

**Trappe Borough**

525 West Main Street Trappe, PA 19426



*Application for a*

# **USE & OCCUPANCY PERMIT FOR SINGLE-FAMILY DWELLINGS**

Questions? Please contact  
Trappe Borough  
at 610-489-7181.



## **DIRECTIONS, QUESTIONS & ANSWERS**

### **USE & OCCUPANCY PERMIT FOR SINGLE-FAMILY DWELLINGS**

1. Complete the Use & Occupancy Permit Application Form.
2. Pay the required permit fee.
3. Submit items #1 to #2 to the Borough.
4. Contact the Collegeville-Trappe Joint Public Works Department at (610) 489-2831 to schedule a sewer inspection. A Sewer Use & Occupancy permit from Public Works must be obtained before the Borough can issue a Use & Occupancy permit for the dwelling.

#### **Q: I submitted a permit application. What happens next?**

**A:** You must contact the Collegeville-Trappe Joint Public Works Department at (610) 489-2831 to schedule a sewer inspection. Once the Public Works Department has issued a Sewer Use & Occupancy, contact Borough Hall at (610) 489-7181 to schedule a Use & Occupancy permit inspection for the dwelling or structure.

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#### **Q: Once I have a Sewer Use & Occupancy permit, how long will it take to get a Use & Occupancy permit?**

**A:** We recommend that you budget approximately 14 days to conduct the inspection and to receive permit. If a property does not meet current building codes, a re-inspection may be required, and this will most likely delay the issuance of the permit.

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#### **Q: How do I schedule an inspection?**

**A:** Contact the Borough at 610-489-7181. Inspection appointments are available between 1:00 and 4:00 pm on Monday. It is strongly recommended that you schedule your inspection three or more days in advance, so please plan accordingly.

# Trappe Borough

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## USE & OCCUPANCY PERMIT FOR SINGLE-FAMILY DWELLINGS APPLICATION FORM

### Property Owner Information

NAME OF SELLER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Property Information

PROPERTY ADDRESS: \_\_\_\_\_

EXISTING USE:  OWNER-OCCUPIED

RENTER-OCCUPIED

PROPOSED USE:  OWNER-OCCUPIED

RENTER-OCCUPIED

### Settlement Information

NAME OF BUYER: \_\_\_\_\_

DATE OF SETTLEMENT: \_\_\_\_\_

REALTOR: \_\_\_\_\_

REALTOR COMPANY: \_\_\_\_\_

REALTOR PHONE & FAX: \_\_\_\_\_

LOCK BOX NUMBER: \_\_\_\_\_

# Trappe Borough

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## Some Basic Information

water service: public on-lot  
sewer service: public on-lot

Is the dwelling presently vacant?      yes    no

Is there a finished basement?            yes    no

If the basement is finished, does this  
possess code-compliant egress?        yes    no

Is a bedroom located in the basement?    yes    no

If a bedroom is located in the basement,  
is egress provided from this bedroom to  
the exterior of the home?                yes    no

## Some Notes

- The applicant avers the dwelling will meet applicable building codes and other ordinances and regulations.
- There is a \$50 fine for Sellers, Buyers and/or Agents who fail to show for a scheduled inspection, or who prematurely schedule and inspection.

## Plans, Documents, Specifications and Materials

Please note:

- The attached Check List for Resale Inspection is for your use. Please ensure that all items on this check list are addressed prior to the Borough's inspection. If any of the items on the check list are not satisfactorily addressed, a re-inspection may be required, and this may delay the issuance of a Use & Occupancy permit.

## Permit Fee

BOROUGH U&O PERMIT FEE            \$        85.00

- \* This fee includes the initial inspection and one (1) follow-up inspection only. For each inspection thereafter the applicant shall pay a \$40.00 fee.
- \* Please make checks payable to Trappe Borough.

## FOR BOROUGH USE ONLY

TPN:

ZD:

cash or check no:

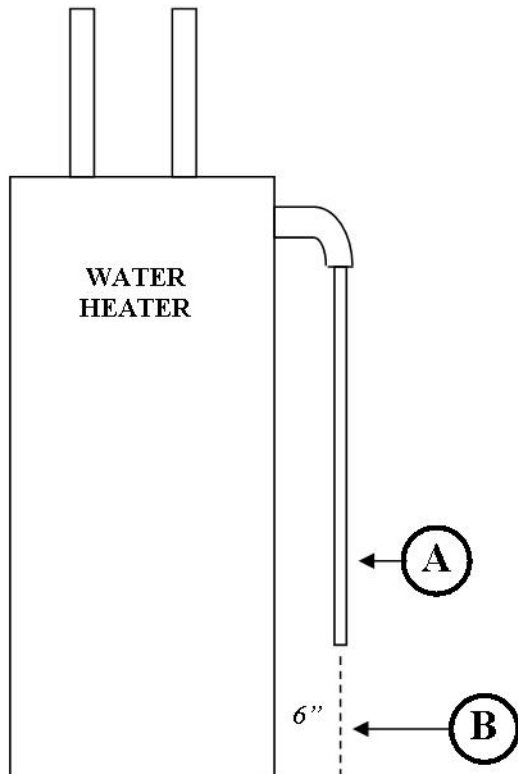


## CHECK LIST FOR RESALE INSPECTION

*The attached Check List for Resale Inspection is for your use. Please ensure that all items on this check list are addressed prior to the Borough's inspection. If any of the items on the check list are not satisfactorily addressed, a re-inspection may be required, and this may delay the issuance of a Use & Occupancy permit.*

- Smoke detector on each floor level and every bedroom.
- Street numbers must be visible and reflective (3" minimum numerals).
- Sump pump must not discharge into sewer, street, neighboring properties or sidewalks (to be inspected by Public Works).
- All kitchens, bathrooms, powder rooms, laundry rooms, garages, accessory buildings and outside outlets, or any outlets within six feet of a water source, must be supplied with a ground fault receptacle.
- Electrical service, boxes and fixtures must be secure and covered.
- Gas ranges must be supplied with shutoff valves installed behind the range.
- Electrical ranges must have an outlet installed at the rear of the range (detachable line).
- Interior and exterior stairways with more than three steps require a handrail along the entire length of the stairway along one side of the stairs.
- Garage walls and ceilings adjoining living space require a one-hour fire rating. A fire door and frame are required where leading into the house.
- Screen doors are not permitted between a residence and attached garage.
- All broken window panes in the house or garage must be replaced.
- Swimming pools require a four (4') foot fence enclosure, and alarm is required on any door from house with direct access to pool area.
- Double cylinder deadbolt locks are not permitted on doors.
- The recycling container is part of the property and must for the new owner.
- The property must be in clean, safe and sanitary condition.
- Hot water heat relief valve discharge and hot water boiler (heater) – please refer to the attached information.
- Enclosed areas under stairs must be fire rated.
- Any basement utilized as sleeping quarters must have a means of emergency egress within the sleeping area.

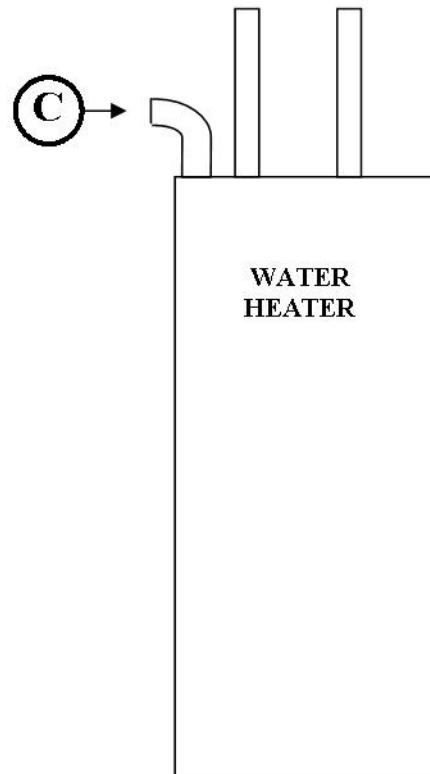
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**A** Relief valve must be piped to the drainage system or to another safe location, such as the floor (shown above).

**B** Any discharge pipe directed to the floor must be no more than six inches (6") above the floor.

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**C** Open relief valves are prohibited, as this presents a danger to people in the immediate area

**This also applies to  
furnace relief valves.**