

HONEY BROOK BOROUGH  
**CHANGE OF USE AND/OR OCCUPANCY**

71 Pequea Avenue, Honey Brook, PA 19344  
PHONE (610)-273-2020 FAX (610)-273-1261 Website [www.honeybrookborough.net](http://www.honeybrookborough.net)

Please check applicable item(s) and complete sections noted.

Date Submitted: \_\_\_\_\_

**Residential**

- Refinance only (complete sections 1, 2, 3, 8)
- Resale (complete sections 1, 2, 3, 4, 8)
- Rental (complete sections 1, 2, 5, 8)

**Commercial (including apartments)**

- Refinance only (complete sections 1, 2, 3, 8)
- Resale (complete sections 1, 2, 3, 4, 8)
- Rental/Lease/Tenant Change (complete sections 1, 2, 5, 8)
- Change of Use (complete sections 1, 2, 5, 6, 7, 8)

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**1. PROPERTY INFORMATION:**

Tax Parcel Number (TPN): 12 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_  
*(If different than above)*

Owner's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

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**2. APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_  
Business Name/Property Owner Individual Name or Contact Person

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ 2nd or Alternate Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*Certificate will be sent to the applicant identified in Section 2*

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**3. PROPERTY CERTIFICATES:**

**REFINANCING:** Does not require Use & Occupancy Inspection.

Please identify the property certificate(s) you are requesting below.

- Resale Inspection (\$100 for Single Family Dwelling)
- Rental Inspection (See current fee schedule at [www.honeybrookborough.net](http://www.honeybrookborough.net))

**NOTE:** Make check payable to "Honey Brook Borough"

***Must Contact Water and Sewer Authorities to obtain their Certificates & submit to us, before Use & Occupancy Certificate can be issued***

Sewer Certificate - Northwestern Chester County Municipal Authority: Eileen Dillow (610) 273-2265

Water Certificate Fee - Honey Brook Borough Authority: Bill Freeman (610) 273-7830

Real Estate Tax Certificate - Chester County Treasurer: 610-344-6370

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**4. RESALE INFORMATION:**

New Owner's Name: \_\_\_\_\_ Settlement Date: \_\_\_\_\_

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**5. RENTAL INFORMATION:**

Residential     Non-Residential     Condominium     Single-Family Dwelling     Apartment Complex

**CONTACT INFORMATION:**

Complex Name: \_\_\_\_\_  **N/A**    Move In Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Property Owner, Leasing Agent Responsible Party for the Rental

Contact Phone: \_\_\_\_\_  
Daytime \_\_\_\_\_ Cell # or Alternate # \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

As per Borough Ordinance No. 136, 8/1/1988 a landlord and any other required person(s) are required to file Rental Occupancy Reports on or before January 31<sup>st</sup> of each and every year or within 30 days after a new or additional person, natural or corporate, occupies all or a portion of real estate owned, or in control of the landlord. Please be sure to obtain this form which can be found on the Borough website with the related Ordinance.

**6. NEW CHANGE OF USE:**

Describe the **current use**: \_\_\_\_\_

Describe **proposed use**: \_\_\_\_\_

Will the change of use and occupancy require additions/alterations/renovations/fit-out?  Yes  No  
If yes, have you filed the appropriate permit applications?  Yes  No

Will the current use be discontinued?  Yes  No

Will the number of Employees:  Increase  Decrease  Stay the same  
By how many? \_\_\_\_\_

**7. SECTION B - CHANGE OF OCCUPANCY:**

**Date change is effective:** \_\_\_\_\_

This property is zoned:  Commercial  Business Park  Industrial

Reason for change:  Sale  Lease

Realtor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**8. CERTIFICATION OF SUBMISSION:**

This application has been examined and reviewed by me and to my knowledge and belief is true, correct and complete.

I am the:  property owner;  equitable owner or;  authorized agent permitted by the property owner

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\* FOR OFFICIAL USE ONLY BELOW \*\*\*

Sewer/Trash: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Amt Required: \_\_\_\_\_ Acct #: \_\_\_\_\_

Use approved:  Yes  No  N/A    Inspection Required:  Yes  No

CO Issued:  Yes  No  N/A    Fee Paid:  Yes  No

Inspection Date : \_\_\_\_\_ (if scheduled at application submission)    Resale/Rental/CO #: \_\_\_\_\_

Comments: \_\_\_\_\_

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**GUIDELINES & HELPFUL INFORMATION**

**REFINANCING:** Refinancing does not require the Use & Occupancy Inspection process. Please be sure to indicate the certificates you are requesting and submit fees as directed at the bottom of Section 3.

**FEES:** Fees for both residential & commercial applications are established by the Board of Supervisors and can be found in the currently adopted fee schedule.

**RULES for REALTY SIGNS:** Temporary real estate signs shall not exceed 6 square feet in area, and there shall be no more than one sign placed on the property unless the property contains a corner lot in which case one sign shall be permit for each street frontage. Such signs shall be removed within 5 days after a final settlement or rental agreement has been reached. Off premises signs **shall be permitted by conditional use only.** Any realty signs found in violation of these ordinances will be removed. These signs will be stored at the Borough Building for five (5) days and can be picked up during this time, after which they will be discarded.

**CERTIFICATE OF USE & OCCUPANCY IS VALID FOR 3 YEARS OR CHANGE OF OCCUPANT:**

Date/time requested for inspections – **48 HOURS NOTICE** in advance is required for inspections.

Please note inspections will be scheduled after the application has been processed by the respective Borough departments.

**U & O Inspections for Resale & Rentals must be scheduled through the Code Department by the applicant/seller or the requestor/realtor. Phone (610) 931-3040.**

**USE & OCCUPANCY INSPECTION:** – Provided below is a list of LIFE, HEALTH and SAFETY items the Borough Inspectors look for during Resale or Re-Occupancy Inspections. The purpose of this inspection is to bring the building into compliance with the latest Property Maintenance Code adopted by the Borough. All properties are to be inspected when occupants change to ensure the property remains safe. All newly constructed buildings are issued a Certificate of Occupancy to ensure the building was constructed to comply with the adopted Codes.

The following list is not all inclusive. **Please direct any specific questions to the Code Enforcement department.**

- Smoke detectors are located on every floor, each sleeping area and are in proper working condition.  
(battery operated units are ok)
- Address numbers are located, near the front door, on both sides of the mailbox in contrasting colors, and be a minimum of 4" in height.
- Blow down pipes from the pressure relief valve on hot water heaters and boilers.
- GFI protected outlets for all above counter outlets in kitchen/islands. All exterior, garage and unfinished basement outlets. Bathrooms must have at least one outlet and all bath outlets must be GFI.
- Electronic garage door openers must have auto reverse safety switching.
- Dryer vents piping must be UL approved, metallic, maximum 6 foot in length.
- Ensure sump/condensate pumps do not discharge to the sanitary sewer system.
- Public sewer users - inspection of vent and cleanouts for sanitary sewer line.
- Buildings with fossil fuel heating system or an attached garage must have a CO Detector.
- Key-in/Key-out dead bolt locks are not permitted.

**Additional items for rental properties**

- Five Pound (5lb) ABC Fire Extinguisher.
- As per Borough Ordinance certain property owners are required to file Rental Occupancy Reports **on or before January 31<sup>st</sup> of each and every year or within 30 days after a new or additional person, natural or corporate, occupies all or a portion of real estate owned, or in control of the landlord.** Please be sure to obtain this form which can be found on the Borough's website with the related Ordinance. Copies are also available at the Borough.*