

**EAST GOSHEN TOWNSHIP**  
**CHANGE OF USE & OCCUPANCY APPLICATION**  
**1580 PAOLI PIKE WEST CHESTER, PA 19380-6199**  
PHONE (610)-692-7171 FAX (610)-692-8950  
codes@eastgoshen.org

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

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

**1. PROPERTY INFORMATION:**

Tax Parcel Number (TPN): 53 - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

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

Property Owner(s): \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Address\*: \_\_\_\_\_  
(If different than above)

\*Check here if you would like us to use this address for billings for your sewer & refuse account. Please note that if you move from this address, it is your responsibility to inform us.

**2. APPLICANT INFORMATION** (the person completing this form if different from property owner):

Applicant: \_\_\_\_\_  
(Business Name, Realtor, Property Owner's Representative, etc.) Individual Name or Contact Person

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**3. PROPERTY CERTIFICATES:** Please identify the property certificate(s) you are requesting below. **REFINANCING** does not require the Use & Occupancy Inspection.

- a) Resale/Rental Inspection for Certificate of Occupancy:
- Residential Property \$ 100.00
- Commercial Property: Sq Ft: \_\_\_\_\_  \$ 200 (up to 2,000 sq ft);  \$300 (2,001-10,000 sq ft);  \$700 (10,000f+sf)

**INSPECTION SCHEDULING:** Please note: Inspections will not be scheduled until the application **and** payment have been received and processed by the Code Department. The applicant, property owner, or property owner's representative must contact the Code Department to schedule the inspection with a **MINIMUM of 24 HOURS NOTICE** and **SOMEONE MUST ATTEND THE INSPECTION WITH THE INSPECTOR.**

- b) ~~Real Estate Tax Certificate~~ **AS OF 1/1/2022, CONTACT CHESTER COUNTY TREASURER FOR TAX CERTIFICATE**
- c) ~~Sewer Certificate~~ **MUST COMPLETE SEWER & TRASH CERTIFICATE REQUEST FORM AT [WWW.EASTGOSHEN.ORG](http://WWW.EASTGOSHEN.ORG) →FORMS & APPLICATIONS→FINANCE**
- d) ~~Trash Certificate~~ **MUST COMPLETE SEWER & TRASH CERTIFICATE REQUEST FORM AT [WWW.EASTGOSHEN.ORG](http://WWW.EASTGOSHEN.ORG) →FORMS & APPLICATIONS→FINANCE**

**4. RESALE INFORMATION:**

New Owner(s) Name(s): \_\_\_\_\_ Settlement Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

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**5. RENTAL INFORMATION:**

Residential     Non-Residential     Condominium     Single-Family Dwelling     Apartment Complex

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**CONTACT INFORMATION:**

Complex Name (if applicable): \_\_\_\_\_  N/A    Move-In Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

Contact Phone: \_\_\_\_\_  
Alternate # \_\_\_\_\_

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.

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**6. NEW CHANGE OF USE:**

Describe the **current use**: \_\_\_\_\_

Describe **proposed use**: \_\_\_\_\_

Will the change of use and occupancy require additions/alterations/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? \_\_\_\_\_

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**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: \_\_\_\_\_

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**8. CERTIFICATION OF SUBMISSION:**

This application has been examined and reviewed by me and to my knowledge and belief is true, correct and complete.

I am the:  property owner;  equitable owner or;  authorized agent of the property owner.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

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**KEEP THIS PAGE FOR YOUR RECORDS**

**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 REAL ESTATE SIGNS:** All real estate For Sale signs must be erected on the property being offered for sale and shall be removed within 72 hours after the day of settlement. Open house directional signs with a maximum size of two square feet may be installed two hours prior to the open house and must be removed immediately following the event. Any real estate signs found in violation of the ordinance 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.

**USE & OCCUPANCY INSPECTION:** 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. **Upon completion of the Use and Occupancy Inspection, a Use and Occupancy Report will be issued to the property owner or their representative along with one of the following:**

- 1) **Use and Occupancy Certificate (If the inspection reveals no violations)**
  - **This permits full use and occupancy of the property.**
- 2) **Temporary Use and Occupancy Certificate (If the inspection reveals at least one violation but no substantial violations)**
  - **This permits temporary full use and occupancy of the property.**
- 3) **Temporary Access Certificate (If the inspection reveals at least one substantial violation)**
  - **This permits access to the property for the purpose of correcting the violations only.**

\*\* In Accordance With 68 P.S. §§1081-1083 (MUNICIPAL CODE AND ORDINANCE COMPLIANCE ACT)

**INSPECTION ITEMS:** include but not limited to the following (**Substantial items** are indicated with **bold print**.):

- Smoke Detectors:** Located on every floor and in each sleeping area and are operational. (Battery-operated units are OK.)
- CO Detector:** Buildings with fuel-fired appliances or an attached garage must have a CO Detector.
- Gas Shut-offs:** Gas shut-off valves are required at every gas appliance.
- Hand and Guard Rails:** Required for all porches, decks, and stoops that are higher than 30" from average ground level.
- Pool Safety:** Door alarms, self-closing (latching) gates, fence in good condition, etc.
- GFI-Protected Outlets:** All above-counter outlets in kitchen/islands. All exterior, garage, and unfinished basement outlets. **Full bathrooms must have at least one outlet and all bath outlets must be GFI.**
- Address Numbers:** Shall be located at the front door and on the mailbox and be a minimum of 4" in height and contrasting color.
- Walkways/Steps:** Walkways and steps shall have no trip hazards and be in good repair.
- Public Sewer:** Inspection of sanitary sewer vent and cleanout caps (if visible).
- Sump Pump/Condensate Pumps:** Shall not discharge into the public sanitary sewer system (drain to daylight).
- Electrical Panel:** Fuse boxes must be certified.
- Electrical:** All electrical shall be in good condition.
- Blow-Down Pipes:** Blow-down pipes shall be installed from the pressure relief valve on hot water heaters and boilers.
- Dryer Vent Hose:** Exhaust vent pipes must be UL-approved, metallic.
- Plumbing:** All plumbing shall be in good condition.
- Electronic garage door openers:** Must have auto-reverse safety switching.
- Egress Doors:** Key-in/key-out deadbolt locks are not permitted.

**Additional items for rental properties:**

- Five-Pound (5lb) ABC Fire Extinguisher** (Classification: 3A/40BC)
- Owners of rental properties are required to file Rental Occupancy Reports on a semi-annual basis.** Please be sure to obtain this form from the Township's website and submit it to the Township.

**Please direct any specific questions about these inspection items to the Code Enforcement Department.**