



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
mtpennborough@comcast.net

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 is the form for the Use and Occupancy Inspection and Certificate. This will generate both the inspections. **This form 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:

\$125.00 -Single family dwelling/First Unit

\$25.00 -Additional for each unit in a multi-family dwelling

\$85.00- I & I (Sewer)

Five to Twenty-nine Days Out- \$170.00

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

After the completed form and fee is 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 made, the Borough of Mt. Penn will issue a Use & Occupancy certificate to the property owner or agent.



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
mtpennborough@comcast.net

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# : _____

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

Contact 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 \$125.00 single dwelling and \$25.00 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

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