

**BOROUGH OF FOREST CITY**

535 Main Street

Forest City, PA 18421

(570) 785-3326

**RESIDENTIAL RENTAL UNIT PERMIT APPLICATION**

Date:

**PLEASE PRINT LEGIBLY!**

New application

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Fee: \$60.00 per unit # of Units \_\_\_\_\_

Renewal / Reinspection

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Fee: \$60.00 per unit # of Units \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

NAME:

MAILING ADDRESS

Phone #

EMAIL:

TAX MAP #:

**RENTAL UNIT ADDRESS:**

Forest City, Pa 18421

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**TENANT NAME & PHONE NUMBER:**

Payment must be made to the Borough prior to the inspection. Make check payable to "FC BORO".  
Please writ any additional information on back.

Date received - \_\_\_\_\_

Amount received - \_\_\_\_\_ Check# - \_\_\_\_\_ Borough Official - \_\_\_\_\_

## Rental and Change of Occupancy Check List

Occupancy:    Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Tax ID#: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Inspector: \_\_\_\_\_ Call number for Second Inspection

	P	F		P	F		P	F
Unsafe Equipment 108.1.2			Stairways, Decks, Porches & Balconies 304.10			Rubbish & Garage 308.1		
Dangerous Structures 108.1.5			Handrails & Guards 304.12, 307.1			Infestation (Insects & Rodents) 309.1		
Sidewalks & Driveways 302.3			Operable Windows & Screens 304.13.2 & 304.14			Bathrooms & Toilet Rooms 403.2		
Swimming Pools 303.1, 303.2			Interior Structure, Sanitary Conditions 305.1			Clothes Dryer Exhaust 403.5		
Foundations Walls 304.5			Structural Members 305.2			Electrical Facilities 604.1		
Roofs & Drainage 304.7			Stairs & Walking Surfaces 305.4			Smoke Detectors & Systems 704.1		

**A visual inspection has been made of the above dwelling as stated in this report.  
There are no guarantees or warranties either expressed or implied by this inspection.**

### EXPLANATIONS & OTHER VIOLATIONS OR DISCREPANCIES:

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☐ Second Inspection

☐ Re-Inspection/NOV

### CORRECTIONS TO BE MADE

WITHIN \_\_\_\_\_ DAYS

Any person directly affected by a decision of the code official or notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor or civil infraction.