BOROUGH OF CONSHOHOCKEN

New Rental Packet

610-828-1092 Main Phone
610-828-0920 Fax

BOROUGH OF CONSHOHOCKEN
400 Fayette Street, Suite 200
Conshohocken, PA 19428
Phone (610) 828-1092
Fax (610) 828-0920

For Office Use Only Date Application Received:
Receipt #_____
U & O Fee $_____.00
❑ Cash ❑ Check #_____
Land Use Code:_____
Parcel # 0-500-_____

USE & OCCUPANCY PERMIT APPLICATION PERMIT#_____

SECTION 1. REASON FOR APPLICATION (Check Appropriate Condition)

❑ Property Sale / Transfer of Ownership ❑ Use Group / Occupancy Classification Change
❑ Property Rental / Change of Tenant
Location of Property: _____Floor and/or Suite and/or Apt #_____

SECTION 2: OCCUPANCY CLASSIFICATION/USE GROUP INFORMATION. Please indicate the present occupancy type/use group. (If the building is mixed use, list of the appropriate classification/use groups). □ Single Family □ Multi-Family □ Mercantile □ Business □ Other_____

❑ Residential - ____ Unit(s) - Fees: Single Family Dwelling or Multi Family Dwelling = $75 per unit
❑ Commercial - Square Ft =_____ - Fees - Commercial = $300 < 6000 sq ft & $5 per 100 sq ft > 6000 sq ft

Does the tenant/buyer intend a change in occupancy classification/use group? ❑ Yes or ❑ No. (If Yes, please provide description of the proposed new use) _____

SECTION 3. PRESENT PROPERTY OWNER
Name(s):_____
Address:_____
City: _____State:___Zip Code: _____
Daytime or Cell Phone #:_____
E-mail _____

SECTION 4. PROPERTY SALE - BUYER (complete EITR form)
Buyer's Name(s):_____
Address:_____
City: _____State:___Zip Code: _____
Daytime or Cell Phone #:_____
E-mail _____

Does the buyer intend to occupy or reside at the location? ❑ Yes or ❑ No If the answer is Yes, skip Section 5

SECTION 5. PROPERTY RENTAL - CHANGE OF TENANT - TENANT
(A) Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time a change of tenant occurs in all of the occupancies/use groups listed in Section #2.
(B) Borough Ordinance requires single & multi-family dwelling rental units to be registered with the Borough of Conshohocken. A Rental Property Registration Form can be obtained at the Conshohocken Municipal Building during normal business hours.

FOR RESIDENTIAL TENANT USE ONLY (complete EITR form)
Resident's Name:_____ Resident's Name:_____
Resident's Name:_____ (attach a separate sheet of paper if necessary)

FOR COMMERCIAL TENANT USE ONLY
Business Name:_____
Address:_____City: _____State:_____Zip Code: _____
Contact Person:_____Title:_____
Daytime or Cell Phone #:_____ E-mail _____

Application is hereby made to the Borough of Conshohocken for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of the Borough of Conshohocken and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building until a Certificate of Occupancy is issued. I understand that any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Occupancy.
OWNER'S SIGNATURE _____ DATE_____

I hereby certify that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent.
AGENT'S SIGNATURE _____ DATE_____

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RULES, REGULATIONS AND REQUIREMENTS GOVERNING USE AND OCCUPANCY PERMITS

RULES

Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time any of the following occur:

1. Use and occupancy of any building or structure hereafter altered or erected.
2. Change in the use and/or occupancy of any building or structure.
3. Use of land or change of use thereof.
4. Change in use and occupancy of any non-conforming use of extension thereof.
5. Change of tenants in any building or structure.

APPLICATION:
All applications for Use and Occupancy Permits must be completed in ink, signed by the owner or acting agent to comply with all Borough Ordinances.

FEES:
Single family Dwelling = $75.00
Multi- Family Dwelling = $75.00 per unit
Commercial = $300 < 6000 sq ft & $5 per 100 sq ft > 6000 sq ft

Please note: All fees must be paid prior to the application being processed.

REGULATIONS

Issuance of a Use and Occupancy Permit: No Use and Occupancy Permit shall be issued until all proper Borough Officials have certified that the proposed Use and Occupancy complies with all pertinent Ordinances. In special cases, consideration of the Borough granting a temporary Use and Occupancy Permit will be considered on a case by case basis. Officials determine that an application is in compliance with pertinent Borough Ordinance, it shall be their duty to issue the permit within thirty days of the receipt date on the application.

Refusal of permit: Should it be determined that an application and or the premises is not in compliance with all pertinent Borough Ordinances, it shall be the duty of the proper Borough Officials to refuse the Permit. In such cases it shall be the duty of these Officials to instruct the applicant of the remedial measures to bring the application and or premises into compliance within thirty days of the receipt date on the application.

General List of Requirements

The building or structure must comply with the 2006 International Property Maintenance Code and The Code of The Borough of Conshohocken. The following is a list of common residential requirements. This is a general list used to help property owners prepare for the inspection.

Residential Interior:

- Smoke detectors are required on every level and in every room used for sleeping.
- All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
- All ceilings, walls and floors shall be maintained in good, clean and sanitary condition.
- All windows must be operable and free from any holes, cracks, or broken glass.
- Screens must be installed and kept in good condition between the months of April to October.
- All means of egress doors shall be readily operable from the side which egress is to be made, without the need for keys, special knowledge or effort.
- Every interior flight of stairs having more than four risers shall have a graspable handrail on one side of the stair.
- Every habitable space in a dwelling shall contain at least two separate and remote electrical outlets.
- All bathrooms require: 1.) A mechanical ventilation system or an operable window and an outlet (GFCI recommended). If new outlet is installed it must be GFCI.
- Every laundry area requires a grounded or GFCI outlet.
- The furnace must be inspected by a registered technician, and certified in writing as being in sound, operable condition. The written heater certification must be dated within 2 years of the inspection.
- The chimney must be inspected by a registered technician, and certified in writing as being in sound, operable condition (direct vent systems exempt). The written certification must be dated within 2 years of the inspection. New chimney liners are exempt for five years. Must have written documentation with the date of install, and Borough inspection permit.
- Adequate combustion air for fuel fired appliances shall be provided.
- Any unsafe structure or equipment inside the property, as determined by the Borough, is not permitted.

Residential Exterior:

- The building shall have approved address numbers placed in a position plainly legible on each unit door. Numbers must be a minimum of 4 inches in height and a ½ inch. stroke. Units must be numbered 1, 2, 3 NOT A, B, C.
- All exterior property and premises shall be maintained in a clean, safe and sanitary condition.
- Every exterior flight of stairs that has more than four risers shall have a graspable handrail on one side of the stair.
- Exterior wood surfaces, other then decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipping paint shall be eliminated and surfaces repainted. Any deteriorated wood must be removed or replaced.
- All Exterior walls shall be free from holes, breaks, and loose or rotting materials.
- All down spouts and gutters shall be installed and maintained in good repair.
- Every exterior balcony, porch, landing, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade, shall have guards installed. Guardrails and guards shall be securely fastened, and capable of supporting 200lbs. of imposed loads.
- All sidewalks, curbs, walkways, stairs, driveways, parking spaces and similar areas shall be kept in proper state of repair, and maintained free from hazardous conditions.
- All buildings and or structures on the property (garages, car ports, sheds, etc) are to be included in the inspection.
- Any unsafe structure or equipment on the property, as determined by the Borough, is not permitted.

Please allow the Borough 5 business days to review your application and schedule an inspection.

BOROUGH OF CONSHOHOCKEN

EARNED INCOME TAX REGISTRATION FORM – NEW RESIDENTS

RESIDENT PSD CODE #460401

RETURN FORM TO: 400 Fayette Street, Suite 200, Conshohocken, PA 19428

Name: _____ Soc. Sec. #: _____

Spouse's Name: _____ Soc. Sec. #: _____

New Address: _____ as of: _____

Please list previous address and previous school district:

Address: _____ City_____ State: _____ Zip: _____

School District: _____

Employer: _____ Spouse's Employer: _____

Earned Income Tax withheld from your pay: yes☐ no☐ From Spouse's pay: yes☐ no☐

Self-employed: yes☐ no☐ Spouse self-employed: yes☐ no☐

☐No earned income: Please indicate reason (homemaker, temporarily unemployed, disabled, student etc; (please specify)

You: _____ Spouse: _____

Signature: _____ Date: _____

Earned Income Tax Information for
Residents of the Borough of Conshohocken, Montgomery County

In Pennsylvania, the General Assembly has empowered political subdivisions of the Commonwealth, at the local level, to levy, assess, and collect certain types of taxes for general revenue purposes. The authority for levying these non-realty taxes was granted to local school districts and municipalities in 1965 through the passage of the Local Tax Enabling Act (LTEA), commonly referred to as 'Act 511'. The rate of earned income tax for the Borough of Conshohocken is one percent (.5%) and is levied on gross wages and/or net profits from a business or profession.

Berkheimer Tax Administrators is the appointed earned income tax administrator for Montgomery County. The appointed earned income tax administrator, Berkheimer Tax Administrators is charged with the duty of collecting the Borough's earned income taxes. This includes collecting the tax, establishing rules to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Above is an Earned Income Tax Registration Form. A completed Registration Form will fulfill your registration requirements under the Earned Income Tax Rules and Regulations adopted by the Borough of Conshohocken. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of your employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Residents, who work in a jurisdiction where it is not withheld, or are self-employed, will have to pay the tax directly to Berkheimer Tax Administrators. The completed registration form will be forwarded to Berkheimer Tax Administrators, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

If you have any additional questions, you may contact at Berkheimer Tax Administrators 610-279-7500, or on their website at www.hab-inc.com.

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RENTAL PROPERTY REGISTRATION

Property Address: _____ Current Rental ☐

Owner's Name: _____ New Rental ☐

Owner's Mailing Address: (all required)

Street: _____

City:_____ State: _____ Zip: _____ **PO Boxes are not accepted**

Owner's phone#: _____ 24 Hour Phone/Cell: _____

Email: _____ Do you live onsite this rental ☐

Agent Name & Company: _____

Address:_____

City:_____State: _____Zip: _____

Email: _____

Phone #_____ After Hours Phone #:_____

REQUIRED IF YOU LIVE FURTHER THAN 12 MILES. If you are using an agent, all fields are required.

Fees:

Registration: $100 Per Rental Unit

Inspection: $75 Per Rental Bi-Annual
Bi-annual rentals will be contacted for appointments.

NEW RENTAL: $75 Inspection
New Rental Requires Inspection.
Bi-annual Inspection required for current rentals.
Contact Office for NEW Inspection Appointments.

Trash: $165
One (1) trash unit is included in taxes, any additional units are billed @ $165 for each additional unit.

Payble to: Borough of Conshohocken
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Lease exp date	Tenant/Tenant's Name & Phone #	# of people & Check (V) appropriate box: Unit	# 14 yrs or younger	# Over age 14	# Handicap

*Note: Please fill in the handicap box if you feel that person would need assistance in an emergency.

I attest that all information above is accurate.

Owner Signature: _____ **Date:** _____

Print Name: _____

Official Use Below

Even ☐ Odd ☐ New Rental ☐ Remove/Change ☐ Updated ☐_____ Initials

Needs Inspection ☐

Permit Printed ☐