



BOROUGH OF POTTSTOWN

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PROPERTY TRANSFER / ZONING CERTIFICATE OF OCCUPANCY APPLICATION

PLEASE ALLOW 3-4 WEEKS FOR APPOINTMENTS

Property Address: _____

1. Owner occupied

Rental property ***All outstanding rental fees are due upon submission of this form.** If property will remain a rental, an administrative rental transfer fee and a registration document is required from the new owner after settlement is complete. For de-registration information, please contact our office.

2. Residential _____ # of units Commercial _____ # of units; total sq. ft. of Commercial Space _____

2 A *OFFICE USE: County Records: Residential # units _____ Commercial # units _____ Sq. Ft. _____

Addressing: Do any units have a different street address? _____ If yes, notify Public Works by email

3. Request to transfer Regular/Conditional Certificate of Occupancy

This option may be utilized for re-sale of the property within 6 months of the date of closing noted in County records. The administrative fee for this privilege is \$50.00, per request to transfer within 6-month time frame.

If a Conditional Use or no Occupancy has been issued:

_____ The Borough form "Letter of Intent" signed by the buyer must be submitted along with this form

_____ The buyer must then complete the inspection process and pay any further inspection fees

- Once a Regular of Occupancy certificate has been issued, a new inspection will not take place

3A *OFFICE USE: County Records sale date _____

Type of U&O issued for previous transaction Regular None* Conditional* **Letter of Intent required with this form*

4. Improvements made by present owner (ie: roof, heating/AC system, electrical, additions, fence, shed, etc.):

4A OFFICE USE: Open Permits? Yes If yes, schedule permit inspection. No

5. After review of County records: Any discrepancy in the number of units or square footage will result in notification to County Assessment and Borough offices for water/sewer/trash services, etc. This will be based on findings.
6. Any unit/property using a house number other than what is currently assigned to the parcel by the County, will be reviewed by the Borough Public Works for compliance with today's addressing.
7. Zoning approval is required if you are changing use, area of use, % of use, of any structure, building or land. It is recommended to gain Zoning approval prior to sale/settlement.

FEES:

SINGLE FAMILY/DUPLEX = \$135.00 per unit APT BUILDING 3-6 UNITS = \$90.00 per unit

APT BUILDING 7 OR MORE UNITS = \$40.00 per unit

COMMERCIAL/INDUSTRIAL /INSTITUTIONAL = \$115.00 each 2,500 square feet and then \$115.00 each additional 2,500 sq. ft or fraction thereof Maximum fee: \$3,000

8.

- Property has a Buyer- Anticipated Settlement Date (*Buyer Information REQUIRED below*) _____
- Property going on market; no buyer at this time.

9. Seller Information

Name(s): _____

Address: _____

Phone: _____

10. Buyer Information

Name(s): _____

Address: _____

Buyer Phone: _____
Do not enter Agent telephone here

- 11.** I certify that the information provided is true and correct to the best of my knowledge and belief; and I have the authority to make this application.
- a. Fees cover 2 on site appointments. A \$100.00 fee will be charged for failure to show at scheduled inspection time.
 - b. Owner/Representative must meet our inspector at the front of the property for inspections.
 - c. An adult (18 and over) must be present during the inspection.

Applicant Signature: _____ Date: _____

Printed Name: _____ Cell Phone #: _____

Applicant email address (*print*) _____

Applicant is: Current Owners New Owners Real Estate Agent Other _____

- Flyers are available on-line to assist you in complying with the codes - "Residential Property Transfer Checklist"
- Re-inspection scheduling, if required, is the responsibility of the property owner.