



EAST GOSHEN TOWNSHIP CHANGE OF USE AND/OR OCCUPANCY

1580 PAOLI PIKE. WEST CHESTER, PA 19380-6199
PHONE (610)-692-7171 FAX (610)-692-8950 Website www.eastgoshen.org

PLEASE PRINT

Please check applicable item(s) and complete sections noted. Date Submitted: _____

- | | |
|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Refinance only (complete sections 1, 2, 3, 8) | <input type="checkbox"/> Refinance only (complete sections 1, 2, 3, 8) |
| <input type="checkbox"/> Resale (complete sections 1, 2, 3, 4, 8) | <input type="checkbox"/> Resale (complete sections 1, 2, 3, 4, 8) |
| <input type="checkbox"/> Rental (complete sections 1, 2, 5, 8) | <input type="checkbox"/> Rental/Lease/Tenant Change (complete sections 1, 2, 5, 8) |
| | <input type="checkbox"/> Change of Use (complete sections 1, 2, 5, 6, 7, 8) |

1. PROPERTY INFORMATION:

Tax Parcel Number (TPN): 53 - _____ - _____ - _____ Zoning District: _____

Property Address: _____

Property Owner: _____

Property Owner's Address: _____
(If different than above)

Owner's Phone Number: _____ Fax Number: _____

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: _____

3. PROPERTY CERTIFICATES:

REFINANCING: Does not require the Use & Occupancy Inspection. Please identify the property certificate(s) you are requesting below.

- | | |
|---|---|
| a) Resale Inspection: Certificate of Occupancy: | <input type="checkbox"/> Residential Property \$ 60.00 |
| | <input type="checkbox"/> Commercial Property \$ 150.00 per building |

- | | |
|---|--|
| b) Sewer and Trash Certificate Request: | <input type="checkbox"/> Sewer Certificate Only \$ 5.00 |
| | <input type="checkbox"/> Trash Certificate Only \$ 5.00 |
| | <input type="checkbox"/> Both Sewer & Trash Certificates \$ 5.00 |

- | | |
|--------------------------------|----------------------------------|
| c) Real Estate Tax Certificate | <input type="checkbox"/> \$ 5.00 |
|--------------------------------|----------------------------------|

NOTE: Make THREE (3) separate checks payable to East Goshen Township labeled: a) Resale Inspection, b) Sewer and/or Trash Certification; and c) Tax Certification as noted above. Real Estate, Sewer & Refuse Certificates will be sent to the applicant identified in Section 2.

4. RESALE INFORMATION:

New Owner's Name: _____ Settlement Date: _____

CONTINUED ON NEXT PAGE

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5. RENTAL INFORMATION:

Residential Non-Residential Condominium Single-Family Dwelling Apartment Complex

CONTACT INFORMATION:

Complex Name: _____ N/A Move In Date: _____

Contact Person: _____
Property Owner, Leasing Agent Responsible Party for the Rental

Contact Phone: _____
Daytime _____ Cell # or Alternate # _____

Fax: _____ E-Mail Address: _____

As per Township Ordinance No. 109 certain property owners are required to file Rental Occupancy Reports on a semi-annual basis. Please be sure to obtain this form which can be found on the Township website with the related Ordinance.

6. NEW CHANGE OF USE:

Describe the **current use**: _____

Describe **proposed use**: _____

Will the change of use and occupancy require additions/allterations/renovations/fit-out? Yes No
If yes, have you filed the appropriate permit applications? Yes No

Will the current use be discontinued? Yes No
Will the number of Employees: Increase Decrease Stay the same
By how many? _____

7. SECTION B - CHANGE OF OCCUPANCY:

Date change is effective: _____

This property is zoned: Commercial Business Park Industrial
Reason for change: Sale Lease

Realtor's Name: _____ Phone Number: _____
Address: _____

8. CERTIFICATION OF SUBMISSION:

This application has been examined and review by me and to my knowledge and belief is a true, correct and complete.
I am the: property owner; equitable owner or; authorized agent permitted by the property owner

Print Name: _____ Signature _____

*** FOR OFFICIAL USE ONLY BELOW ***

Sewer/Trash: _____ Date: _____ Fee Amt Required: _____ Acct #: _____
Use approved: Yes No N/A Inspection Required: Yes No
CO Issued: Yes No N/A Fee Paid: Yes No Resale/Rental/CO #: _____
Inspection Date: _____ (if scheduled at application submission)

Comments: _____



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GUIDELINES & HELPFUL INFORMATION

REFINANCING: Refinancing does not require the Use & Occupancy Inspection process. Please be sure to indicate the certificates you are requesting and submit fees as directed at the bottom of Section 3.

FEES: Fees for both residential & commercial applications are established by the Board of Supervisors and can be found in the currently adopted fee schedule.

RULES for REALTY SIGNS: All resale signs must be erected on the property being offered for sale and are to be removed by the day of settlement. Off premises signs are **not allow by the Township Code**. Any realty signs found in violation of these ordinances will be removed. These signs will be stored at the Township Building for five (5) days and can be picked up during this time, after which they will be discarded.

CERTIFICATE OF USE & OCCUPANCY IS VALID FOR 60 DAYS:

Date/time requested for inspections – **24 to 48 HOURS NOTICE** in advance is required for inspections.

Please note inspections will be scheduled after the application has been processed by the respective Township departments.

U & O Inspections for Resale & Rentals must be scheduled through the Code Department by the applicant/seller or the requestor/realtor. Phone (610) 692-7171 ext 3202.

USE & OCCUPANCY INSPECTION: – Provided below is a list of LIFE, HEALTH and SAFETY items the Township Inspectors look for during Resale or Re-Occupancy Inspections. The purpose of this inspection is to bring the building into compliance with the latest Property Maintenance Code adopted by the Township. All properties are to be inspected when occupants change to ensure the property remains safe. All newly constructed buildings are issued a Certificate of Occupancy to ensure the building was constructed to comply with the adopted Codes.

The following list is not all inclusive. **Please direct any specific questions to the Code Enforcement department.**

- Smoke detectors are located on every floor, each sleeping area and are in proper working condition. (battery operated units are ok)
- Address numbers are located, near the front door, on both sides of the mailbox in contrasting colors, and be a minimum of 4" in height.
- Blow down pipes from the pressure relief valve on hot water heaters and boilers.
- GFI protected outlets for all above counter outlets in kitchen/islands. All exterior, garage and unfinished basement outlets. Bathrooms must have at least one outlet and all bath outlets must be GFI.
- Electronic garage door openers must have auto reverse safety switching.
- Dryer vents piping must be UL approved, metallic, maximum 6 foot in length.
- Ensure sump pumps do not discharge to the sanitary sewer system.
- Public sewer users - inspection of vent and cleanouts for sanitary sewer line.
- Buildings with fossil fuel heating system or an attached garage must have a CO Detector.

Additional items for rental properties

- Five Pound (5lb) ABC Fire Extinguisher.
- As per Township Ordinance certain property owners are required to file Rental Occupancy Reports on a semi-annual basis. Please be sure to obtain this form which can be printed from the Township's website with includes the related Ordinance copies are also available at the Township.*