

Borough of Doylestown

Department of Building and Zoning

Residential Use and Occupancy Permit Application

Background:

The Borough of Doylestown requires a Use and Occupancy Permit (U&O) for all residential rentals (as well as all commercial occupancies). Each time a landlord gets new tenants a new Use and Occupancy Permit is required. Failure to apply for and receive a U & O can result in a citations being filed against landlord and tenant with no additional notice required.

Permit Application Procedure:

- Complete the section of this form marked "Property Information".
- Bring or mail this form to the Building and Zoning Office at 57 W Court Street with the \$50 application fee.
- Schedule an appointment for an inspection. An adult must be present at the time of inspection.
- If everything is in order the permit will be issued at the end of the inspection.
- If corrections must be made you will need to schedule a re-inspection with in 30 days of the date of the original inspection.
- Failure to obtain an occupancy permit or inhabiting a space without an occupancy permit may subject landlord and tenant to citations filed with the court.

Standard Inspection Requirements:

- property in safe and habitable condition
- sidewalks and walkway in good repair
- exterior of property maintained
- windows and screens intact
- grass and weeds cut
- property address numbers and unit numbers are visible and at least 4 inches high
- no exposed wiring
- working exhaust fans in bathrooms with no operable windows
- smoke detectors on each floor and every bedroom
- inspected and installed fire extinguisher (minimum 5 pound ABC)
- electric panel closed and filled with breaker or blanks
- outlet and switch plate covers in place
- electric circuits labeled
- chimney and connections clean and free from cracks
- wood stoves and fireplaces meet clearances and in good condition
- fire walls and fire doors between living space and garages
- handrails on stairs, guards as required on stairs, porches and decks
- no keyed locks (i.e. keyed deadbolts) on inside of egress ways
- egress windows in operating condition

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