



JENKINTOWN BOROUGH

Residential Use & Occupancy Checklist

The following requirements must be met before a use & occupancy permit can be issued. The is in accordance with Borough Ordinance No. 2017-5 adopted May 22nd 2017 and the Uniform Construction Code

CURRENT OWNER:

Name: _____
Phone: _____
Email Address: _____

PROSPECTIVE BUYER:

Name: _____
Phone: _____
Email Address: _____

REALTOR:

Name: _____
Company: _____
Phone: _____
Email Address: _____

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: _____

Building Code Official: _____

Date: _____

Application Fee: _____

Date: ____/____/____



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. GENERAL INFORMATION:

In accordance with Ordinance #2017-5, we hereby apply for a Residential Use & Occupancy permit for the above referenced property. We also understand that it is our responsibility to schedule the inspection with the Borough's Code Enforcement Department. Please note that 24 hours' notice must be given for any inspections.

We understand that settlement (transfer of ownership) shall not occur prior to obtaining the Certificate of Use & Occupancy. **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 six 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: _____

**** Applicant please read and sign the following list of requirements**

Borough Use Only:

Departmental Notes: _____

Building Code Official Signature: _____ Date: _____
Building Code Official Print Name: _____ ☐ Approved ☐ Denied

Permit Fee: _____ Payment Type: _____

Receipt Number: _____ Permit Number: _____



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 the Use & 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 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 six (6) months if no activity has occurred.

Agents must make the buyers and sellers aware of all requirements of the Certificate of Occupancy. Agents must also make clients aware of the requirements for a Temporary Occupancy Certificate which will include a “**hold harmless**” letter, see attached. 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.

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 complete and/or inspect:

- A notarized affidavit regarding the location of smoke detectors. 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.

- 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 deficient curb and sidewalk marked, please call Borough Hall at (215) 885 – 0700.
- Inspection of the sewer lateral at the property from the dwelling to the main. Upon completion of the video inspection of the sewer lateral, which is to be submitted to the Borough. The Borough Engineer or his designee will conduct a visit to the property and review 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 deficiencies and or defects will be noted on the Borough's lateral inspection form. The form will be provided to the Owner or agent, and it will be the responsibility of the Owner or Agent to repair and or replace all or a portion of the sewer lateral that was found to be deficient or defective. The Owner or Agent 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

Applicant Signature: _____

Applicant Name Printed: _____ Date: _____

HOLD HARMLESS LETTER

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 _____

FOR RESIDENTIAL PROPERTIES ONLY

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 have
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 _____

**BOROUGH OF JENKINTOWN
MONTGOMERY COUNTY, PENNSYLVANIA**

**Residential Use & Occupancy
Sewer Lateral Inspection**

Date Requested: _____ Date Completed: _____

Address: _____ Jenkintown PA 19046

Permit No.: _____

The sewer lateral at the above mentioned property was inspected by the Borough Engineer from the house to the Borough owned sewer main based on a site visit and review of a video inspection provided by the owner or agent with the following results:

_____ Upon inspection no defects were noted – PASSED

_____ Professional cleaning required before inspection may be performed – PENDING
(Mud/Debris/Solids in lateral)

_____ Upon inspection, repairs/maintenance required by the homeowner – FAILED

_____ Cracked/Broken pipe at _____ (location)

_____ Offset joint(s) at _____ (location)

_____ Root intrusion at _____ (location)

_____ Groundwater infiltration at _____ (location)

_____ Unable to televise – could not get through trap ☐ to house ☐ to street

Comments: _____

Inspection is valid for six (6) months from date of completion.