



**UPPER CHICHESTER TOWNSHIP**

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

Ph: 610-494-3010 Fax: 610-494-2130

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

**RESALE CERTIFICATE OF OCCUPANCY APPLICATION**

(RESIDENTIAL OR COMMERCIAL CHANGE OF OWNERSHIP)

TYPE OF RESALE: Residential  Commercial

**Property Information**

Hereby applies for Certificate of Occupancy for the following property:

ADDRESS: \_\_\_\_\_  
Apt # City State Zip

**Applicant Information**

APPLICANT: Agent  Buyer  Seller  Other  \_\_\_\_\_

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 #: \_\_\_\_\_

**NEW OWNER'S NAME:**

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

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

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

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

**FEES:**

**Residential Change of Ownership (Single Family, etc)**

\$80.00/Unit - If application is submitted 15 days or more of settlement date

\$100.00/Unit - If application is submitted 15 days or less of settlement date

\$35.00/ Unit - Per Re-inspection

**Commercial Change of Ownership**

\$200.00/Unit - Non-Residential - Change of Ownership (PER UNIT)

\$35.00/ Unit - Per Re-inspection

**For information regarding your inspection, please contact our Zoning Officer @ 610-494-3010**