

**Residential Resale Use and Occupancy Application**

**Permit Fee: \$65.00**

**Date Received** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Form of Payment** \_\_\_\_\_

**Received by:** \_\_\_\_\_

TO BE COMPLETED BY THE OWNER OR OWNER'S AGENT

Property Address:	Settlement Date:
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**Owner(s)**

Mailing Address  
(Including City, State, Zip)

Phones:	Cell:	Email:
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**Purchaser(s):**

Mailing Address  
(Including City, State, Zip):

Phone:	Cell:	Email:
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**Owner's Agent's**

Name and Company:

Mailing Address  
(Including City, State, Zip)

Phone:	Cell:	Email:
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Current Use of Property:	Proposed Use of Property:
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E-mail/Mail Certificate to:

Application is hereby made to Rockledge Borough for approval to use and occupy the aforementioned location. I certify that all the information on this application is correct. I agree to comply with all the ordinances and codes of Rockledge Borough and the Commonwealth of Pennsylvania.

I understand that I must schedule an electrical inspection with Middle Atlantic, 215-322-2626. The Borough inspector only completes an exterior inspection. A certificate of occupancy cannot be issued without the electrical inspection.

Please be advised: Rental Units are required to be registered annually with the borough and are subject to Biennial inspections. Please contact the borough for details.

Signature of Owner or Owner's Agent: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY THE BOROUGH

Date of Inspection: \_\_\_\_\_ Owner/Representative Present: \_\_\_\_\_

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

Exterior Structure: Pass  Fail  \_\_\_\_\_

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces shall be protected from the elements and decay by protective treatments and paint.

House Number: Pass  Fail  \_\_\_\_\_

The house number shall be visible from the street and shall be Arabic type numerals or letters. Numbers shall be a minimum of 4 inches high.

Exterior Stairs, handrails & Guardrails: Pass  Fail  \_\_\_\_\_

Stairs having 4 or more risers must have a graspable handrail. Porches, balconies and decks more than 30 inches above the floor or grade below shall have guards.

Roof Drains, Gutters and Downspouts: Pass  Fail  \_\_\_\_\_

Roof drains, gutters and downspouts shall be maintained in good repair. Roof water shall not be discharged directly onto a neighboring property or into the sanitary system.

Sidewalks, Curbs, Driveways & Parking: Pass  Fail  \_\_\_\_\_

All sidewalks, walkways, curbs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.

Weeds & overgrowth: Pass  Fail  \_\_\_\_\_

All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches. All noxious weeds are prohibited.

Accessory Structures: Pass  Fail  \_\_\_\_\_

All accessory structures, including detached garages, fences and walls shall be maintained, structurally sound and in good repair.

Rubbish & Garbage: Pass  Fail  \_\_\_\_\_

All exterior property and premises shall be free from any accumulation of rubbish or garbage.

Middle Atlantic Electrical Inspection: Pass  Fail  \_\_\_\_\_

Passed Inspection: Yes  No

Inspector: \_\_\_\_\_

Re-Inspection Required: Yes  No

Signature: \_\_\_\_\_

Re-inspection Passed: Yes  No

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