



**Schwenksville Borough**  
 140 Main Street  
 Schwenksville, PA 19473  
 Phone: 610-287-7442  
 Fax: 610-287-8098  
 www.schwenksville-pa.org

**Property Transfer Application**  
 Certificate of Occupancy  
 Commercial/Non-residential Property  
**Transfer of Real Estate** (Change in ownership)

***TO BE COMPLETED BY THE PROPERTY OWNER [SELLER OF PROPERTY]***		
Property Address:		Settlement Date:
Current Owner(s):		
Owner(s) Mailing Address:		
Phone:	Cell:	E-mail:
Purchaser (s) Names:		
Purchaser(s) Mailing Address:		
Purchaser's Phone:	Purchaser's Cell:	(Purchaser's E-mail:
Owner's Agent's name & company:		
Owner's Agent's Mailing Address:		
Agent Phone:	Agent Cell:	Agent E-mail:
E-mail Certificate to:		
Public Sewer : Yes or No Public Water: Yes or No	Date of Sewer lateral Inspection: Authority Approval (attach)	
Current Use(s) of the Property:	No. of Off-Street Parking Spaces including garage space:	
Is there a Residential rental unit? Yes or No How many?	Number of Commercial suites/spaces:	
Number of Bedrooms (total):	Are there tenants continuing occupancy during the property transfer?	
Intended Use(s) by New Owner: *** Note: Zoning Use Permit is required to be obtained by new owner***		
Signature of Applicant(s):		Date:
***TO BE COMPLETED BY THE BOROUGH***		
Parcel Number:	Lot Size:	Zoning District:
<b>Known Variances, Special Exception, or Conditional Use Approvals Applicable to the Property:</b>		
Other Comments:		
Certification of Zoning Officer:		Date:

SCHWENKSVILLE BOROUGH ORDINANCE NO. 383, Adopted April 14, 2016 Re-Adopting the IPMC 2006 Property Maintenance Code with Amendments includes the following requirements **SECTION 802. Non-residential, Commercial, Office, Manufacturing, Light Industrial and Mixed-Use Buildings Resales**. Upon transfer of title to a new owner, or upon said building or dwelling unit becoming vacant, no Non-residential, Commercial, Office, Manufacturing, Light Industrial or Mixed-Use Building, in whole or in part, except as noted herein, shall be occupied until the issuance of a Use & Occupancy Certificate by the Building Code Official. The following requirements must be met before a certificate shall be issued:

- 1) Before the issuance of a Certificate for Use & Occupancy, a full code compliance inspection shall be conducted in accordance with the International Maintenance Code/2006 Edition as Amended by the Borough of Schwenksville, the International Fire Prevention Code and the U.C.C. Building Code as adopted by Schwenksville Borough.
- 2) Sewer Lateral must pass inspection as per Ordinance No. 370. Lateral Inspection protocol and permits are issued by the Schwenksville Borough Authority. Notification of passed inspection required by the Borough.
- 3) Sidewalks – must be repaired or replaced In Accordance with **Section 302.3.2 of this Code**. [See in Chapter 143 Article II of the Schwenksville Borough Codified Code.]
- 4) Retaining Walls accessible to public areas must satisfy Section 302.7
- 5) If violations for any of the above Codes & Ordinances are noted, the owner must inform the new owner of all pending violations, and a notarized letter of intent shall be signed by whoever will be responsible for the correction of the violations, which must occur within 60 days of transfer of the deed to the new owner.
- 6) All Hazardous building, safety, fire, plumbing and electrical violations cited at the time of inspection by the Building Code Official shall be corrected in the time specified by the Building Code Official and/or Fire Marshall.
- 7) In the event that the property transfer does not occur, the present owner must correct all listed violations within 60 days of the date on which the settlement on the property was to have occurred, or from written notice from the Borough of Schwenksville. Failure to abate such violations shall be subject to the penalties set forth in § 106 of the 2006 IPMC.