



RESIDENTIAL RESALE USE & OCCUPANCY APPLICATION COLLEGEVILLE BOROUGH

The Use & Occupancy fee pays for an initial inspection and one (1) follow-up inspection, if necessary. Additional fees will be charged for all subsequent inspections. Fee schedule is available on our website. Permit fees are not refundable. **Check for \$125 payable to Collegeville Borough.**

PLEASE REVIEW THE INSPECTION CHECKLIST ATTACHED

Sale of residential property also requires a Sewer Inspection. Applicant must contact Collegeville-Trappe Municipal Authority at 610 .489.2831 to schedule that inspection. That inspection has a separate fee due to the Authority. *Please note that this inspection does not have to occur first, but that a U&O certificate will not be issued without verification that this CTMA inspection has passed.*

Signature of Applicant to acknowledge above

Date

PROPERTY ADDRESS:

Existing use: ☐ Owner occupied ☐ Rented ☐ Vacant
Proposed use: ☐ Owner occupied ☐ Rental Occupied (rental license req) ☐ Vacant
Finished basement: ☐ Yes ☐ No ☐ Partial
Single Family ☐ Yes ☐ No
APPLICANT: ☐ Realtor for Seller ☐ Property Owner ☐ Realtor for Buyer

Property Owner:

Name:

Address:

Phone # & Email:

Realtor Name & Brokerage:

Phone# & Email:

Buyer Information (Required)

Name:

Phone # & Email:

Settlement Date:

Borough Use Only:

\$ _____

Date received: _____

Parcel ID#: _____

License #: _____

COLLEGEVILLE BOROUGH

610.489.9208 @ info@borough.collegeville-pa.gov

Date of inspection: _____

Address: _____

Interior stairs/handrails	pass ☐	fail ☐	_____
Smoke detectors	pass ☐	fail ☐	_____
Carbon Monoxide detectors	pass ☐	fail ☐	_____
Locking devices on doors	pass ☐	fail ☐	_____
Fire Extinguishers	pass ☐	fail ☐	_____
Req means of egress	pass ☐	fail ☐	_____
Clothes dryer vented	pass ☐	fail ☐	_____
GFI receptacles	pass ☐	fail ☐	_____
House number	pass ☐	fail ☐	_____
Exterior stairs/rails	pass ☐	fail ☐	_____
Accessory structures/fences	pass ☐	fail ☐	_____
Weeds/overgrowth	pass ☐	fail ☐	_____
Trash/debris	pass ☐	fail ☐	_____
Sidewalks/curbs	pass ☐	fail ☐	_____
Driveway/parking	pass ☐	fail ☐	_____

Passed inspection yes ☐ no ☐

Re-inspection required yes ☐ no ☐

Inspector: _____