



Biglerville Borough Council
33 Musselman Avenue
Biglerville, PA 17307
PH: 717-677-9488 / FAX: 717-677-4027
Email: office@biglerville.us / www.biglerville.us

OCCUPANCY PERMIT

Parel No. _____ Date _____

Property to be Inspected: _____ Type: R C I

Applicant Name (*Seller, Agent, Buyer*): _____

Applicant Address: _____

New Owner Name(s): _____

Current Address: _____

Phone Number: _____

Real Estate Agent's Name & Phone: _____

RESIDENTIAL PROPERTY:

Is the new owner intending to reside on the premises? Yes No

If "Yes" Names of all parties residing therein: _____

If "No" Please provide the correct mailing address of the new owner: _____

If the property is to be used as a rental unit, please provide the names of the tenant and all occupants.
MUST USE OUR LANDLORD/TENANT FORM.

COMMERCIAL PROPERTY:

Is the property going to be used as a business? Yes No

Type (Commercial or Industrial): Commercial Industrial

Describe business, business name & number of employees: _____

Sign Information: _____

(Sign Permit will need to be completed also)



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Name of person to contact for inspection: _____

Realty Agency: _____ Realtor: _____

Settlement Date: _____ Title Company: _____

OFFICIAL USE ONLY

FEE TO BE SUBMITTED WITH THE APPLICATION

PLEASE MAKE CHECKS PAYABLE TO BIGLERVILLE BOROUGH

\$50.00 Check No. _____ Date: _____

USE OF OCCUPANCY OF A PROPERTY WITHOUT A CERTIFICATE OF OCCUPANCY CONSTITUTES A VIOLATION OF THE BIGLERVILLE BOROUGH ORDINANCE, ADOPTED NOVEMBER 6, 2001, AND MAY RESULT IN PROSECUTION.

Approved By: _____ Date: _____

Permit Number: _____

RESIDENTIAL USE ONLY

Number of allowable occupants for the listed address is: _____



CERTIFICATE OF OCCUPANCY CHECKLIST- RESIDENTIAL

This list is just a guideline for inspections and is to be used in conjunction with all Biglerville Borough Ordinances.

Exterior

- A. Sidewalks Passed Denied
- B. House Numbers Passed Denied
- C. Peeling Paint Passed Denied
- D. Fence (Pools) Passed Denied
- E. Roof Drainage Passed Denied
- F. Sump Pump Drainage Passed Denied
- G. Handrails Passed Denied
- H. Any Unsafe Conditions _____

Interior

- A. Bathrooms Passed Denied
- B. Handrails Passed Denied
- C. Smoke Detectors Passed Denied
(one on each floor in each bedroom- including attic & basement)
- D. Bedroom 1 _____ Sq. Ft. for _____ people Passed Denied
- E. Bedroom 2 _____ Sq. Ft. for _____ people Passed Denied
- F. Bedroom 3 _____ Sq. Ft. for _____ people Passed Denied
- G. Bedroom 4 _____ Sq. Ft. for _____ people Passed Denied
- H. Bedroom 5 _____ Sq. Ft. for _____ people Passed Denied
- I. Dining Room _____ Sq. Ft. for _____ people Passed Denied
- J. Living Room _____ Sq. Ft. for _____ people Passed Denied
- K. Kitchen _____ Sq. Ft. for _____ people Passed Denied
- L. Any Unsafe Conditions _____

Comments:



CERTIFICATE OF OCCUPANCY CHECKLIST- COMMERCIAL

This list is just a guideline for inspections and is to be used in conjunction with all Biglerville Borough Ordinances.

Exterior

- A. Sidewalks Passed Denied
- B. House Numbers Passed Denied
- C. Peeling Paint Passed Denied
- D. Fence (Pools) Passed Denied
- E. Roof Drainage Passed Denied
- F. Sump Pump Drainage Passed Denied
- G. Handrails Passed Denied
- H. Any Unsafe Conditions _____

Interior

- A. Bathrooms Passed Denied
- B. Handrails Passed Denied
- C. Smoke Detectors Passed Denied

(one on each floor in each bedroom- including attic & basement)

Number of rooms used for business use: _____

Size of each room: _____

Number of rooms used for public use: _____

Size of each room: _____

Unsafe Conditions as listed in Section 306.1: _____

Comments: