

Borough of Conshohocken
1 West First Ave., Suite 200
Conshohocken, PA 19428
Phone (610) 828-1092 Fax (610) 828-0920

For Office Use Only	Date Application Received: _____
Receipt # _____	
U & O Fee \$ _____ .00	
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
Land Use Code: _____	
Parcel # 0-500- _____	

USE & OCCUPANCY PERMIT APPLICATION **PERMIT#** _____

SECTION 1. REASON FOR APPLICATION (Check Appropriate Condition)

- Property Sale / Transfer of Ownership Use Group / Occupancy Classification Change
 Property Rental / Change of Tenant
Location of Property: _____ Floor and/or Suite and/or Apt # _____

SECTION 2: OCCUPANCY CLASSIFICATION/USE GROUP INFORMATION. Please indicate the present occupancy type/use group. (If the building is mixed use, list of the appropriate classification/use groups). Single Family Multi-Family Mercantile Business Other _____

- Residential - ____ Unit(s) - Fees: Single Family Dwelling or Multi Family Dwelling = \$75 per unit
 Commercial - Square Ft = _____ - Fees - Commercial = \$300 < 6000 sq ft & \$5 per 100 sq ft > 6000 sq ft

Does the tenant/buyer intend a change in occupancy classification/use group? Yes or No. (If Yes, please provide description of the proposed new use) _____

SECTION 3. PRESENT PROPERTY OWNER
Name(s): _____
Address: _____
City: _____ State: ____ Zip Code: _____
Daytime or Cell Phone #: _____
E-mail _____

SECTION 4. PROPERTY SALE - BUYER (complete EITR form)
Buyer's Name(s): _____
Address: _____
City: _____ State: ____ Zip Code: _____
Daytime or Cell Phone #: _____
E-mail _____

Does the buyer intend to occupy or reside at the location? Yes or No If the answer is Yes, skip Section 5

SECTION 5. PROPERTY RENTAL - CHANGE OF TENANT - TENANT

- (A) Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time a change of tenant occurs in all of the occupancies/use groups listed in Section #2.
(B) Borough Ordinance requires single & multi-family dwelling rental units to be registered with the Borough of Conshohocken. A Rental Property Registration Form can be obtained at the Conshohocken Municipal Building during normal business hours.
(C) Borough Ordinance #8 of 2006 requires dwelling units intended for occupancy by three (3) or more unrelated persons to obtain a special license PRIOR to occupancy. Applications for the required special license may be obtained at the Municipal Building during normal business hours.

FOR RESIDENTIAL TENANT USE ONLY (complete EITR form)

Resident's Name: _____ Resident's Name: _____
Resident's Name: _____ (attach a separate sheet of paper if necessary)

FOR COMMERCIAL TENANT USE ONLY

Business Name: _____
Address: _____ City: _____ State: ____ Zip Code: _____
Contact Person: _____ Title: _____
Daytime or Cell Phone #: _____ E-mail _____

Application is hereby made to the Borough of Conshohocken for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of the Borough of Conshohocken 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 any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Occupancy.

OWNER'S SIGNATURE _____ DATE _____

I hereby certify that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent.
AGENT'S SIGNATURE _____ DATE _____

**Borough of Conshohocken
1 West First Ave., Suite 200
Conshohocken, PA 19428
Phone (610) 828-1092 Fax (610) 828-0920**

RULES, REGULATIONS AND REQUIREMENTS GOVERNING USE AND OCCUPANCY PERMITS

RULES

Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time any of the following occur:

1. Use and occupancy of any building or structure hereafter altered or erected.
2. Change in the use and/or occupancy of any building or structure.
3. Use of land or change of use thereof.
4. Change in use and occupancy of any non-conforming use or extension thereof.
5. Change of tenants in any building or structure.

APPLICATION:

All applications for Use and Occupancy Permits must be completed in ink, signed by the owner or acting agent to comply with all Borough Ordinances.

FEES:

Single family Dwelling = \$75.00

Multi- Family Dwelling = \$75.00 per unit

Commercial = \$300 < 6000 sq ft & \$5 per 100 sq ft > 6000 sq ft

Please note: All fees must be paid prior to the application being processed.

REGULATIONS

Issuance of a Use and Occupancy Permit: No Use and Occupancy Permit shall be issued until all proper Borough Officials have certified that the proposed Use and Occupancy complies with all pertinent Ordinances. In special cases, consideration of the Borough granting a temporary Use and Occupancy Permit will be considered on a case by case basis. Officials determine that an application is in compliance with pertinent Borough Ordinance, it shall be their duty to issue the permit within thirty days of the receipt date on the application.

Refusal of permit: Should it be determined that an application and or the premises is not in compliance with all pertinent Borough Ordinances, it shall be the duty of the proper Borough Officials to refuse the Permit. In such cases it shall be the duty of these Officials to instruct the applicant of the remedial measures to bring the application and or premises into compliance within thirty days of the receipt date on the application.

PLEASE SEE REVERSE SIDE FOR U&O REQUIREMENTS

REQUIREMENTS

The building or structure must comply with the 2006 International Property Maintenance Code, 2006 International Fire Code and all other referenced codes.

The following is a list of common Residential violations -

Note: This is a general list and should be used to help the homeowner prepare for the inspection

RESIDENTIAL INTERIOR

- Smoke detectors are required on every level and in every room used for sleeping.
- Each habitable space shall have the required means of escape.
- All holes in ceiling, walls and floors shall be maintained in good, clean and sanitary condition.
- All windows and screens must be operable and free from any holes, cracked or broken glass.
- All means of egress doors shall be readily operable from the side which egress is to be made without the need for keys, special knowledge or effort.
- All bedroom, closet and bathroom doors shall be able to unlock from the opposite side without the need for keys, special knowledge or effort.
- Every interior flight of stairs having more than four risers shall have handrail on one side of the stair.
- Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets.
- All receptacles in the bathroom, laundry area and installed on the kitchen backsplash shall be GFCI protected.
- A minimum of 60 Ampere three wire electric service is required for a single-family dwelling.
- All openings in panel load center (electrical breaker box) must be covered with approved knock out covers.
- The dryer vent must be a metal transition type and must be vented to the outside of the structure.
- Gas service needs to be bonded with properly size ground wire.
- All gas appliances shall be equipped with shut-off valves within five feet of appliance.
- The water heater and/or boiler - the relief valve discharge pipe needs to extend to within 6" of the floor.
- The water meter shall have meter jumper installed.
- The furnace must be inspected by a registered technician and certified, in writing, as being in sound operable condition.
- The chimney must be inspected by a registered technician and certified, in writing, as being in sound operable condition.
- The emergency shut-off switch for oil burning equipment shall be located at the entrance to the room.
- Any abandoned oil tanks and all piping shall be removed in accordance with the 2006 IFC. **(PERMIT REQUIRED)**

RESIDENTIAL EXTERIOR

- The building shall have approved address numbers placed in a position plainly legible on each unit door. Numbers must be a minimum of 4" in height and a stroke of 1/2". Units must be numbered 1, 2, 3 NOT A, B, C.
- All exterior property and premises shall be maintained in a clean, safe and sanitary condition.
- Every exterior flight of stairs that has four or more risers shall have a handrail on one side of the stair.
- Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipping paint shall be eliminated and surfaces repainted.
- All Exterior walls shall be free from holes, breaks, and loose or rotting materials.
- All down spouts and gutters shall be installed and maintained in good repair.
- The electrical service cable shall be in good operable condition.
- The electrical receptacles located on the outside of the building or in the garage (within 5' from the finished floor) must be GFCI protected.
- Every exterior balcony, porch, landing, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade shall have guards installed. Guardrails and guards shall be securely fastened, and capable of supporting imposed loads.
- All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in proper state of repair, and maintained free from hazardous conditions.
- All buildings and or structures on the property (garages, car ports, sheds, etc) are to be included in the inspection.

Please allow the Borough 5 business days to review your application and schedule an inspection. All violations must be corrected within 30 days of the initial inspection. Please allow two days to schedule a re-inspection. All contractors that make repairs or certifications must be registered with the Borough of Conshohocken.

**Borough of Conshohocken
Earned Income Tax Registration Form**

Your Name: _____ Your Soc.Sec. #: _____

Spouse's Name: _____ Spouse's Soc. Sec. #: _____

New Address: _____ Date of Residency: _____

Please list previous address and resident school district:

Address: _____ City _____ State: _____ Zip: _____

School Dist.: _____

Your Employer: _____ Spouse's Employer: _____

Working Jurisdiction (Twp/Boro/City) _____ Working Jurisdiction (Twp/Boro/City) _____

Is the Earned Income Tax withheld from your pay? _____ From Spouse's Pay? _____

Are you self-employed? _____ Spouse? _____

If you have no earned income, please record the reason why: retired/homemaker/temporarily unemployed/disabled/student/minor (please state age)/other (please specify)

You: _____ Spouse: _____

Your Signature: _____ Date: _____

**Earned Income Tax Information for
Residents of the Borough of Conshohocken**

In Pennsylvania, the General Assembly has empowered political subdivisions of the Commonwealth, at the local level, to levy, assess, and collect certain types of taxes for general revenue purposes. The authority for levying these non-realty taxes was granted to local school districts and municipalities in 1965 through the passage of the Local Tax Enabling Act (LTEA), commonly referred to as 'Act 511'. The rate of earned income tax for the Borough of Conshohocken is one percent (1%) and is levied on gross wages and/or net profits from a business or profession.

Keystone Tax Bureau is the appointed earned income tax administrator for the Borough of Conshohocken. As the appointed earned income tax administrator, Keystone Tax Bureau is charged with the duty of collecting the Borough's 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 Conshohocken. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of your employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Although, if you work in a jurisdiction where it is not withheld, or you are self-employed, you will have to pay the tax directly to Keystone Tax Bureau. Your completed registration form will be forwarded to Keystone Tax Bureau, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

We appreciate your cooperation in completing the registration form. If you have any additional questions, you may contact Keystone Tax Bureau at 610-993-8609.