



BOROUGH OF BANGOR

197 Pennsylvania Avenue, Bangor, PA 18013

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<http://bangorborough.org>

RESALE CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

Property Address: _____

Current Use of Property: _____

Seller's Name/s: _____

Seller's Phone #: _____ and Email: _____

Buyer's Name/s: _____

Buyer's Address (if different than property address): _____

To occupy or use for following (intended or proposed use):

NOTE: Zoning approval will be required prior to occupancy for any changes in use

- Single family dwelling
- Multi-family dwelling: Indicate number of units _____
- Commercial/ Non-Residential

Describe Proposed Use: _____

Is property going to be used as a rental? **Yes** **No**

Settlement Date: _____

Seller's Agent's Name: _____

Agent's Address: _____

Agent's Phone #: _____ and Cell#: _____

E-mail Contact: _____

Additional Information: _____

**Application is hereby made to the Borough of Bangor for approval to use and occupy the
aforementioned location. I agree to comply with all Ordinances and Codes of the Borough and the
Commonwealth of Pennsylvania. The applicant is responsible for paying the permit fee and
scheduling the inspections with the Borough. Rental units are required to be registered with the
Borough. Additional permit and zoning requirements apply where applicable.**

Signature of Applicant: _____ Date: _____

Borough of Bangor Resale Certificate of Occupancy Checklist

This list is representative of common items/issues that are addressed during an inspection; however, each property and inspection is unique. Due to the uniqueness of each inspection not every item can be listed in this checklist. The inspector will be enforcing the Ordinances of the Borough and all Chapters of the adopted International Property Maintenance Code.

Application Complete: (Yes / No) Permit Fee: _____ Form of Payment (Cash / Check)
Date of Inspection _____ Owner/Representative Present _____
Address of property to be inspected _____

General Inspection Checklist

Doors/Windows: Pass Fail _____
Doors and windows must be in good repair and in working condition.

Interior Stairs/Rail: Pass Fail _____
Stairs shall have "graspable" handrails if serving 4 or more risers, for non-residential a handrail shall be provided on both sides when 1 or more risers exist.

Ceilings/Floors: Pass Fail _____
All interior surfaces shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered.

Sanitary Toilets/Sinks: Pass Fail _____
Plumbing fixtures and drains must be in working condition, no leaks.

Smoke Detectors: Pass Fail _____
Smoke detectors are required in each sleeping room and hallway. Provide at least one smoke detector for each floor level.

Carbon Monoxide Detector: Pass Fail _____
Carbon Monoxide detectors are required outside of sleeping room in common hallway.

Clothes Dryer Vented: Pass Fail _____
Dryers shall have metal UL listed non-combustible exhaust ducts and be vented to exterior.

Locking Devices on Doors: Pass Fail _____
Doors with deadbolts shall have the "thumb latch" style control.

GFI Receptacles: Pass Fail _____
GFCI receptacles required if within 6ft of bathroom sink and along kitchen countertops.

Sump Pump: Pass Fail _____
Sump Pumps shall not discharge into the sanitary sewer.

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 Structure: Pass Fail _____

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary.

Exterior Stairs/Handrails: Pass Fail _____

Stairs shall have "graspable" handrails if serving 4 or more risers, for non-residential a handrail shall be provided on both sides when 1 or more risers exist.

Gutters & Downspouts: Pass Fail _____

Roof drains, gutters and downspouts shall be maintained in good repair. Roof water shall not be discharged directly on to a neighboring property.

Curbs, Sidewalks, & Driveway: Pass Fail _____

Curbs, sidewalks, and driveways shall be in good repair, free from cracks and voids.

Weeds & Overgrowth: Pass Fail _____

Property shall be maintained free of trash, weeds and overgrowth.

Garage/Outbuildings: Pass Fail _____

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

Trash/Debris/Combustibles: Pass Fail _____

All exterior property and premises shall be free from any accumulation of trash or debris.

Plumbing: Pass Fail _____

All plumbing fixtures shall be properly installed and maintained in working order; a backsiphonage device or double check valve is required to be installed on the system.

Water System: Pass Fail _____

Every plumbing fixture shall be properly connected to a water system and shall be supplied with hot and cold running water; for water heaters a pressure relief valve and relief valve discharge pipe shall be properly installed and maintained.

Electrical Facilities: Pass Fail _____

All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

Passed Inspection YES NO

Re-inspection Required YES NO

Borough Official: _____

Signature: _____