



## JENKINTOWN BOROUGH

### Residential Use & Occupancy Required Information

This informational sheet is designed to assist the applicant to properly complete the application for Residential Use & Occupancy Resale.

**Use & Occupancy Certificates are required by Jenkintown Borough for settlement, at no time should you go to settlement without an Occupancy Certificate or a Temporary Occupancy Certificate.** The Borough may issue a Temporary Occupancy Certificate in the case of a non-substantial violation to authorize the buyer to fully utilize or reside in the property while correcting violations pursuant to all applicable laws, ordinances and regulations. Agents should make clients aware of the conditions of a Temporary Occupancy Certificate.

The use or occupancy of a property without a Certificate of Occupancy constitutes a violation of Ordinance #2017-5 and may result in prosecution.

Jenkintown Borough requires that the Residential Use & Occupancy application be submitted at least one month in advance of closing date. Application must be completed in its entirety and accompanied by the required permit application fee. Any applications received by Jenkintown Borough will become null and void after twelve months if no activity has occurred.

The Residential Use & Occupancy Inspection encompasses four areas of compliance; a notarized affidavit of street address and smoke/carbon monoxide detectors, curb and sidewalk compliance, and a videotaping of the sewer lateral at the property, from the house to the main. Any defects observed in these four areas would need to be resolved prior to the issuance of the permanent Use & Occupancy Certificate.

Additionally, the Borough requires a "hold harmless" affidavit, be completed and notarized. This hold harmless must be signed by the seller and the buyer and must be notarized. If the property is bank owned then only the buyer needs to sign the hold harmless letter.

Agents must notify Jenkintown Borough, in writing or on an updated application form, when any information provided to the Borough changes such as prospective buyers and / or agent or seller contact information.

Inspections completed by Jenkintown Borough are inspected at the interest of the Borough only and are in no way to be considered a professional property home inspection.

In addition to hold harmless letter, applicants are required to perform or cause to be performed the following inspections:

- **Smoke/Carbon Monoxide Detectors and Address (house number) Affidavit:**
  - Ordinance #2017-5 states that smoke detectors are required to be installed on each level of the residence including the basement, one in each sleeping area (bedroom) also outside of each sleeping area. In all cases, avoid mounting the detector within one (1) foot of the wall if mounting of the ceiling.
  - Address (house numbers) must comply with the 2012 International Property Maintenance Code, section 304.3 Premises identification. Address numbers must be placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background and shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four (4) inches in height with a minimum stroke width of half (.5) inch.  
The affidavit must be filled out by the applicant and notarized before being submitted to the Borough for review.
- **Inspection of curb and sidewalk at property:**
  - This shall include both frontages if property is a corner property. The standards for inspection and replacement can be found in the Jenkintown Borough Code, Section 156 as well as the standards described in PennDOT's Pub 408.  
To have your curb and sidewalk inspected, please call Borough Hall at (215) 885 – 0700. Any deficiencies will be marked with a white X and a letter on Borough letterhead detailing the concrete deficiencies will be provided to the applicant.
- **Inspection of the sewer lateral at the property from the dwelling to the main:**
  - The Ordinance requires that you provide a video inspection of your sewer lateral from your dwelling (house) to the Borough sewer main. The Applicant is responsible to contract with a Master Plumber to perform this video inspection. Upon completion of the video inspection of the sewer lateral, that video must be submitted to the Borough for review. The Borough Engineer or their designee will conduct a review of the video inspection provided in order to determine if there are any deficiencies or defects with the sewer lateral that could permit inflow and or infiltration, or any other prohibited substance from entering the sanitary sewer system. The Borough Engineer or their designee will also look for blockages of the sewer lateral, such as root and / or plant growth. The overall condition as well as any deficiencies and or defects will be noted on the Borough's lateral inspection form. The Borough Engineer's review will be provided to the Applicant and the Borough. If any repairs or replacement is required due to the sewer lateral being deficient or defective, it will be the responsibility of the Applicant to address the repair to and / or replacement of the sewer lateral. In the case of repairs or replacement, the Applicant will be required to submit for a permit to complete the repair work under the current Borough permit requirements.

At the time the application is filed, the applicant must submit a check in the amount described on Jenkintown's Annual Fee Schedule. The check should be made payable to Jenkintown Borough. All materials listed in these instructions must be attached to the application at the time it is submitted.

**If you have any questions regarding the information required to complete the application, please contact George Locke, Building Code Official, at 215-885-0700 or [glocke@jenkintownboro.com](mailto:glocke@jenkintownboro.com)**



## JENKINTOWN BOROUGH

### Residential Use & Occupancy Application

#### 1. LOCATION OF PROPERTY

Address: \_\_\_\_\_

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

#### 2. IDENTIFICATION

##### CURRENT OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

##### PROSPECTIVE BUYER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

##### REALTOR:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. ZONING INFORMATION:**

Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

- Owner Occupied       Rental (Will require Rental License Application)

**4. REQUIRED INFORMATION:**

In accordance with Ordinance #2017-5, we hereby apply for a Residential Use & Occupancy permit for the above referenced property.

- Curb and Sidewalk Inspection – The applicant understands that it is their responsibility to schedule the inspection with the Borough’s Code Enforcement Department for the inspection of the curb and sidewalk. Please note that 24 hours’ notice must be given for any inspections.
- Smoke/Carbon Monoxide Detectors and Address (house number) Affidavit – The applicant understands that it their responsibility to provide the notarized affidavit to the Borough stating compliance. Exhibit A
- Hold Harmless Letter - The applicant understands that it their responsibility to provide the notarized Hold Harmless affidavit to the Borough. Exhibit B
- Sanitary Sewer Lateral Inspection - The applicant understands that it their responsibility to obtain and provide a sewer lateral inspection video to the Borough for review.

We understand that settlement (transfer of ownership) shall not occur prior to obtaining an Occupancy Certificate or Temporary Occupancy Certificate. The Borough may issue a Temporary Occupancy Certificate in the case of a non-substantial violation to authorize the buyer to fully utilize or reside in the property while correcting violations pursuant to all applicable laws, ordinances and regulations. **The use or occupancy of a property without a Certificate of Occupancy constitutes a violation of Ordinance #2017-5 and may result in prosecution.**

If settlement does not occur within twelve months of the approval date of the certificate, the certificate will be deemed invalid and another certificate will be required.

Current Owner Signature: \_\_\_\_\_

Current Owner Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Prospective Buyer Signature: \_\_\_\_\_

Prospective Buyer Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

**Borough Use Only:**

**Submittal Completeness Checklist – To be completed by Borough Officials**

- 1. \_\_\_\_\_ Residential Use & Occupancy Application Completed
- 2. \_\_\_\_\_ Application Fee Paid
- 3. \_\_\_\_\_ Display of Street Address Numbers & Installation of Smoke and Carbon Monoxide Detectors Affidavit signed and notarized (Original)
- 4. \_\_\_\_\_ Concrete Compliance Replacement Specifications Met
- 5. \_\_\_\_\_ Sewer Lateral Inspection Completed & Repairs Completed
- 6. \_\_\_\_\_ OTHER: \_\_\_\_\_

Departmental Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Code Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Code Official Print Name: \_\_\_\_\_  Approved  Denied

Permit Fee: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

BOROUGH OF JENKINTOWN  
MONTGOMERY COUNTY, PENNSYLVANIA

AFFIDAVIT

**Display of Street Address  
Numbers and  
Installation of Smoke and Carbon  
Monoxide Detectors**

As Required by Ordinance No. 2017-5, Dated May 22, 2017

Jenkintown Borough requires a minimum of four-inch numerals, in compliance with 2012 International Property Maintenance Code Section 304.3, be placed on the street side of a structure and said numerals should be visible from the center of the street.

Operable smoke detectors must be placed on each level and in each bedroom or sleeping area of any dwelling, as required in Section 704 of the International Property Maintenance Code. In dwellings with existing hard wire smoke detector systems not covering all areas, battery powered smoke detectors may be installed. Carbon Monoxide detectors are required; the detector should be installed no further than 40-feet from every sleeping area.

I/We (seller) \_\_\_\_\_ here by certify that the property located at \_\_\_\_\_, Jenkintown Borough, transferred by Me/Us on \_\_\_\_\_, does meet the aforementioned requirements relating to a clearly marked address, smoke detectors, and at least one carbon monoxide detector.

***Any person, firm or corporation violating any provision of this Ordinance shall be guilty of a summary offense and, upon conviction for any such violation by a District Justice, shall pay a fine of not more than \$1,000 or be imprisoned for not more than 30 days, or both. Each day or portion thereof that the violation continues shall constitute a separate offense and shall be punishable by like penalties.***

Sworn to and subscribed before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Seller's Name (PRINT)

\_\_\_\_\_  
Seller's Signature

# HOLD HARMLESS AFFIDAVIT

WE THE BUYERS OF \_\_\_\_\_ ACCEPT THE  
PROPERTY IN "AS IS" CONDITION

WE, THE BUYERS, AGREE TO INDEMNIFY, DEFEND AND HOLD JENKINTOWN BOROUGH AND ALL  
OF ITS AGENTS HARMLESS FROM AND AGAINST ANY LOSS OR LIABILITY RELATING TO OR  
RESULTING FROM OCCUPANCY OR USE OF THIS PROPERTY.

WE THE BUYERS AGREE TO HAVE ALL NECESSARY CERTIFICATIONS AND WORK COMPLETED  
BEFORE OCCUPANCY OF THIS PROPERTY.

**(PLEASE BE SURE THAT THIS HOLD HARMLESS LETTER IS AN ORIGINAL AND A NOTARIZED  
DOCUMENT)**

_____ Seller's Signature	_____ Seller's Name (PRINT)	_____ Date
_____ Buyer's Signature	_____ Buyer's Name (PRINT)	_____ Date

Sworn to and subscribed before me this \_\_\_\_  
Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires \_\_\_\_\_