



CHALFONT BOROUGH

40 North Main Street, Chalfont, PA 18914
Phone: 215-822-7295 • Fax 215-822-5528
Email: info@chalfontborough.com

APPLICATION FOR RESIDENTIAL RESALE USE AND OCCUPANCY CERTIFICATE **(One- and Two-Family Dwelling Units)**

| | | |
|---|--|------------------------------|
| For Office Use Only | | |
| U&O: _____ | Payment Date: _____ | Payment Transaction #: _____ |
| <input type="checkbox"/> Sewer Certification Received | <input type="checkbox"/> Seller Affidavit Received | |

Date of Application: _____ **Fee: \$75.00**

Address of property: _____ Unit Number: _____

Tax Parcel Number: _____ Development: _____

Zoning District: BC CC LI VOC OS/P R1 R2 R3 R4

Agent for Seller: _____ Phone: _____

Address: _____ Email: _____

Present Owner: _____ Phone: _____

Agent for Buyer/Tenant: _____ Phone: _____

Address: _____ Email: _____

New Owner: _____ Phone: _____

New Owner's Email Address: _____

Email address to send completed U&O Certificate: _____

Will new owner reside at the dwelling unit? _____ If "NO," provide mailing address of new owner: _____

Will property be utilized as a rental unit? _____ If YES, provide the name(s) of occupants/tenants on **page 2**.

Will property be used for anything other than, or in addition to, a personal residence? _____ If yes, explain: _____

Property Contact Person: _____ Phone: _____

Settlement Date: _____ Title Company: _____

Chalfont Borough residents are required to pay a 1% Earned Income Tax (EIT) through Keystones Collections. Information on the EIT Collection can be accessed at www.chalfontborough.com/taxes/. It is the resident's responsibility to notify their employer and provide the PSD Code: **090502**

**PLEASE NOTE: Conditional U&O's will be charged an additional \$300 fee (see current Fee Schedule).
Conditional U&O's will be considered on a case-by-case basis.
U&O's will not be issued until all outstanding permits and fees are satisfied.**

Chalfont Borough highly recommends hiring a third party to perform any inspections deemed necessary.



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TENANT LIST

Please specify ALL tenants and their unit I.D. number.

Tenant/Occupant

Unit I.D.

Contact Phone #

Email Address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____



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CHALFONT BOROUGH RESIDENTIAL USE and OCCUPANCY CHECKLIST

To be completed by the seller and the results submitted a minimum of two weeks prior to the transfer/resale of property.

- Smoke detectors are installed and operating on each level, including the basement and in each bedroom or sleeping area of any dwelling. In dwellings with existing hard-wire smoke detector systems not covering all areas, additional battery powered smoke detectors may be installed.
- Where there are fuel burning appliances, carbon monoxide detectors are installed; the detectors should be installed no further than 40 feet from every sleeping area.
- Locks on means-of-egress doors are readily operable from the inside without the need for keys, special knowledge, and/or effort.
- Every window, door, and frame is in sound condition, good repair, and weather tight.
- There are no openings or holes in ceilings, walls, or floors that would adversely affect the structure's fire rating.
- All exterior sidewalks, walkways, stairs, driveways, parking areas and similar spaces are in a proper state of repair. There are no tripping hazards.
- All interior stairs and railings are maintained in sound condition and good repair.
- Every exterior and interior stairway having more than four (4) risers, and every portion of a stair, landing, or balcony greater than thirty inches (30") above grade or floor has applicable graspable handrails and/or guardrails. All handrails and/or guardrails shall have openings no larger than four inches (4").
- The electrical system including service, fusing, circuit breakers, outlets, and wiring shall have no visible or obvious defects which constitute a hazard to the occupants of the space.
- If applicable, sump pump shall be installed properly and maintained in a safe working and approved manner. No sump pump shall be connected to the public sewer at any time.
- Temperature/pressure relief valve for hot water heater shall have discharge pipe properly installed. The discharge pipe shall extend to within six inches (6") of the floor without any reduction in the pipe diameter.
- Street address shall be legible on all buildings and displayed in reflective Arabic numerals or alphabet letters that are a minimum of four inches (4") high, with a minimum stroke width of 0.5 inch, and of contrasting color placed over the doorway and visible from the center of the roadway. If the correct-sized numbers/letters placed on the building are not readable from the street, then correct-sized numbers/letters should be placed on each side of the mailbox or its support post. If no mailbox is present or if the driveway is long, the correct-sized numbers/letters shall be placed on a marker or post of noticeable size and placed at the driveway entrance in a position to be easily readable from the street.
- Lateral sewer line inspection video & report (included with U&O application submission). Note: The U&O Certificate will not be issued until the lateral sewer line footage and inspection report is submitted to the Borough and has also been reviewed by the Chalfont New Britain Township Joint Sewer Authority.



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RESIDENTIAL OCCUPANCY CERTIFICATION AFFIDAVIT Self-Certification of U&O Inspections

As required by Ordinance No. 476, dated October 14, 2025

Chalfont Borough requires that the inspection of the items on page three (3) of this document be completed prior to the transfer of property and their results submitted along with this completed five-page document to the Borough a minimum of two weeks in advance of the proposed settlement date. The Use and Occupancy Certificate required for the transfer of ownership will be withheld until such time as this document and the results of the lateral sewer line scope are submitted, reviewed and approved.

I/We (Seller/s) _____ hereby certify that the property
(print name(s))
located at _____, Chalfont, PA 18914, located within Chalfont Borough,
that will be transferred by Me/Us on the following anticipated settlement date _____,
does have all the aforementioned requirements listed on page three (3) completed.

By signing below, I, the applicant(s), certify all information is true and correct to the best of my knowledge, and have disclosed this Affidavit to the Buyer. I also understand that my property may be subject to inspections by the Borough as deemed necessary.

I hereby release Chalfont Borough, its employees, and hired third parties from any and all claims of liability arising from the results of any inspections and/or transactions related to the sale of this property.

Any person, firm or corporation violating any provision of Ordinance No. 476 shall be guilty of a summary offense and, upon conviction for any such violation by a District Justice, shall pay a fine of not more than \$1,000 or be imprisoned for not more than 30 days, or both. Each day or portion thereof that the violation continues shall constitute a separate offense and shall be punishable by like penalties.

State of _____,

County of _____

Sworn to and Subscribed before me,

_____, this day of

_____, 20____.
Month Day

(Seller #1 Signature)

(print name)

(Notary Signature)

(Seller #2 Signature)

(print name)