



**BOROUGH OF CONSHOHOCKEN**  
 400 Fayette Street, Suite 200  
 Conshohocken, PA 19428  
 Phone (610) 828-1092  
 Fax (610) 828-0920

<b>For Office Use Only</b>	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.

**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  
Inspection Checklist

Property Address: \_\_\_\_\_ Suite/ Unit #: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_

Real Estate Certification       Use & Occupancy       Rental

2012 International Property Maintenance Code	Code Section	Pass	Fail	Comments
<b><i>Exterior</i></b>				
Sanitation	302.1			
Grading & Drainage	302.2			
Curb, Sidewalk & Driveway Conditions	302.3			
Weeds & Grass Height (6 Inches)	302.4			
Abandoned Motor Vehicles	302.8			
Swimming Pool Conditions	303.1			
Swimming Pool Enclosure	303.2			
Premises Identification	304.3			
Stairs, Decks & Porches	304.10			
<b><i>Interior</i></b>				
Handrails & Guards	307.1			
Windows & Doors	304.13			
Insect Screens	304.14			
Interior Surfaces	305.3			
Pest Elimination	309.1			
<b><i>Heat, Lighting &amp; Plumbing</i></b>				
Windows	403.1			
Bathroom Vent.	403.2			
Dryer Exhaust	403.5			
Plumbing Systems	504.1			
Plumbing Hazards	504.3			
Water System	505.1			
Heater Cert.	603.1			
Chimney Cert.	603.2			
Electrical Hazards	604.3			
GFCI Receptacles	605.2			
<b><i>Fire Safety Requirements</i></b>				
Sprinkler System Cert.	704.1.1			
Smoke Detectors (Every Level)	704.2.3			
Smoke Detectors	704.2.2			
Carbon Monoxide (Rental Properties)	PA Act 121 of 2013			

Certification to be issued:

See Inspection report for additional comments

Real Estate Certification       Use & Occupancy Permit       Temporary Access Permit  
 Temporary Real Estate Cert.       Temporary Use & Occupancy Permit       Rental License

Settlement Date: \_\_\_\_\_ Follow-up Inspection Date: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Representative Signature: \_\_\_\_\_



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## **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.



# BOROUGH OF CONSHOHOCKEN

## EARNED INCOME TAX REGISTRATION FORM – NEW RESIDENTS

RESIDENT PSD CODE #460401

RETURN FORM TO: 400 Fayette Street, Suite 200, Conshohocken, PA 19428

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

New Address: \_\_\_\_\_ as of: \_\_\_\_\_

Please list previous address and previous school district:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School District: \_\_\_\_\_

Employer: \_\_\_\_\_ Spouse's Employer: \_\_\_\_\_

Earned Income Tax withheld from your pay: yes  no  From Spouse's pay: yes  no

Self-employed: yes  no  Spouse self-employed: yes  no

No earned income: Please indicate reason (homemaker, temporarily unemployed, disabled, student etc; (please specify)

You: \_\_\_\_\_ Spouse: \_\_\_\_\_

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

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

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 (.5%) and is levied on gross wages and/or net profits from a business or profession.

Berkheimer Tax Administrators is the appointed earned income tax administrator for Montgomery County. The appointed earned income tax administrator, Berkheimer Tax Administrators 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 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. Residents, who work in a jurisdiction where it is not withheld, or are self-employed, will have to pay the tax directly to Berkheimer Tax Administrators. 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 at Berkheimer Tax Administrators 610-599-3139, or on their website at [www.hab-inc.com](http://www.hab-inc.com).