Borough of Narberth

USE and OCCUPANCY

FOR BOROUGH USE ONLY

☐ Temporary
☐ Final

U&O #: 20 ☐☐-☐☐☐

Parcel ID: 12-00-☐☐☐☐☐-☐☐-☐

INFORMATION

The Borough of Narberth requires a Certificate of Use and Occupancy at the time of sale of any property within the borough. As defined by Ordinance No. 762 and No. 843, the Borough requires (1) Sidewalk & Curb Inspection; (2) Payment of $200.00 application and inspection fee; and (3) Smoke/CO Detector, Tank, and Address Affidavit. Please complete Parts 1-3 of this form, attach a check for $200.00, and submit it to: **Borough of Narberth, 100 Conway Avenue, Narberth, PA 19072**.

Once the application has been submitted, the Borough will conduct an inspection of curbs and sidewalk located at the property. A curb and sidewalk inspection report will be generated by the Borough, and will be forwarded to the property owner. Any and all repairs to curbs and sidewalks must be completed prior to the Certificate of Use & Occupancy being issued.

APPLICATION CHECKLIST

The Use & Occupancy Certificate will only be issued if all parts are completed!

- ☐ PART 1. PROPERTY INFORMATION
- ☐ PART 2. APPLICATION & INSPECTION FEE
- ☐ PART 3. SMOKE/CO DETECTOR, TANK, & ADDRESS AFFIDAVIT

PART 1. PROPERTY INFORMATION

Property Address: _____ (Street), Narberth, PA

_____ Date of Application

Present Use of Property: _____

Owner Name: _____ Ph. _____

Owner Address: _____ email: _____
(If different) Street City St Zip

Name of Applicant: _____ Relationship to Owner: _____
(If different than Owner)

Ph. _____ email: _____

Settlement Date _____ Settlement Office: _____

Address: _____ Ph. _____
Street City St Zip

Buyer Name: _____ Ph. _____

Buyer Address: _____ email: _____
Street City St Zip

PART 2. APPLICATION and INSPECTION FEE

An application and inspection fee is required, and must be submitted along with this application. *Please make checks payable to: Borough of Narberth*

Fee Due: $200.00

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Check #: _____

Date Paid: _____

Rec'd. By: _____

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PART 3. SMOKE/CO DETECTOR, TANKS, and ADDRESS AFFIDAVIT

I/We, _____ , the current owners of the property located at _____ Narberth Borough, Montgomery County, Pennsylvania, Hereby certify:

(a) There are operating smoke/CO detectors or an operational smoke/CO detection system on every level of the building(s) on the property described herein, and that this system complies with the Narberth Borough Fire Code;

(b) All tanks that are leaking, or tanks that have been abandoned for more than one year have been removed from this property, per the requirements defined by Narberth Borough Fire Code Ordinance No. 843; and

(c) The property street number has been posted with minimum three (3) inch numbers at a location where they can be seen clearly from the street on which the property is located.

ATTEST

Owner 1: _____ Date: _____
Print Name Signature

Owner 2: _____ Date: _____
(If needed) Print Name Signature

Owner 3: _____ Date: _____
(If needed) Print Name Signature

COMMONWEALTH of PENNSYLVANIA, COUNTY of _____: Subscribed and sworn to before me this _____ day of _____, 20____.

_____ Notary Public

- - - - REMAINING SECTIONS TO BE COMPLETED BY BOROUGH - - - - REMAINING SECTIONS TO BE COMPLETED BY BOROUGH - - -

CERTIFICATE of USE and OCCUPANCY

Permission is hereby granted to _____ of _____ to use and occupy the building situated at _____ Narberth, PA as a _____.

The building was peviously used as _____. The number of dwellings that may be accomodated in the several stories is: _____.

Date: _____ Signed: _____ Zoning Officer (seal)