

TOWNSHIP OF NEWPORT

351 West Kirmar Avenue • Nanticoke, PA 18634

PHONE: 570-735-4735 • FAX: 570-735-5595

OCCUPANCY PERMIT APPLICATION

DATE: _____

APPLICATION NO.: _____

This is a formal application for an occupancy permit to occupy or use the structure as follows:

PROPERTY ADDRESS: _____

NAME OF OWNER: _____

ADDRESS OF OWNER: _____

TELEPHONE NUMBER OF OWNER: _____

NAME OF _____ BUYER or _____ RENTER: _____

ADDRESS OF *NEW* OWNER: _____

TELEPHONE NUMBER OF *NEW* OWNER: _____

TOTAL NUMBER OF ROOMS: _____ NUMBER OF BEDROOMS: _____

NUMBER OF OCCUPANTS: _____ ADULTS: _____ CHILDREN: _____

IF DOUBLE, DUPLEX OR APARTMENTS, NUMBER OF UNITS IN BUILDING: _____

*I certify that I am the person making this application on behalf of _____
and with full authority of the owner of the above mentioned property.*

I certify that all of the above statements are true and correct to the best of my knowledge.

APPLICANT: _____ OWNER: _____ TENANT: _____ AGENT: _____

**** (MAKE SURE YOU READ THE BACK OF THIS FORM) ****

PERMIT AND INSPECTION FEE: **\$85.00 PER UNIT** • PAYABLE TO: NEWPORT TOWNSHIP

RECD _____ CHECK #: _____ CASH _____

*I have reviewed the above occupancy permit application and find it is in accordance
with the Newport Township Building Code Ordinances:*

CODE ENFORCEMENT OFFICIAL: _____ DATE: _____

INSPECTION SCHEDULED FOR: _____ AT _____
Date Time

INFORMATION RELATIVE TO NEWPORT TOWNSHIP OCCUPANCY PERMITS

Newport Township, Luzerne County, Pennsylvania Ordinance No.3 of 1991, was approved by the Newport Township Board of Commissioners on May 6, 1991.

Its purpose is to insure that each and every residential unit in the Township meets current building and property maintenance codes.

WHO REQUIRES AN OCCUPANCY INSPECTION:

This is done prior to each managing, selling, renting or permitting of the occupation or re-occupation of any dwelling or dwelling unit, the owner(s) of each dwelling or dwelling unit must first request an inspection of said dwelling or dwelling unit by the Newport Township Building Code Official or his designee.

WHAT DOES THE INSPECTOR LOOK FOR WHEN DOING THE INSPECTION:

Listed below are some of the things that the Inspector will look for when doing an Occupancy Inspection. These are not only health and safety issues but requirements of the Ordinance. **You must make sure that all utilities are working properly.** Your attention to these items before the Inspector arrive may eliminate the need for follow-up inspections and fees.

1. Inside cleanliness
2. Painting
3. Windows, workability, etc.
4. All outlets, including ground faults, working properly and have electrical covers installed.
5. All light switches working properly
6. All plumbing, faucets, drains and toilet working.
7. Hot water is working.
8. **Smoke alarms installed and working on all floors, in all bedrooms, including basement. Carbon Monoxide detectors are required to be installed and working on all floors.**
9. If there are stairs, all handrails must be installed at proper heights
10. Heating system working properly
11. Breaker/fuse box properly grounded and inspected
12. All drain pipes working, including sewer line.
13. Exterior of building in good condition, including all porches and railings
14. Outside cleanliness around building and property

WHAT IF THERE ARE DEFICIENCIES:

At the end of the inspection, the Inspector will discuss any deficiencies that he may have found and provide you with a written list of the item(s). If there were a number of items, the inspector will tell you how much time you have to correct them. **Normally, all items must be corrected within fourteen (14) days of the inspection. It is possible that a re-inspection fee may apply.** You will be notified of this at the end of the inspection.

WHAT IF THERE ARE NO DEFICIENCIES:

If there are no deficiencies, the Inspector will provide you with a "Certificate of Occupancy" at the end of the inspection. You must keep this "Certificate" in a safe place.

HOW LONG IS THE "CERTIFICATE OF OCCUPANCY" GOOD FOR:

The Certificate is good until the premise(s) is vacated, or six (6) months, whichever is longer.