



North Wales Borough  
 300 School Street  
 North Wales, PA 19454  
 Phone: 215-699-4424  
 Fax: 215-699-3991  
[www.northwalesborough.org](http://www.northwalesborough.org)

# RESIDENTIAL RESALE USE AND OCCUPANCY PERMIT APPLICATION

**Permit Fee: \$100.00**

**Date Received:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Form of Payment:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**TO BE COMPLETED BY THE OWNER OR OWNER'S AGENT**

Property Address:	Settlement Date:
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**Owner(s):**

Mailing Address  
 (Including City, State, Zip):

Phone:	Cell:	E-mail:
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**Purchaser(s):**

Mailing Address  
 (Including City, State, Zip):

Phone:	Cell:	E-mail:
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**Owner's Agent's**  
 Name and Company:

Mailing Address  
 (Including City, State, Zip):

Phone:	Cell:	E-mail:
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Current Use of Property:	Proposed Use of Property:
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E-mail/Mail Certificate to:

**NOTE: Property transfers require a sewer video inspection to be performed by North Wales Water Authority. Please contact NWWA at 215-699-4836 for details. Rental units are required to be registered annually with the Borough and are subject to biennial inspections. Please contact the Borough for details.**

**Application is hereby made to North Wales Borough for approval to use and occupy the aforementioned location. I certify that all the information on this application is correct. I agree to comply with all the ordinances and codes of North Wales Borough and the Commonwealth of Pennsylvania.**

**Signature of Owner or Owner's Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE BOROUGH**

Date of Inspection: \_\_\_\_\_ Owner/Representative Present: \_\_\_\_\_

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

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Exterior Structure: Pass      Fail      \_\_\_\_\_

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces shall be protected from the elements and decay by protective treatments and paint.

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.

Exteriors Stairs, Handrails & Guardrails: Pass      Fail      \_\_\_\_\_

Stairs having more than 4 risers must have a graspable handrail. Porches, balconies and decks more than 30 inches above the floor or grade below shall have guards.

Roof Drains, Gutters & Downspouts: Pass      Fail      \_\_\_\_\_

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

Sidewalks, Curbs, Driveways & Parking: Pass      Fail      \_\_\_\_\_

All sidewalks, walkways, curbs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions. Missing sidewalk and curb to be constructed per S. 181-1.

Weeds & Overgrowth: Pass      Fail      \_\_\_\_\_

All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches. All noxious weeds are prohibited.

Accessory Structures: Pass      Fail      \_\_\_\_\_

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

Rubbish & Garbage: Pass      Fail      \_\_\_\_\_

All exterior property and premises shall be free from any accumulation or rubbish or garbage.

North Wales Water Authority Approval: Pass      Fail      \_\_\_\_\_

The North Wales Water Authority must provide a letter of adequacy approving the condition of the sewer lateral. Please contact the Authority at 215-699-4836 to schedule an inspection.

Passed Inspection: Yes      No      Inspector: \_\_\_\_\_

Re-inspection Required: Yes      No      Signature: \_\_\_\_\_