

Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426
Phone: 610.489.7181 Fax: 610.489.8827
Website: www.trappeborough.com



Application for **USE & OCCUPANCY CERTIFICATE** Single-Family Dwellings

A “*Use & Occupancy Certificate*” is required for all new and resale properties within the Borough of Trappe.

REQUIRED INSPECTIONS:

- ❖ **SEWER INSPECTION** – All new and resale homes are required to obtain a Sewer Inspection. It is the responsibility of the Property Owner / Applicant to contact the **Collegeville-Trappe Municipal Authority at 610-489-2831** to schedule this inspection. **Please note:** Though this inspection does not have to occur first, Trappe Borough cannot issue a “*Use & Occupancy Certificate*” without verification from CTMA that this inspection passed.
- ❖ **BOROUGH INSPECTION(S)** – Scheduled by contacting Borough Hall at 610-489-7181.
 - **The Use & Occupancy fee pays for an initial inspection and one (1) follow-up inspection, if necessary.**
 - Should additional inspections beyond a follow-up be needed, an additional fee will be required (due before inspection will be scheduled) beginning with the third and any/all subsequent inspections. See current year’s Fee Schedule to determine amount due.
 - Inspections are scheduled in half-hour blocks on Mondays, Wednesdays, and Fridays between 8:00 AM – 10:30 AM.

*****PLEASE REVIEW THE INSPECTION CHECKLIST LOCATED ON OUR WEBSITE *****

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

PROPERTY DESCRIPTION:

- **EXISTING USE** (*mark selection*):
 - Owner-occupied Renter-occupied Vacant
 - Agency-owned (i.e. Relocation Services) Bank-owned
- **PROPOSED USE AFTER TRANSFER** (*mark selection*):
 - Owner-occupied Renter-occupied Vacant
 - Agency-owned (i.e. Relocation Services)

PROPERTY LOCK-BOX ACCESS (if available): _____

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PROPERTY INFORMATION cont'd.

- FINISHED BASEMENT? Yes No
- SLEEPING QUARTERS IN BASEMENT? Yes No
- WATER SERVICE (*mark selection*):
 - Public On property (i.e. well)
- SEWER SERVICE (*mark selection*):
 - Public On property: Septic On property: Sand mound

SETTLEMENT INFORMATION

ANTICIPATED DATE OF SETTLEMENT: _____
BUYER(s) NAME(s): _____
REALTOR for BUYER: _____
AGENCY: _____
ADDRESS: _____
PHONE (primary): _____ PHONE (secondary): _____
EMAIL: _____

PROPERTY OWNER INFORMATION

NAME: _____
ADDRESS: _____
CITY, ZIP: _____
CONTACT INFORMATION: (Please provide **TWO** phone #s that give quickest access to owner)
1. PHONE: _____ | 2. PHONE: _____
(Phone type): Home Work Cell | (Phone type): Home Work Cell
EMAIL: _____
OWNER SIGNATURE: _____

SIGNATURE REQUIRED IF APPLICANT IS OWNER.
Otherwise, completion of "Owner's Authorization" section required.

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OWNER'S AUTHORIZATION

THIS SECTION REQUIRED to be completed by Property Owner if Applicant is other than Owner

Dated: _____

I (We) _____

(NAME OF PROPERTY OWNER)

(ADDRESS OF PROPERTY OWNER)

owner(s) of the property located at: _____

(SITE ADDRESS)

do hereby authorize the Applicant listed below to submit application for the following work on my/our behalf:

(PRIMARY OWNER'S SIGNATURE)

(SECONDARY OWNER'S SIGNATURE)

(PRINT PRIMARY OWNER'S NAME)

(PRINT SECONDARY OWNER'S NAME)

APPLICANT INFORMATION (Non-Owner)

APPLICANT NAME: _____

RELATIONSHIP OF APPLICANT TO OWNER:

- CONTRACTOR: PA LICENSE (HIC #) - _____
 REALTOR FOR SELLER REALTOR FOR BUYER
 OTHER: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY, ZIP: _____

PRIMARY PHONE #: _____ CELL PHONE #: _____

APPLICANT EMAIL: _____

APPLICANT SIGNATURE: _____

**SIGNATURE REQUIRED IF APPLICANT IS NOT
THE OWNER OF RECORD**

