

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: 610 273-2265

Water Certificate Fee - Honey Brook Borough Authority: 610 273-7830

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

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4. RE SALE INFORMATION:

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

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## **GENERAL GUIDELINES FOR RENTAL PROPERTY INSPECTIONS**

The basic intent of the rental inspection is to ensure that the property is being maintained. In general, all existing items in or on the property must be operable and in good/safe condition. The following is intended to serve as general guidelines for the maintenance of residential rental property within the Borough of Kenhorst. Rental inspections may include, but are not limited to the following:

### **Properties having fossil fuel-burning heaters, appliances, fireplaces, and/or attached garages**

- One (1) carbon monoxide detector must be installed in the vicinity of the sleeping quarters
- One (1) carbon monoxide detector must be installed in the vicinity of any/all fossil fuel burning appliances

### **Smoke Detectors**

- One (1) smoke detector must be installed on every level of a dwelling, including basements.
- One (1) smoke detector must be installed in each bedroom or sleeping area.
- One (1) smoke detector must be installed in every hallway outside of sleeping area(s).
- One (1) smoke detector must be installed in any attic with a fixed set of stairs

### **Doors**

- Every interior and exterior door, door assemblies and hardware shall be maintained free of cracks, holes, peeling or flaking material and shall fit reasonably well within its frame and shall be capable of being opened and closed.
- Locks at entrances to dwellings are required.
- Locks, which require keys, special knowledge or effort to open from the inside, are prohibited.

### **Windows**

- Every window shall be kept in sound condition; good repair and weather-tight.
- All glazing materials shall be maintained free from cracks, breaks and holes.
- Every window shall be easily openable and capable of being held in position by the window hardware (no broken sash cords).

### **Lighting**

- Common hallways and stairways shall be lighted at all times.
- Every toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one (1) electric light fixture.
- All other spaces shall be provided light sufficient to permit sanitary conditions and safe occupancy.

### **Exhaust and Ventilation**

- Every bathroom shall contain a mechanical ventilation system or a window of required size.
- Clothes dryer and bathroom exhaust must be vented to the outside of the structure.

### **Interior surfaces, Walking Surfaces and Stairs**

- All interior surfaces including floors, floor coverings, walls and ceilings shall be maintained in good, clean and sanitary condition.
- Every interior and exterior stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained sound, in good repair and be capable of supporting normally imposed loads.
- Every stairwell containing four or more risers shall contain a handrail of proper height and length.
- Every handrail and guard must be firmly fastened and capable of supporting normally imposed loads.

### **Plumbing**

- Every dwelling unit shall contain its own bathtub or shower, toilet, bathroom sink and kitchen sink which shall be maintained in a sanitary condition and shall be capable of safely and effectively performing the function for which such plumbing fixtures are designed.
- Every plumbing fixture must be connected to an approved public or private water system.
- Water heater must have temperature/pressure relief valve with a relief pipe of proper size routed down to within 6" of the floor.

### **Heating**

- All dwellings shall be provided with safe and approved heating facilities capable of maintaining a minimum room temperature of 65 degrees in all habitable rooms, bathrooms and toilet rooms.

### Electrical

- A three-wire, 120/240-volt, single-phase electrical service having a rating of not less than 60 amperes, shall serve all dwelling units.
- Electrical systems and equipment and wiring shall be properly installed, wired and maintained in a safe and approved manner.
- Every habitable space in a dwelling must contain at least two (2) separate and remote receptacle outlets.
- Every laundry area shall contain at least one (1) grounded type receptacle or a receptacle with a ground fault circuit interrupter.
- Every bathroom shall contain at least one receptacle.
- All bathroom receptacles must be GFCI protected.
- All kitchen countertop receptacles must be GFCI protected.
- All other receptacles within 6 feet of the outside edge of a sink must be GFCI protected.

### Occupancy Limitations

- All habitable rooms shall not be less than seven (7) feet in any plan dimension.
- Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each person thereof.
- Kitchens and non-habitable spaces shall not be used for sleeping purposes.
- No basement may be used for sleeping purposes unless; light, ventilation and egress standards are met.

### Rubbish Containers

- All rubbish shall be disposed of by placing such rubbish in approved, covered containers.
- The owner of every occupied premises shall supply approved covered containers for rubbish.
- The owner of the premises shall be responsible for ensuring the removal of rubbish.

### Junk and Junk Vehicles

- The exterior premises shall remain free of junk, trash, rubbish and garbage.
- Vehicles, which are not currently licensed or legally operable for roadway use, are prohibited from being stored on the exterior premises.

### Exterior Structure

- All buildings shall contain address numbers plainly legible and visible from the roadway.
- Each separate unit shall be clearly identified.
- All exterior surfaces shall be maintained in good condition and be kept free of cracks, breaks, holes or loose or rotting materials.
- Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.
- Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.
- All structural members shall be free from deterioration and shall be capable of supporting the imposed loads.
- The roof and flashing shall be sound and not have defects, which admit rain, dampness or deterioration.
- All accessory structures including garages, fences and sheds shall be maintained structurally sound and in good repair.

### To avoid possible re-inspections and associated fees, we suggest the following:

1. If there are any questions concerning any items that may or may not appear on this list, please call Kraft Code Services at 610.590.1471 prior to the inspection.
2. The landlord and/or tenant should perform a pre-inspection walk-through of the property.
3. Call for cancellations at least 24 hours prior to scheduled inspections.
4. Spare batteries, smoke detectors, carbon monoxide detectors, and light bulbs should be readily available to be installed during the inspection as needed.

**THIS LIST IS REFERENCED FROM THE INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC). THE IPMC IS THE OFFICALLY ADOPTED PROPERTY MAINTENANCE CODE OF THE BOROUGH OF KENHORST.**