

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** Multi-Family Dwellings

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

A “*Use & Occupancy Certificate*” is valid for six (6) months from date of issue after which time it becomes void. Should transfer of the property not happen within the valid, issued certificate period, the process must be started anew – including submission of new application & fee with all corresponding inspections.

ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:

- 1) Completed “*Use & Occupancy Certificate Application*” including anticipated settlement date. If for any reason the settlement will not occur on the anticipated date, applicant is required to notify the Borough with the status of the settlement immediately.
- 2) Owner’s Authorization Form – **with original signature** ... No faxes, copies, or emails accepted. ***Required if person submitting paperwork (“Applicant”) is not owner of record for property***
- 3) Application fee(s) - *All applicable fees must be submitted with the application. Please refer to the current year’s “Fee Schedule” for amount due. (available at www.trappeborough.com)*

IMPORTANT NOTE:

**Incomplete submission of all required information and/or documents will result in the entire application being rejected and returned.
You will then need to resubmit with all documentation.**

PROCESS NOTES: FROM START TO COMPLETION OF PROJECT

- SEWER INSPECTION – All new and resale homes are required to obtain a Sewer Inspection. 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 release a “*Use & Occupancy Certificate*” without verification from CTMA that this inspection passed.
- SUBMISSION OF COMPLETED “*USE & OCCUPANCY APPLICATION*” with all required documents and fees.

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PROCESS NOTES, cont'd.:

- BOROUGH INSPECTION(S)
 1. Applicant can schedule initial inspection at time of submission if documents are delivered in person & complete. Inspections are scheduled sequentially in ½ hour increments beginning at 8:00 AM through 10:00 AM on Mondays, Wednesdays & Fridays.
 2. If the property does *not* pass the initial inspection the applicant or property owner will be provided with a list of deficiencies that need addressed before a clear “*Use & Occupancy Certificate*” can be provided.
 - a. In the event the items on the Deficiency Report include work that requires permits to correct, it is the responsibility of the applicant to submit any & all necessary permit applications including plans and corresponding fees as well as to arrange with the Borough office for required building inspections.
 - b. All inspections for permit work resulting from the Deficiency Report must be complete and approved prior to calling for a re-inspection for “*Use & Occupancy.*”
 3. Once all items on the Deficiency Report have been addressed and any/all building inspections passed, the applicant should then call for a follow-up “*Use & Occupancy*” inspection.
- CONTACT BY BOROUGH – Following a successfully passed “*Use & Occupancy Inspection,*” verification of successful Sewer Inspection, and completion of paperwork, the Borough office will call applicant to come to the Borough office to sign & pick up the “*Use & Occupancy Certificate.*” **Please note:** These require signature & will not be mailed.

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APPLICATION: *Certificate of Use & Occupancy* *Multi-Family Dwelling*

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION: (Please provide **two** phone #s that give quickest access to you)

PHONE: _____

(Please circle phone type): Home Work Cell

PHONE: _____

(Please circle phone type): Home Work Cell

EMAIL: _____

OWNER SIGNATURE: _____

APPLICANT INFORMATION

Supply if applicant is Agent/Representative for Property Owner

APPLICANT: _____

RELATIONSHIP TO OWNER: _____

APPLICANT'S CONTACT INFORMATION:

PHONE (work): _____ PHONE (cell): _____

EMAIL: _____

APPLICANT SIGNATURE: _____

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PROPERTY INFORMATION

PROPERTY ADDRESS: _____

PROPERTY LOCK-BOX ACCESS (if available): _____

No. of BUILDINGS: _____ No. of DWELLINGS: _____

WATER SERVICE (*mark selection*):

Public On property

SEWER SERVICE (*mark selection*):

Public On property – septic On property – sand mound

FINISHED BASEMENT? Yes No

If yes, does it have a code-compliant form of egress? Yes No

SLEEPING QUARTERS IN BASEMENT? Yes No

If yes, are egresses provided from each to the exterior of home? ** Yes No

EXISTING USE (*mark selection*):

Owner-occupied Renter-occupied Vacant Agency-owned (i.e. Relocation Services)

PROPOSED USE (*mark selection*):

Owner-occupied Renter-occupied Vacant Agency-owned (i.e. Relocation Services)

** See Section R310, pages 58-59 of the 2009 IRC for Emergency Escape & Rescue Opening requirements.

SETTLEMENT INFORMATION

ANTICIPATED DATE OF SETTLEMENT: _____

BUYER(s) NAME(s): _____

BUYER CONTACT INFORMATION:

CURRENT ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE (home): _____ PHONE (cell): _____

EMAIL: _____

