "The Friendly Borough"
 John A. Becker Municipal Building
 200 North Twenty-Fifth Street
 Mount Penn, Reading PA, 19606-2091
 Phone (610)779-5151 / Fax (610)779-5221
 mtpennborough@comcast.net



Code Enforcement Department
 Certificate Number: _____

APPLICATION FOR USE & OCCUPANCY CERTIFICATE

Rev Aug 2021

PART A: TO BE COMPLETED BY OWNER / APPLICANT	
Name of PROPERTY OWNER :	OWNER Address:
Phone No.: _____ Mobile Phone No.: _____	OWNER Email Address: _____
Name of PROPERTY OWNER'S REALTOR :	OWNER'S REALTOR Address:
Phone No.: _____ Mobile Phone No.: _____	OWNER'S REALTOR Email Address: _____
Name of PROSPECTIVE BUYER :	PROSPECTIVE BUYER Address:
Phone No.: _____ Mobile Phone No.: _____	PROSPECTIVE BUYER Email Address: _____
Name of PROSPECTIVE BUYERS REALTOR :	PROSPECTIVE BUYER'S REALTOR Address:
Phone No.: _____ Mobile Phone No.: _____	PROSPECTIVE BUYER'S REALTOR Email Address: _____
Name of TITLE COMPANY :	TITLE COMPANY Address:
Phone No.: _____ Fax No.: _____	TITLE COMPANY Email Address: _____

PROPERTY ADDRESS / LOCATION FOR INSPECTION	
Street Address: _____	Contact Person for Access to Property: _____
Settlement Date: _____ Date Requested for Inspection: _____	Email : _____ Phone : _____
Is this, or will this be a Rental Unit Property? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] If Yes, Rental Unit Permit/License Number: _____	

STATEMENT BY APPLICANT, OWNER, and/or OWNER'S AGENT:

I hereby certify that I am the PROPERTY OWNER/AGENT OF THE PROPERTY OWNER and that I am authorized to make this application, and voluntarily consent to allowing the Borough of Mount Penn Code Enforcement Code Enforcement Officer to enter the above described premises to conduct an inspection including but not limited to Property Maintenance, Zoning, Building, Plumbing, Electrical, Mechanical, and Fire Codes. Further, I/we agree to adhere to all the applicable Borough of Mount Penn requirements and regulations.

Signature of Property Owner/Agent: _____ Date: _____

PAYMENT FOR THESE USE AND OCCUPANCY INSPECTIONS MUST BE SUBMITTED IN ADVANCE OF THE SCHEDULED INSPECTION DATE, please make sure your Realtor and/or your title settlement agent is aware of this requirement and the fees (see below) **PRIOR** to your scheduled settlement date.

30 DAYS OR MORE BEFORE SCHEDULED SETTLEMENT:

Single Family dwelling - \$140.00 Multiple Family Dwelling First Unit \$140.00, Each Additional Unit \$ 40.00 per Unit I & I - \$90.00 per Connection

5 to 29 DAYS OR MORE BEFORE SCHEDULED SETTLEMENT:

Single Family dwelling - \$ 185.00 Multiple Family Dwelling First Unit \$185.00, Each Additional Unit \$ 40.00 per Unit I & I - \$90.00 per Connection

Check No.: _____ Date Paid: _____

PART B: BOROUGH OF MOUNT PENN APPLICATION FOR USE & OCCUPANCY - Violation Report

TO BE COMPLETED BY CODE ENFORCEMENT OFFICER

PROPERTY ADDRESS:

☐ Application Denied for the following:☐ Additional Permits will be required by Borough of Mount Penn

Approved for Access (NO OCCUPANCY) - FOLLOW UP INSPECTION REQUIRED
 Approved to Temporary Occupancy - FOLLOW UP INSPECTION REQUIRED
 Approved for Occupancy

Yes ☐ No ☐
 Yes ☐ No ☐
 Yes ☐ No ☐

Code Enforcement Officer Signature: _____

Date: _____

PART C: TO BE COMPLETED BY SELLER OR BUYER**STATEMENT FROM SELLER OR BUYER AGREEING TO BRING PROPERTY INTO COMPLIANCE WITH THE ABOVE NOTED ITEMS**

Any and all violations, as determined by the Borough of Mount Penn Township Code Enforcement Officer, that affect the habitability of occupancy of the property being inspected shall be corrected prior to the issuance of a Use and Occupancy Permit/Certificate for such property. Other violations not affecting the fitness of the property for habitability or occupancy shall be corrected within the time period as agreed upon and signed below. If the new owner fails to complete the violations before the final date, they could be subject to additional inspection fees, fines and penalties as per the terms of the Borough of Mount Penn Ordinance No. 749 adopted September 27, 2005 Section 8. Violations and Penalties. Any person, firm or corporation who or which shall violate any provision of this Ordinance shall, upon conviction thereof, be sentenced to pay not more than \$100.00, but not more than \$1000.00 and costs of prosecution or, in default of payment of such fine and costs, to undergo imprisonment for not more than thirty (30) days, provided that each day's violation shall constitute a separate offense and notice to the offender shall not be necessary in order to constitute an offense.

Signature: _____

Printed Name: _____

Date: _____

Completion of repairs and follow up inspection shall be scheduled for

Date:

Time:

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<p align="center">Code Enforcement Department</p> <p>Certificate Number: _____</p>

APPLICATION FOR PLUMBING INFILTRATION INSPECTION

Rev Aug 2021

PART A: TO BE COMPLETED BY OWNER / APPLICANT	
PROPERTY ADDRESS / LOCATION FOR INSPECTION	
Street Address: _____ Contact Person for Access to Property: _____ Settlement Date: _____ Date Requested for Inspection: _____ Email: _____ Phone : _____ Check one: Single _____ Semi-Detached _____ Rental Unit _____ If Rental, Number of Units _____ Permit/License Number _____ After purchase will this property be a Rental Unit Property? Yes _____ N _____	
Name of PROPERTY OWNER :	OWNER Address:
Phone No.: _____ Mobile Phone No.: _____	OWNER Email Address:
Name of PROPERTY OWNER'S REALTOR :	OWNER'S REALTOR Address:
Phone No.: _____ Mobile Phone No.: _____	OWNER'S REALTOR Email Address:
Name of PROSPECTIVE BUYER :	PROSPECTIVE BUYER Address:
Phone No.: _____ Mobile Phone No.: _____	PROSPECTIVE BUYER Email Address:
Name of PROSPECTIVE BUYERS REALTOR :	PROSPECTIVE BUYER'S REALTOR Address:
Phone No.: _____ Mobile Phone No.: _____	PROSPECTIVE BUYER'S REALTOR Email Address:
Name of TITLE COMPANY :	TITLE COMPANY Address:
Phone No.: _____ Fax No.: _____	TITLE COMPANY Email Address:
Additional Comments or Concerns:	
STATEMENT BY APPLICANT, OWNER, and/or OWNER'S AGENT: <p>I hereby certify that I am the PROPERTY OWNER/AGENT OF THE PROPERTY OWNER and that I am authorized to make this application, and voluntarily consent to allowing the Borough of Mount Penn Code Enforcement Code Enforcement Officer to enter the above described premises to conduct an inspection including but not limited to Property Maintenance, Zoning, Building, Plumbing, Electrical, Mechanical, and Fire Codes. Further, I/we agree to adhere to all the applicable Borough of Mount Penn requirements and regulations.</p> <p>Signature of Property Owner/Agent: _____ Date: _____</p> <p>Submit this application 30 days before scheduled settlement, along with the required \$90.00 Inspection fee (check made out to Borough of Mount Penn). PAYMENT FOR THIS INSPECTION MUST BE SUMITTED IN ADVANCE OF THE SCHEDULED INSPECTION DATE, please make sure your Realtor of title settlement agent is aware of this requirement.</p> <p>Upon receipt of the Inspection fee and the application, the Plumbing Inspector will make contact to confirm the Inspection Date & Time. The Inspection must be completed & approved prior to settlement. A stamped "Paid" Invoice will be faxed/mailed to the Title Company for the day of Settlement.</p> <p>If this will be a Rental Unit, you MUST CONTACT THE BOROUGH OF MOUNT PENN for additional information regarding the Borough's Rental Unit Licensing and Inspection Program requirements.</p>	