RESIDENTIAL RENTAL PERMIT APPLICATION

****New registration of property for Rental Use**

Includes all Short-term Rentals (AirBnB, Vrbo, etc.) and
all Accessory Dwelling Units (ADUs) listed as Rentals

Borough of Oxford
PO Box 380, 1 Octoraro Alley, Oxford, PA. 19363
Phone: 610-932-2500 Email: codesadmin@oxfordboro.org Fax: 610-932-8119

2026

**Ordinance Chapter 5 - §5-501 thru 503 – Code Enforcement – Residential Rental*

Date of Application: _____

Rental Street Address: _____

Note: *ADU's MUST be assigned separate mailing addresses*

Property Owner: _____

Owners Mailing Address: _____

Owner Phone #: _____ **Email Address:** _____

Property Maintenance Company (if applicable): _____

Contact/Agent/ Name: _____

Company Mailing Address: _____

Phone #: _____ **Email address:** _____

Unit Type:

_____ **Residential** – Single Family
_____ **Residential** – Twin/Duplex
_____ **Residential** – Multi Family/Apmts.
_____ **Short-Term Rental (STR)** Air BnB, Vrbo, ETC.
_____ **Accessory Dwelling Unit (ADU)** used as rental

Fees:

Yearly Rental/Renewal & Inspections **$125 first Unit + $75.00 each additional unit**

TOTAL NUMBER OF UNITS: _____
Number of Bedrooms per each unit: _____

**All residential rental units must be registered and subject to annual registration and inspections.*
***To Include Short-Term Rentals (aka Air BnB, Vrbo etc.)*
****Bed & Breakfast will be classified as Non-Residential/Commercial Use (Commercial Registrations apply, based on s.f.)*
******ALL newly added Rental Units and new ADU's MUST address:**
Sewage Capacities with the Oxford Area Sewer Authority, (610)932-3493
Water Capacities with Borough Water Department, (610)932-2500 ext. 1305
Parking Requirements as outlined through the Borough of Oxford Ordinances

I certify the above information is true and correct. I understand that all mailings from the Borough of Oxford will be mailed to the address of the owner of the property. Any changes to the information above should be reported to the Borough of Oxford Codes Enforcement Office.

Applicant/Owner Signature: _____

Fees:

Yearly Rental/Renewal & Inspections **$125 first Unit** + **$75.00 each additional unit**

FOR OFFICE USE ONLY:

Issue Date:_____ **Accepted By:**_____

Fee Paid _____ CK#_____ Cash Credit Card

Permit Created in System _____**(Date)**

Date of Inspection: _____ **Boro Inspector:** _____

NOTES:

Borough of Oxford
RESIDENTIAL

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Property_____ **Inspection Date**_____ **Time**_____

Property Owner_____ **Property Management Representative**_____

Located in the Historic District ☐ **Yes** ☐ **No** **Contributing** ☐ **Yes** ☐ **No**

Inspection Type: ☐ **Use and Occupancy** ☐ **Use and Occupancy Re-Inspection**
☐ **Rental** ☐ **Rental Re-Inspection** ☐ **Other**_____

☐ **Corrections Required** ☐ **No Corrections Required**

Exterior

		Corrected
House numbers must be on building in contrasting color	O Pass O Fail	_____
Curbs, sidewalk, walkways and driveways in good condition and clear of obstructions	O Pass O Fail	_____
Exterior walls, fencing, foundation, roof, windows, door frames, trim, etc. must be maintained and in good condition	O Pass O Fail	_____
Property is clear of debris, including but not limited to garbage, appliances illegal and/or inoperable vehicles	O Pass O Fail	_____
Shrubbery, trees and lawn must be trimmed and maintained	O Pass O Fail	_____
Gutters and downspouts are in good condition and direct water away from structure and not on neighbors	O Pass O Fail	_____
All porch and deck handrails and guards are to code.	O Pass O Fail	_____
Exterior doors, garage and storm doors are in proper working order. No keyed deadbolts	O Pass O Fail	_____
Exterior Outlets are GFCI protected	O Pass O Fail	_____
Any accessory structures are in good repair and maintained	O Pass O Fail	_____
Adequate trash removal is provided	O Pass O Fail	_____

Interior - general

Interior walls, floors and ceiling shall be maintained and free of mold and mildew	O Pass O Fail	_____
Smoke detectors installed and working in all hallways, bedrooms and basement (per floor)	O Pass O Fail	_____
CO detector proper install: basement & outside bedrooms. (Any open flame appl in homes, or attached garage)	O Pass O Fail	_____
Stairs with 4 or more steps must have handrails. Stairs and landings 30" or higher must have guards	O Pass O Fail	_____
Handrails on stairs not less than 1 ½" between wall and handrail	O Pass O Fail	_____
Guardrail opening does not exceed 4"	O Pass O Fail	_____
All electric panels certified by 3rd party electrical underwriter. 36" clearance in front.	O Pass O Fail	_____
Electrical wiring is in good condition. Covers on outlets, switches and boxes	O Pass O Fail	_____
Two outlets in each habitable room	O Pass O Fail	_____
All windows must open and close freely with no broken, missing or cracked panes or propped open	O Pass O Fail	_____
All windows must have screens with no tears or holes.	O Pass O Fail	_____
All hallways, stairs & walkways are clear, and paths are continuous and unobstructed.	O Pass O Fail	_____
No evidence of insect or vermin infestation	O Pass O Fail	_____
Hot water supplied/operable	O Pass O Fail	_____
Water shut offs accessible and operable	O Pass O Fail	_____

Kitchen Area

Anti-tip bracket on stove, stove in working condition, exhaust fan working	O Pass O Fail	_____
Fire extinguisher provided and up to date	O Pass O Fail	_____
GFCI outlets within 6 feet of sink	O Pass O Fail	_____
All plumbing is functional	O Pass O Fail	_____
NO bedrooms in living areas/closets/halls – min 70sf w/ 50sf per person sleeping in room	O Pass O Fail	_____
No access to bedrooms through any other sleeping area	O Pass O Fail	_____

Bathroom Area

Exhaust fan or operable window	O Pass O Fail	_____
GFCI outlet within 6 feet of sink	O Pass O Fail	_____
Door has functional lock	O Pass O Fail	_____
All plumbing is functional	O Pass O Fail	_____

Laundry Area

GFCI outlet within 6 feet of water supply	O Pass O Fail	_____
Dryer vent to the outside and clean	O Pass O Fail	_____
Washer drain line – air gap	O Pass O Fail	_____

Basement Area

Sump pump not connected to sewer	O Pass O Fail	_____
Safety valve on hot water tank (Extension pipe 6" from floor)	O Pass O Fail	_____
All plumbing is functional	O Pass O Fail	_____

Additional Notes: _____

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*****All rental inspection corrections must be made BY the specified date assigned by the inspector. *****
Since each inspection is unique and the 2021 codes are extensive, the Code Department reserves the right to require corrections in addition to those listed above but are required by the provisions set forth by all 2021 UCC codes.

Date _____ Inspected By _____

Received By _____ Re-inspection Date _____

Corrections Approved By _____ Date: _____