

Borough of Marcus Hook  
1111 Market Street  
Marcus Hook, PA 19061  
P. 610-485-1341, F. 610-485-9767  
office@marcushookboro.org

**Borough of Marcus Hook**  
**Use and Occupancy Permit Application**

<b>Section 1. Property Information</b> Address: _____ Tax Folio Number: _____ Date of Settlement: _____ <div style="text-align: center;"><input type="radio"/> Residential   <input type="radio"/> Commercial   <input type="radio"/> Industrial   <input type="radio"/> Other</div> Is the property a: <div style="text-align: center;"><input type="radio"/> New Rental Property   <input type="radio"/> Existing Rental Property</div> <b style="color: red;">If property is being used as a new rental property a sprinkler system is required.</b>
<b>Section 2. Realtor Information</b> Name: _____ Company: _____ Phone: _____ Email: _____
<b>Section 3. Current Owner Information</b> Owner Name: _____ Address: _____ Phone: _____ Email: _____
<b>Section 4. Buyer/New Owner Information</b> Name: _____ Address: _____ Phone: _____ Email: _____
<b>Section 5. Reason for Application</b> <div style="text-align: center;"><div><input type="radio"/> Change of Ownership <input type="radio"/> Temporary Vacancy <input type="radio"/> Alteration/Addition</div><div><input type="radio"/> Change of Tenancy <input type="radio"/> New Construction <input type="radio"/> Change in Use</div></div> 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.  <b>Commercial Permit Fee is \$150.00, Residential Permit Fee is \$100.00</b> <b>Reinspection Fee is \$75.00 (We accept cash, check, or credit cards)</b>
<b>FOR OFFICE USE ONLY:</b> Application Received: _____ Fee: _____ Date Paid: _____ Receipt #: _____ Permit Issued: _____ Permit #: _____ Date: _____ Code Enforcement Signature: _____

**All sections must be completed in full, and application must be paid in full for application to be processed.**