

Borough of Marcus Hook
1111 Market Street
Marcus Hook, PA 19061
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Borough of Marcus Hook
Use and Occupancy Permit Application

Section 1. Property Information Address: _____ Tax Folio Number: _____ Date of Settlement: _____ ☐ Residential ☐ Commercial ☐ Industrial ☐ Other Is the property a: ☐ New Rental Property ☐ Existing Rental Property <b style="color: red;">If property is being used as a new rental property a sprinkler system is required.
Section 2. Realtor Information Name: _____ Company: _____ Phone: _____ Email: _____
Section 3. Current Owner Information Owner Name: _____ Address: _____ Phone: _____ Email: _____
Section 4. Buyer/New Owner Information Name: _____ Address: _____ Phone: _____ Email: _____
Section 5. Reason for Application ☐ Change of Ownership ☐ Change of Tenancy ☐ Temporary Vacancy ☐ New Construction ☐ Alteration/Addition ☐ Change in Use No new buildings, altered buildings, reconstructed buildings, restored buildings, additions to existing buildings or any change in use of an existing building shall be used or occupied until an occupancy permit has been issued. Commercial Permit Fee is \$150.00, Residential Permit Fee is \$100.00 Reinspection Fee is \$75.00 (We accept cash, check, or credit cards)
FOR OFFICE USE ONLY: Application Received: _____ Fee: _____ Date Paid: _____ Receipt #: _____ Permit Issued: _____ Permit #: _____ Date: _____ Code Enforcement Signature: _____

All sections must be completed in full, and application must be paid in full for application to be processed.