

# **BOROUGH OF RED HILL**

56 WEST 4<sup>TH</sup> STREET

RED HILL, PA 18076

Phone: 215-679-2040 - FAX: 215-679-0527

www.redhillborough.org - info@redhillborough.org

## **GENERAL INFORMATION FOR OCCUPANCY PERMITS**

### **PLEASE READ BEFORE COMPLETING APPLICATION**

**FEES - Inspection fee \$150.** Except for those not responsible for sidewalks (Creekside Village, Preston Court, Red Hill Estates, The Upper Perkiomen Manor, and The Villas) the fee is **\$100**.

**Allow 15 business days from receipt of application and payment** to receive your permit provided there are no violations. If violations are found, then temporary permits are issued depending upon the type of violations. If the violation(s) does not make the property unfit for human habitation, then a temporary occupancy permit is issued, and the purchaser has 12 months to correct the violation(s). If the violation(s) makes the property unfit for human habitation, then a temporary access permit will be issued, and the purchaser has 12 months to correct the violation(s).

If sidewalks are one of the items that require work, you will receive a separate letter detailing the work that needed to be completed. All sidewalks and curbs must be in compliance with the current borough code, an inspection of the sidewalk will be performed, and you will be notified within **Ten (10)** business days of that inspection as to whether sidewalk work is needed.

The Upper Montgomery Joint Authority (UMJA) requires a sewer lateral inspection. To arrange an inspection, please call them directly at 215-679-5133.

**An application is not considered complete until all information is provided, the fee is paid, and the form is signed and dated.**

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**APPLICATION FOR USE & OCCUPANCY PERMIT**

**PROPERTY ADDRESS:** \_\_\_\_\_

Residential       Non-Residential       Mixed Use

Proposed Use:  Owner Occupied     Rental (rental registration required)

**SETTLEMENT DATE:** \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Phone # & Email: \_\_\_\_\_

Realtor Name & Agency: \_\_\_\_\_

Phone # & Email: \_\_\_\_\_

**BUYER INFORMATION (Required)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Realtor Name & Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT:**     Seller Realtor     Property Owner     Buyer Realtor     Buyer

Applicant Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**BOROUGH USE ONLY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_