

Borough of Marcus Hook  
1111 Market Street  
Marcus Hook, PA 19061  
610-485-1341  
610-485-9767 (Fax)

## BOROUGH OF MARCUS HOOK OCCUPANCY PERMIT APPLICATION

Please note that a sprinkler system may be required.

### SECTION 1. PROPERTY INFORMATION

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

Tax Folio No: \_\_\_\_\_ Date of Settlement \_\_\_\_\_

Residential     Commercial     Industrial     Other \_\_\_\_\_

Realtor : \_\_\_\_\_ Telephone \_\_\_\_\_

### SECTION 2. OWNER INFORMATION

Owner: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

### SECTION 3. REASON FOR APPLICATION

Change of Ownership \_\_\_\_\_ New Construction \_\_\_\_\_

Change of Tenancy \_\_\_\_\_ Alteration/Addition \_\_\_\_\_

Temporary Vacancy \_\_\_\_\_ Change in Use \_\_\_\_\_

If resale, name of buyer(s): \_\_\_\_\_

No new buildings, altered buildings, reconstructed buildings, restored buildings, additions to existing buildings or any change in use of an existing building shall be used or occupied until an occupancy permit has been issued.

COMMERCIAL PERMIT FEE IS \$150.00 PAYABLE WITH APPLICATION.

RESIDENTIAL PERMIT FEE IS \$100.00 PAYABLE WITH APPLICATION.

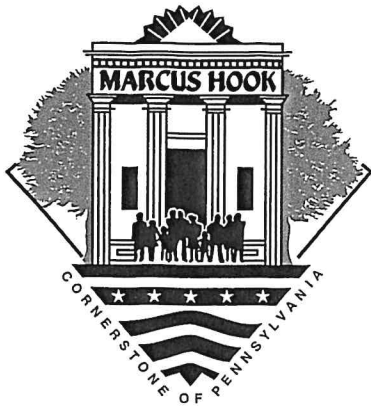
REINSPECTION FEE: \$75.00

### FOR OFFICE USE ONLY:

Application Received: \_\_\_\_\_ Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Permit Issued: \_\_\_\_\_ Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement / Building Inspector's Signature: \_\_\_\_\_



# Borough of Marcus Hook

## The following is a Sample check list for obtaining a Certificate of Occupancy

IT IS THE HOME OWNERS RESPONSIBILITY TO APPLY FOR ALL NECESSARY PERMITS REQUIRED BY LAW.

This inspection is a visual inspection mainly looking for safety hazards and unsanitary conditions along with any Code Violations.

1. House numbers 4" in height.
2. Electric, gas, and water must be turned on at time of inspection.
3. Smoke detectors are required on all levels, and in every sleeping area.
4. Carbon monoxide detector required outside sleeping areas. Exception: All electric and detached garages.
5. All appliances must be installed properly and be in proper working order. (stoves, exhaust fans, garbage disposals, etc.).
6. All stairs of three (3) or more steps must have a handrail installed. (must meet current code).
7. All landings or porches 30" inches in height or higher must have a rail around entire area.

Because this is a visual inspection the following is a guide for the homeowner to check to avoid some code violations. This inspection is not designed to check every outlet, open and close windows, run appliances through their cycles, and turn on heat during summer months.

- A. All supporting members must be structurally sound (floors, walls, ceilings, roof members, etc.).
- B. Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware (sash cords etc.).
- C. Excessive peeling paint, cracked or loose plaster, decayed wood shall be repaired and or replaced and properly painted.
- D. Basements and crawl spaces shall be reasonably free from water and /or dampness. Sump pumps are acceptable.
- E. Wood stoves, fireplaces, fireplace inserts, etc. must be installed in accordance with the building code.
- F. House must be free of insect infestation.
- G. No extension cord type wiring is permitted.
- H. All lighting fixtures, outlets and switches must be properly secured.
- I. All grass and weeds shall be properly cut and maintained.
- J. No miscellaneous debris is permitted to be left on site.

- K. Sidewalks and driveways must be free of trip hazards.
- L. No broken, cracked or missing glass.
- M. Roof must be in sound condition and waterproof, with no excessive deterioration.
- N. All trim work around doors, windows, etc. must be properly caulked to eliminate moisture penetration.
- O. Electrical service wire to building must be in sound condition and properly secured to the building.
- P. All swimming pools must be structurally sound, containing no stagnate water and an approved cover. No body of water that will create a place for mosquitoes to breed is permitted.
- Q. All pools shall be protected by a ground fault circuit interrupter.
- R. Bathroom and kitchen floors shall be impervious to water and be in a clean and sanitary condition.
- S. All bathtubs and showers must be properly caulked and maintained in good repair.
- T. Heater must be in proper working order, free from defects and wired properly with an emergency shut off switch.
- U. Hot water heater must be in proper working order. And all pressure relief valves must have an extension pipe installed and terminating within six (6) inches of the floor or an approved drain.
- V. All plumbing fixtures must be properly installed and properly working as designed with no drips and/or leaks.

NOTICE EFFECTIVE DECEMBER 1, 2005

N.J.S.A. 52:27D-198.1 -Residential structures to have smoke-sensitive alarm devices, portable fire extinguishers.

ALL REALES AND/OR RENTALS OF A SINGLE FAMILY, TWOFAMILY OR TWIN ARE REQUIRED TO HAVE A PORTABLE FIRE EXTINGUISHER PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED.

Portable fire extinguisher – means an operable portable device carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is:

1. Rated residential; ABC type;
2. Shall be a 2A:10b:c (or larger) but no more than 10lbs.
3. Mounted within 10 ft. of the kitchen area w/ hangers or brackets supplied by the manufacturer.
4. The top of the extinguisher must not be more than 5 feet above the floor.
5. Shall be visible from the kitchen area and in a readily accessible location, free from being blocked by furniture, storage, or other items.
6. Shall be near a room exit or travel path that provides an escape route to the exterior.
7. An owner's manual or written information regarding the operation, inspection and maintenance of the extinguisher must be provided with the operation instructions clearly visible.
8. New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase or receipt.
9. The extinguisher shall be listed, labeled, charged and operable.