

BIGLERVILLE BOROUGH COUNCIL
33 MUSSELMAN AVENUE
BIGLERVILLE, PA 17307
(717) 677-9488 AND FAX NUMBER (717) 677-4027

OCCUPANCY PERMIT

Tax Parcel 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 after purchase: _____

If the property is to be used as a rental unit, please provide 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)? _____

Describe business & number of employees: _____

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OCCUPANCY PERMIT
BIGLERVILLE BOROUGH

Business Owner Name, Address, Phone: _____

Sign Information: _____

Name of the person to contact for inspection of the property: _____

Realty Agency: _____ Realtor: _____

Settlement Date: _____ Title Company: _____

FEE TO BE SUBMITTED WITH THE APPLICATION:

\$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.

Signature of Applicant(s)

Date

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OCCUPANCY PERMIT - RESIDENTIAL USE ONLY
BIGLERVILLE BOROUGH

Name of Buyer: _____

Property Address: _____

Number of allowable occupants for the above listed address is: _____

Approved By: _____ Date: _____

Permit Number: _____

PLEASE MAKE THE CHECK PAYABLE TO BIGLERVILLE BOROUGH COUNCIL

OCCUPANCY PERMIT - COMMERCIAL USE ONLY
BIGLERVILLE BOROUGH

Name of Buyer: _____

Property Address: _____

Approved By: _____ Date: _____

Permit Number: _____

PLEASE MAKE THE CHECK PAYABLE TO BIGLERVILLE BOROUGH COUNCIL

CERTIFICATE OF OCCUPANCY CHECK LIST - RESIDENTIAL

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

1. 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 _____

2. Interior

- A. Bathrooms Passed Denied
- B. Handrails Passed Denied
- C. Smoke Detectors Passed Denied *(one on each floor in each bedroom including attic and basement)*
- D. Bedroom 1 _____ Sq. Ft. for _____ people Passed Denied
- Bedroom 2 _____ Sq. Ft. for _____ people Passed Denied
- Bedroom 3 _____ Sq. Ft. for _____ people Passed Denied
- Bedroom 4 _____ Sq. Ft. for _____ people Passed Denied
- Bedroom 5 _____ Sq. Ft. for _____ people Passed Denied
- E. Living Room _____ Sq. Ft. for _____ people Passed Denied
- F. Dining Room _____ Sq. Ft. for _____ people Passed Denied
- G. Kitchen _____ Sq. Ft. for _____ people Passed Denied
- H. Any unsafe conditions _____

Permit Number: _____

Address Inspected: _____

Comments:

CERTIFICATE OF OCCUPANCY CHECK LIST - COMMERCIAL

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

1. 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 as listed in Section 304.1.1 _____

2. Interior

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

(one on each floor in each bedroom including attic and basement)

C. # of rooms used for business use: _____

size of each room: _____

D. # of rooms used for public use: _____

size of each room: _____

E. Unsafe conditions as listed in Section 306.1.1: _____

Permit Number: _____

Address Inspected: _____

Comments: