



**UPPER CHICHESTER TOWNSHIP**

P.O. BOX 2187, Upper Chichester, PA 19061

Ph: 610-485-5719 ext.206 Fax: 610-494-2130

DATE: \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY APPLICATION**

**For RESALE and NEW BUSINESS (rental on reverse side)**

TYPE: Resale  New Business

**Applicant Information**

APPLICANT: Agent  Buyer  Seller  Owner  Lessee

NAME OF AGENCY/BUSINESS (if applicable): \_\_\_\_\_

NAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
City State Zip

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Applicant's Notification Preference: Email  Mail  Fax

If Applicable: Conditional Sale: YES or NO

Settlement Date: \_\_\_\_\_ Lock Box #: \_\_\_\_\_

**Property Information**

Hereby applies for Certificate of Occupancy for the following property:

ADDRESS: \_\_\_\_\_  
City State Zip

APARTMENT: \_\_\_\_\_ NO: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

**NEW OWNER'S NAME:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
City State Zip

PHONE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**FEES:**

Residential Change of Ownership (Single Family, etc)

\$75.00/Unit - If application is submitted 15 days or more of settlement date

\$90.00/Unit - If application is submitted 15 days or less of settlement date

Non-Residential Change of Ownership, New Business, etc

\$125.00/Unit - Non-Residential - Change of Ownership, New Business, etc

For information regarding your inspection, please contact our Zoning Officer @ 610-485-5719 ext. 206