

Langhorne Borough
Department of Licenses and Inspections
114 E. Maple Ave.
Langhorne, PA 19047
Email: Clerk@langhorneborough.com
Phone: 215-757-3768
Fax: 215-757-1272

Application for Use & Occupancy Inspection and Certificate of Approval

Return this application, properly filled out at least **fourteen (14) working days** before the building is to be occupied.

Expected settlement (closing) date: _____ **or change in tenancy date:** _____

Address of property to be inspected: _____ T.M.P.# _____

Owner's name: _____ E.I.N.# _____

Owner's address (if different than above): Street: _____

City: _____ State: _____ Zip Code: _____

Owner's phone numbers: (h) _____ (c) _____

E-mail address: _____

Realtor's name: _____ Realtor's Company: _____

Realtor's phone numbers: (o) _____ (c) _____

E-mail address: _____

Buyer's name: _____

Buyer's phone number: _____

Tenant 1-'s name: _____ Email: _____

Tenant's phone number: _____ Unit/Apartment Occupied: _____

Tenant 2-'s name: _____ Email: _____

Tenant's phone number: _____ Unit/Apartment Occupied: _____

Applicant is: Realtor ___ Owner ___ Buyer ___ Occupant ___ Other _____

To make an appointment, contact: Realtor ___ Owner ___ Buyer ___ Other _____

Name and phone numbers: _____

Type of real estate: Residential _____ Non-Residential _____

Owner Occupied Residential - Single family ___ Condo ___ Semi-attached ___ Apartment ___ Accessory Bldg ___

Residential Rental - Single family ___ Condo ___ Semi ___ Room ___ Apartment ___ Multi-Unit ___ Accessory ___

Non-residential - Principal Building ___ Accessory Structure ___ Store ___ Office/Unit ___ Other (_____) ___

Proposed Use: _____

If the property is for sale, a heater & chimney certification is needed.

Occupancy or use of a property without an approved certificate may result in fines or increased fees.

If a certificate is issued, the applicant understands that the certificate issued will only authorize the use stated in this application and that such use may not be legally extended or changed without authorization by a new Certificate of Use & Occupancy.

By signing this application, the applicant is seeking permission for the use or occupancy of the property only for the purpose stated above and understands that any change in use or occupants requires a new certificate.

By submitting this application, the applicant grants permission to any municipal representative of Langhorne Borough to access the property and all buildings on the property at any reasonable time, without an administrative warrant, to inspect and verify that any proposed use and/or structure seeking approval by the submission of this application complies with all Borough Ordinances. **Initials:** _____

By submitting this application, the applicant warrants the truthfulness of the information in the application, agrees that if any of the information provided is incorrect, incomplete or false, the permit and the certificate may be revoked, and understands that all information contained in this application may become part of the public record.

By signing this application, the applicant certifies that they are empowered by the owner or as the owner of the property to make this application and that the information contained in this application is true and correct to the best of their knowledge.

Printed Name of Applicant: _____ Date: _____

Signature of Applicant: _____

Date Rec'd: _____

Check # _____ Amount Paid: \$ _____ Received by: _____

FEES: Made payable to Langhorne Borough

Residential: \$100.00

Non-residential: \$150.00

Re-inspections: \$75.00

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114 East Maple Ave.
Langhorne, PA 19047
215-757-3768

Langhorne Borough Use and Occupancy Check List

1. Working smoke detectors in all bedrooms, halls and on each level of a dwelling.
2. Windows must be in good working condition with no broken or cracked glass. Windows must be able to stay open on their own. (Windows on Historic Buildings are at the discretion of the building code official).
3. No loose or chipping paint or peeling wallpaper.
4. Condition of sidewalks, steps and driveways cannot have any tripping hazards.
5. Roof can have no visible defects or leaks.
6. Condition of floors, functional with no tripping or slipping hazards.
7. Handrails are required on steps with three or more risers.
8. Overflow on hot water heater and boiler (blow off valve-not to be higher than 8 inches from the ground).
9. Dryers must have metal vent, no plastic sleeves.
10. GFCI outlets are needed at kitchen and bathroom sinks, and on exterior of building.
11. All outlets and switches must have covers.
12. Exterior condition must be in good overall condition with no chipping or peeling paint, etc. Brick and stone in good condition.
13. Address numbers must be fastened to front of property, visible from the street and 4" minimum.
14. Condition of plumbing, functional with no leaks.
15. Condition of yard, grass cut, no dead or diseased trees, free of debris, abandoned cars, etc.
16. Overall condition of any garages, sheds, barns or accessory buildings.
17. Thumb latch at exterior door (no key deadbolts).
18. Non-residential buildings - fire extinguishers, emergency exit signs, condition of signage.

Please note: These items listed are for general guideline purposes and other issues or conditions may be addressed at the discretion of the building inspector.

To all interested parties: The issuance of a Use & Occupancy Certificate is solely for the benefit of the Borough. It is not a certificate that the property is free from defects. Such a determination must be made by each individual buyer or occupant after they conduct an inspection of the property. The Borough is not responsible for any information contained in the Application or to determine property lines. Should a buyer or tenant feel unable to perform such an inspection, they may wish to retain the services of a private housing inspector or surveyor. Issuance of a certificate does not negate the need for future building or use permits.