



West Conshohocken Borough
112 Ford Street
West Conshohocken, PA 19428
(610) 828-9747 Fx (610) 828-9646

USE & OCCUPANCY APPLICATION

This application must include a completed Earned Income Tax form. A Use & Occupancy inspection of the property by the Borough is mandatory. Once the application is received, we will contact you to schedule the inspection.

Fee: Residential \$75.00 with application with one re-inspection
Commercial \$150.00 with application and one re-inspection
\$40.00 for each re-inspection thereafter and due within 30 days

Date: _____ Settlement Date: _____

Property Address: _____

Reason for Application _____ Sale/ Transfer of Ownership
_____ Change of Tenant for Commercial Unit

Property Type: _____ Single Family Dwelling _____ Twin
_____ Commercial _____ Mixed Use
_____ Apartment Building (_____ No of Units)

Sellers Name: _____

Forwarding Address: _____

Phone Number: _____ Email: _____

Agents Name: _____ Phone Number: _____

Buyers Name: _____

Address: _____

Phone Number: _____ Email: _____

Agents Name: _____ Email: _____

Does the Buyer intend to occupy at the location _____ yes _____ no

If Buyer intends to rent the property, a rental application is needed under separate application

Commercial Use Only:

Tenant Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Proposed Use: _____



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This application is hereby made to West Conshohocken Borough for the approval to use and occupy the aforementioned location. 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 Occupancy is issued. I understand that misrepresentation in this application will be grounds for revocation of the application of the Certificate of 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 record

Agent: _____ Date: _____



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EARNED INCOME TAX FORM

Name: _____ SS # _____
Spouses Name: _____ SS # _____
Address: _____
City: _____ St. _____ Zip _____
Phone : _____ Email _____
Municipality _____
School District: _____

Earned Income Tax Information for the Residents of West Conshohocken Borough, Montgomery County

Berkheimer Tax Administrators is the appointed earned income tax administrator for Montgomery County. The appointed Earned Income Tax Administrator, Berkheimer is charged with the duty of collecting the Borough's earned income taxes. This includes collecting the tax, establishing rules to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Above is an Earned Income Tax Registration Form. A completed Registration form will fulfill your registration requirements under the earned income tax rules and regulations adopted by the Borough of West Conshohocken. All residents should complete this form, regardless of your employment status (unemployed, retired) college student, military personnel, or homemaker)

Residents, who work in a jurisdiction where it is not withheld, or are self employed, will have to pay the tax directly to Berkheimer. The completed registration form will be forwarded to Berkheimer Tax Administrators, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

If you have any additional questions, you may contact Berkheimer Tax Administrators (610) 599-3139 or on their website at www.hab-inc.com.

The Borough of West Conshohocken does not keep these records in our files. They are only verified to be received in accordance with the Borough's Ordinances.

WEST CONSHOHOCKEN BOROUGH

112 Ford Street

West Conshohocken, PA 19428

(610) 828-9747 ext.3

U and O 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, 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 four (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. All egress (exit) doors shall be openable without the use of keys. No double cylinder locks.
8. 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 protected 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.
9. No screen doors or doors with windows may be in the opening separating the house and garage.
10. Any carports with more than two (2) sides shall comply with the attached garage requirements.
11. Electrical panels shall have a clear space of 36" in front of the panel. All wiring shall be in good condition and the panel shall not have any openings where wires, breakers, or fuses have been removed.
12. All junction boxes, switches and receptacles shall have covers.

13. Extension cords shall not be substituted for permanent wiring, placed under rugs or furniture, or run inside walls.
14. 100-amp electrical service required by Borough ordinance.
15. 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.
16. Clothes dryer vents must be constructed of metal and vented to the exterior of the residence and have no sharp bends or crimps in the discharge vent duct.
17. At least one smoke detector shall be located on each floor (including basement), within each bedroom. For new construction detectors should be 120 volts with battery back-up and interconnected so all sound if one activates. If 120volt detectors were not installed during construction, battery operated detectors may be utilized.
18. Carbon monoxide alarms in dwelling units shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom. Sleeping.
19. Grass, weeds, and foliage shall be cut to a height of not more than 6". Wildflowers and planted landscape materials are exempt from this requirement.
20. Walls, ceilings and floors shall be free of holes, water damage and mold.
21. 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.
22. Inoperative or unlicensed motor vehicles shall not be parked, kept or stored on the exterior of the *premises*, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.
23. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
24. Passing Heater Inspection certification performed by a third-party contractor.
25. Passing Chimney Inspection certification performed by a third-party contractor.
26. This list is not all inclusive.