

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 <u>MUST</u> 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 - \$125.00 Multiple Family Dwelling First Unit \$125.00, Each Additional Unit \$ 25.00 per Unit I & I - \$85.00 per Connection	
5 to 29 DAYS OR MORE BEFORE SCHEDULED SETTLEMENT:	
Single Family dwelling - \$ 170.00 Multiple Family Dwelling First Unit \$170.00, Each Additional Unit \$ 25.00 per Unit I & I - \$85.00 per Connection	
Check No.: _____ Date Paid: _____	

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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:	
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: _____
Submit this application 30 days before scheduled settlement, along with the required \$85.00 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.	
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.	
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.	