



Borough of Mount Penn

"The Friendly Borough"

John A. Becker Municipal Building
200 North Twenty-Fifth Street
Mount Penn, Reading, PA 19606-2091
Phone (610) 779-5151 * Fax (610) 779-5221

Property Inspections

APPLICATION MUST BE FILED THIRTY (30) DAYS PRIOR TO THE SETTLEMENT DATE

There are **two** property transfer inspections required for all properties being sold in Mt. Penn. There is a Use and Occupancy (U&O) Inspection and an Inflow and Infiltration (I & I) Inspection.

Following are the forms for the Use and Occupancy Inspection and Certificate. **All forms must be completed by the applicant and returned along with all required fees, made payable to the Borough of Mt. Penn, prior to scheduling the inspections.**

Fees:

\$100.00 -Single family dwelling

\$50.00 -Additional for each unit in a multi-family dwelling

\$85.00- I & I (Sewer)

The information for the I & I Inspection is obtained off of the U&O forms.

After the completed forms and fees are received by our office, you will be contacted by Brian Sands to set an inspection date and time, for the Use & Occupancy and I & I inspections.

Water and electric service must be turned on to do required inspection(s).

After the inspections are completed and all required repairs are made, a Use & Occupancy certificate will be issued by The Borough of Mt. Penn to the property owner or agent.



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Application for a Certificate of Occupancy Residential Property Transfer

Owner's Name: _____ Telephone: () _____

Owner's Email: _____

Agent Name and Address: _____

Agent's Telephone No. () _____ Fax #/EMail: _____

Individual to Contact to Set Up Inspections: _____ **Telephone:** () _____

Email: _____

Property Information

Address: _____

Check One: Single Residence _____ Semi-detached _____ Rental _____ Number of Dwelling Units _____

Prospective Buyer's Name: _____ Buyer's Agent: _____

Prospective Buyer's Address: _____

Buyer's Agents Address: _____

Prospective Buyer's Telephone #s & Email: _____

Buyer's Agent: Telephone #s & Email: _____

Anticipated Date of Settlement: _____

Signature

Name Printed

State if Owner or Agent

Instructions

1. Initial inspection fee \$100.00 single dwelling and \$50.00 each additional unit (multi-family dwellings)
2. Fee for I & I \$85.00
3. Print or type all information.
4. Make check or money order payable to MT. PENN BOROUGH (do not send cash).
5. Send form and check or money order to: Borough of Mt. Penn, 200 North 25th St., Mt. Penn, PA 19606

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