

WEST CONSHOHOCKEN BOROUGH

112 FORD STREET

WEST CONSHOHOCKEN, PA 19428

OFFICE 610-828-9747 FAX 610-828-9646

USE AND OCCUPANCY APPLICATION

This application must include a completed Earned Income Tax form. An inspection of the property by the Borough is mandatory. Call the Code Officer to schedule inspection.

Residential Fee - \$75.00 with application with one Re-Inspection. With Current Rental License \$30.00
Commercial Fee - \$150.00 with application with one Re-Inspection
If 2nd Re-inspection is required the fee is \$40.00 and the inspection is required within 30 days.

Date: Settlement Date:

Reason for Application:

- Change of Tenant for Rental, Sale/ Transfer of Ownership, Sale of New Structure

Property Address

Please indicate the present occupancy type. If building is mixed use, mark all appropriate boxes.

- Single Family Dwelling, Twin, Duplex or Multifamily Dwelling, Single Family Rental Unit, Multi-Family Rental Units, Apartment Building - # of Units, Commercial, Office, Light Industrial, Other

For non residential use, please provide a brief description of the proposed activities.

[Blank lines for description]

Present Owner

Names(s): Address: City: State: Zip: Daytime Phone Number

Buyer Information

Names(s): Address: City: State: Zip: Daytime Phone Number

Does the Buyer intend to occupy or reside at the location?  Yes  No

If the answer is No, Complete the change of Tenant/Rental Information.

**FOR RESIDENTIAL USE ONLY**

Tenant # 1  
Name:

Tenant # 2  
Name:

Tenant # 3  
Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone/Cell Phone #

Daytime Phone/Cell Phone #

Daytime Phone/ Cell Phone #

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Address of Employer

Name & Address of Employer

Name & Address of Employer

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**FOR COMMERCIAL USE ONLY**

Tenant Business Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number \_\_\_\_\_

**USE & OCCUPANCY APPLICATION AGREEMENT**

Application is hereby made to West Conshohocken Borough for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of West Conshohocken Borough and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building until a Certificate of Use and Occupancy is issued. I understand that any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Use and Occupancy. I agree to provide with this application the completed Earned Income Tax form.

Owner \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that this application is authorized by the owner of records and that I have been authorized by the owner to make this application as his/her agent.

Agent \_\_\_\_\_ Phone # \_\_\_\_\_ Date: \_\_\_\_\_

# WEST CONSHOHOCKEN BOROUGH

112 Ford Street  
West Conshohocken, PA 19428  
(610) 828-9747 ext.3

## Use & Occupancy Inspection Check List

1. Property must meet current property and maintenance code adopted by the Borough.
2. The street number must be posted in minimum 4" numbers and visible from the street.
3. The property must be maintained in a neat, sanitary and safe condition. This means no discarded materials, (including unlicensed and/or unregistered vehicles) lying around, no standing water, etc.
4. The exterior of the structure must be in good condition, structurally sound and watertight (walls, roofs, porches, decks, etc.). The grade must slope away from the building.
5. All stairs and platforms (landings, decks, etc.) more than 30" above another surface must be protected with guards which will not permit the passage of a sphere more than 4" in diameter. Railing heights for residential structures shall be not less than 36" above the floor or grade for platforms and not less than 34" above the treads on stairs. Guards for commercial uses shall be not less than 42" above grade. All guards must be capable of supporting a sudden impact from a slip or fall.
6. Handrails are required on at least one side where the stairs contain 4 or more risers. Heights shall be no more than 38" and no less than 34". All handrails must be securely fastened. Commercial uses require railings on both sides of stairways.
7. Enclosed accessible space under stairs shall be protected by 1/2" drywall. This includes all areas- walls and underside of stairs.
8. All egress (exit) doors shall be openable without the use of keys. No double cylinder locks.
9. Any attached garage shall be completely separated from the residence by at least 1/2" drywall on the garage side. If there is any habitable space above the garage, that area must be completely from the garage by 5/8" Type X drywall. Any doors leading from the house into the garage must be 1 3/8" solid core wood or steel or 20-minute rated fire doors.
10. No screen doors or doors with windows may be in the opening separating the house and garage.
11. Any carports with more than 2 sides shall comply with the attached garage requirements.
12. Electrical panels shall have a clear space of 36" in front of the panel. All wiring shall be in good condition and panel shall not have any openings where wires, breakers, or fuses have been removed.
13. All junction boxes, switches and receptacles shall have covers.
14. Extension cords shall not be substituted for permanent wiring, placed under rugs or furniture, or run inside walls.

15. 100 amp electrical service required by Borough ordinance.
16. GFCI's shall be located on all kitchen counters, bathrooms, laundries and any source of water within 6'. In lieu of a GFCI for a clothes washer connection, a single plug outlet may be used.
17. Clothes dryers must be vented to the exterior of the residence and have no sharp bends or crimps in the discharge vent duct.
18. At least one smoke detector shall be located on each floor (including basement), within each bedroom and directly adjacent to the bedrooms. Detectors should be 120 volt with battery back-up and interconnected so all sound if one activates. If 120 volt detectors were not installed during construction, battery operated detectors may be utilized.
19. A hard wired carbon monoxide (CO) detector must be located not closer than 15' to a source of combustion (heater, water heater, wood stove, etc.).
20. Grass, weeds and foliage shall be cut to a height of not more than 6". Wild flowers and planted landscape materials are exempt from this requirement.
21. Walls, ceilings and floors shall be free of holes, water damage and mold.
22. All water heaters and boilers shall be equipped with temperature/pressure relief valves including a pipe to direct any discharge from these valves to a point no less than 6" from the floor.
23. Sidewalks may not pose a safety hazard for the public and curbs must be in good condition and not adversely affect the direction of storm water to storm inlets.
24. Written proof or certification that the heating unit for the building, structure or dwelling unit is in good and safe operating condition from a heating inspector.
25. Written proof or certification that the chimney is in good and safe operating condition.



IMPORTANT NOTICE  
EARNED INCOME TAX

Please fill out the following information as a resident of West Conshohocken  
Borough for the Earned Income Tax.

Berkheimer Tax Administrator  
PO Box 904  
Bangor, PA 18013-0904

Taxpayer First Name

Taxpayer Social Security #

Taxpayer Last Name

Suffix

Spouse First Name

Spouse Social Security #

Spouse Last Name

Suffix

Address 1

Address 2

City

State

Zip

Taxpayer Telephone

Municipality - City, Twp, or Boro

School District

Email Address



The information supplied on this form is deemed confidential under the applicable state laws and shall be used by the tax collector  
in accordance and conformity with those state laws.