



BOROUGH OF NORTH WALES

300 School Street, North Wales, PA 19454

Phone: 215-699-4424 • Fax: 215-699-3991

<http://northwalesborough.org>

RENTAL PERMIT APPLICATION

Please print or type all information. Application WILL NOT be processed if it is not completed entirely.

Annual Rental Registration/Inspection Fees

\$50.00 per unit, per year

Re-Inspection: \$40.00 per unit

SECTION 1: Property Information

Address of Property: _____

SECTION 2: Rental Classification/Use Group Information. Please indicate the present occupancy type/use group. (If the building is mixed use, mark all of the appropriate classification/use groups).

1. ___ One Family Dwelling
2. ___ Two Family Dwelling
3. ___ Apartment/Condominium Building # of Units _____
4. ___ Other

Does the owner/tenant intend a change in occupancy classification/use group? ___ Yes ___ No

(If yes, please provide description of the proposed new use) _____

SECTION 3: Owner Information

Name(s): _____

Address: _____

City: _____ State: _____ ZipCode: _____

Daytime Phone: _____ Cell Phone: _____

SECTION 4: Is the owner a Corporation or LLP? ___ Yes ___ No

If NO, proceed to Section 5 If Yes, provide the following information

Name(s): _____

Address: _____

City: _____ State _____ Zip Code: _____

Chief Operating Officer(s): _____

Daytime Phone: _____ Cell Phone: _____

SECTION 5: Change of Tenant/Rental Information (Must be completed for all tenants)

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

(Attach separate sheet of paper if necessary)

Application is hereby made to the Borough of North Wales for approval to use and occupy the aforementioned location. I agree to comply with all of the Ordinances and Codes of the Borough and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building other than for the uses stated and by the persons listed. If there is a change to the occupants of the property the Borough must be notified within fourteen (14) days of the change in occupancy. Failure to provide updated tenant information to the Borough is a violation of Ordinance #428 as amended by Ordinances 435 and 528. A fine of up to \$300.00 may be charged for each day of violation. The yearly apartment inspection and regularly updated tenant information must be submitted for apartment units, homes not occupied by the owner, and rooms rented out in a home.

Owner or Officer's Name

Owner or Officer's Signature

Date

CONTACT BUILDING INSPECTION UNDERWRITERS TO SCHEDULE THE INSPECTION. PHONE #: 215-322-2626

Borough of North Wales Inspection for Rental Permit

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

Inspection

- Sump Pump: Pass Fail _____
- Electrical: Pass Fail _____
- Doors/Windows: Pass Fail _____
- Interior Stairs/Rail: Pass Fail _____
- Ceilings/Floors: Pass Fail _____
- Sanitary Toilets/Sinks: Pass Fail _____
- Smoke Detectors: Pass Fail _____
- Required means of Egress: Pass Fail _____
- Exterior Stairs/Handrails: Pass Fail _____
- Cooking Range: Pass Fail _____
- Back Flow Preventer: Pass Fail _____
- Heater/Water Heater: Pass Fail _____
- Clothes Dryer Vented: Pass Fail _____
- Locking Devices on Doors: Pass Fail _____
- GFI Receptacles: Pass Fail _____
- Carbon Monoxide Detector: Pass Fail _____
- Maximum Occupancy: Pass Fail _____
- Foundation: Pass Fail _____
- House number: Pass Fail _____
- Gutters & Downspouts: Pass Fail _____
- Curbs, Sidewalks, & Driveway: Pass Fail _____
- Weeds & Overgrowth: Pass Fail _____

Garage/Outbuildings: Pass Fail _____

Trash/Debris/Combustibles: Pass Fail _____

Passed Inspection YES NO

Re-inspection Required YES NO

Borough Official: _____

Signature: _____

Notes:
