

WEST CONSHOHOCKEN BOROUGH

112 FORD STREET

WEST CONSHOHOCKEN, PA 19428

OFFICE 610-828-9747 FAX 610-828-9646

USE AND OCCUPANCY APPLICATION

This application must be completed in its entirety or it will not be processed.

Residential Fee - \$75.00 with application with one Re-Inspection. With Current Rental License \$30.00
Commercial Fee - \$150.00 with application with one Re-Inspection
If 2nd Re-inspection is required the fee is \$40.00 and the inspection is required within 30 days.

Date: Settlement Date:

Reason for Application:

- Change of Tenant for Rental, Sale/ Transfer of Ownership, Sale of New Structure

Property Address

Please indicate the present occupancy type. If building is mixed use, mark all appropriate boxes.

- Single Family Dwelling, Twin, Duplex or Multifamily Dwelling, Single Family Rental Unit, Multi-Family Rental Units, Apartment Building - # of Units, Commercial, Office, Light Industrial, Other

For non residential use, please provide a brief description of the proposed activities.

Blank lines for description of proposed activities

Present Owner

Names(s): Address: City: State: Zip: Daytime Phone Number

Buyer Information

Names(s): Address: City: State: Zip: Daytime Phone Number

Does the Buyer intend to occupy or reside at the location? Yes No

If the answer is No, Complete the change of Change of Tenant/Rental Information.

FOR RESIDENTIAL USE ONLY

Tenant # 1
Name:

Tenant # 2
Name:

Tenant # 3
Name:

Daytime Phone/Cell Phone #

Daytime Phone/Cell Phone #

Daytime Phone/ Cell Phone #

Name & Address of Employer

Name & Address of Employer

Name & Address of Employer

FOR COMMERCIAL USE ONLY

Tenant Business Name _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone Number _____

USE & OCCUPANCY APPLICATION AGREEMENT

Application is hereby made to West Conshohocken Borough for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of West Conshohocken Borough and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building until a Certificate of Use and Occupancy is issued. I understand that any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Use and Occupancy. I agree to provide with this application the completed Earned Income Tax form.

Owner _____

Date: _____

I hereby certify that this application is authorized by the owner of records and that I have been authorized by the owner to make this application as his/her agent.

Agent _____ Phone # _____ Date: _____