

Use and Occupancy (U&O) Certificates

A Use and Occupancy (U&O) permit must be obtained prior to a property or tenant space such as a single family dwelling, multi-family dwelling or commercial occupancy, is occupied, or undergoes a change of ownership or use. No property can be occupied without a U&O permit. Strict compliance is mandatory.

- Approved address numbers
- Condition of the exterior, such as fences, roofs, walls, steps, sidewalks, etc.
- Structural integrity
- Termite infestation
- Electrical and plumbing systems
- Means of egress and escape, such as doors and windows
- Heating system certification
- Presence of railings where necessary
- Number of outlets in each room
- Number, location, and operation of smoke detectors

Prior to changing occupancy, complete a U&O permit application and submit it to the borough along with the fee. For a single family home or an apartment unit, the fee is **\$75**. For a commercial or industrial structure, the fee is **\$300**. Permit applications can be obtained at the administrative office.

- A borough property inspector will inspect the building for compliance with the pertinent ordinances and codes.
- If the U&O permit is denied, the inspector will list the repairs or alterations necessary to bring the property into compliance. All repairs must be completed prior to approval of the U&O permit.
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- When you submit the application and fee where required, the completed Earned Income Tax Registration Form must be submitted by the buyer/occupant prior to final approval for use and occupancy.
- If you are selling you house the buyer(s) must fill out the Earned Income Tax Form.

- If you are renting a house or apartment the Tenant(s) must fill out the Earned Income Tax Form.