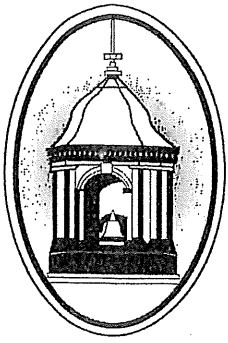


# INSTRUCTIONS FOR HOW TO OBTAIN YOUR CERTIFICATE OF OCCUPANCY AFTER PAYING FOR YOUR INSPECTION

- 1) After you have paid for your inspection, you will have 90 calendar days to have your unit or units inspected.
- 2) The responsibility for scheduling the inspection rests with the property owner.
- 3) Please call Code Enforcement at the Borough Office to schedule your inspection.  
Office Number: 610-767-2131 Code Enforcement: Anthony Lopsonzski
- 4) Please schedule at least two weeks before you need your inspection completed.
- 5) If the inspection is not accomplished within 90 days of payment, you must pay another inspection fee.
- 6) Once your unit has successfully passed inspection, you will be issued a Certificate of Occupancy.
- 7) Payment is required when application is submitted, no applications will be accepted without payment.

**NO TENANTS MAY OCCUPY A RENTAL  
UNIT UNTIL YOU OBTAIN A  
CERTIFICATE OF OCCUPANCY**



# —≡ Borough of Slatington ≡—

125 South Walnut Street • Slatington, PA 18080-2099  
610-767-2131 • Fax 610-767-7155

## NEW OWNER or NEW TENANT INSPECTION APPLICATION

In accordance with Ordinance #674 & Chapter 141 of the Slatington Borough Code, inspections are required for the following:

- A. All residential and commercial rental units shall be inspected and must receive a new certificate of occupancy when there is a change of tenants prior to the facilities being occupied by a new tenant.
- B. All rooming units, and the structure in which it is located, shall be inspected and must receive a new certificate of occupancy annually.
- C. All commercial units and dwellings, including but not limited to residential rental units and rooming units, shall be inspected within 60 days prior to change of ownership and receive a new certificate of occupancy in the name of the new owners(s).

The inspection will be completed within the scope of Section 141.6.D of Chapter 141 of the Slatington Borough Code, and the Borough's Code Enforcement Officer will inspect all areas and items listed on the next page, which should be retained for your reference.

Inspection#: \_\_\_\_\_ Application Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

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

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

Address of Property to be Inspected: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Tenant Phone#: \_\_\_\_\_

Fee: \$45.00 PER UNIT / INSPECTION [ Cash, or Check made payable to *Borough of Slatington* ]

Notes: \_\_\_\_\_  
\_\_\_\_\_

This form, along with the applicable payment, must be submitted to the Borough of Slatington's Municipal Office in order for the inspection to be scheduled with the CEO.

**BOROUGH OF SLATINGTON**  
**NEW OWNER or NEW TENANT INSPECTION CHECKLIST**

**Exterior of Structure:**

1. Sidewalks, Steps & Patios
2. Porches, Decks & Railings
3. Fences & Retaining Walls
4. Sanitation – Garbage & Debris
5. Junk Vehicles
6. Accessory Structures
7. Weeds & Grass (12" or less)
8. Four Inch (4") House Numbers
9. Roofs, Siding, Chimneys & Downspouts
10. Structure, Roof & Eaves

**Interior of Structure:**

1. Windows & Doors (Operable & Locking)
2. Walls, Floors & Ceilings
3. Smoke Detectors (Each Level & Bedroom)
4. Fire Extinguisher
5. Mold, Mildew, Foul Odor
6. Garbage & Debris
7. Vermin, Insects
8. Foundation Walls
9. Sump Pump

**Mechanical, Electrical & Plumbing:**

1. Bathroom Exhaust/Venting Fans or Operable Window
2. Heating System/Type
3. Plumbing Fixtures
4. Plumbing System
5. Dryer Exhaust Venting to Exterior
6. Hot Water at 110 Degrees Minimum
7. Lighting & Appliances Operable
8. GFCI Receptacles in Basement/Kitchen/Bath
9. Electric Receptacles, Switches
10. Electrical Panel Box Accessible & Marked
11. Sump Pump Discharge to Daylight
12. Downspouts/Gutters Discharge to Daylight

**USE:** Use of Property, Non-Habitable Spaces; Number of Units; Number of Bedrooms & Bathrooms