



BOROUGH OF WEST READING

CODE ENFORCEMENT DEPARTMENT

500 Chestnut Street, West Reading PA 19611

(610) 374-8273 Fax: (610) 816-7565

E-mail: wrcodes@westreadingborough.org

Certificate of Occupancy Application

(Property Transfer Inspection)

Instructions:

1. Complete entire application.
2. Calculate total fees due:
 - a. Inspection fee for a single unit structure (includes initial inspection and one re-inspection) - \$100.00.
 - b. Each multiple unit over one unit (structure over one unit) - \$25.00 per additional unit:
 - c. For each additional re-inspection (after the initial re-inspection):
 - i. 2nd Re-inspection - \$50.00
 - 3rd Re-inspection - \$75.00
 - 4th Re-inspection - \$100.00
 - 5th Re-inspection - \$125.00
 - d. If the inspection request is less than five (5) business days prior to settlement, the fee is \$200.00 plus \$50.00 for each additional unit.
3. Submit the form and payment to: Borough of West Reading

Property Information: (current status)

Address: _____

- Single Residential – Owner Occupied
 Single Residential - Rental
 Commercial
 Multi-Unit Residential (# of units _____)
 Commercial/Residential (# of units _____)

Date of Application: _____ Anticipated Date of Settlement: _____

Current Owner Information:

Name: _____ Phone: _____

Address: _____

E-mail: _____

Realtor/Agent Information:

Name: _____ Phone: _____

Address: _____

E-mail: _____

Prospective Buyer's Information: (if available)

Name: _____ Phone: _____

Address: _____

E-mail: _____

Property Information: (after purchase)

- Single Residential – Owner Occupied
 Single Residential - Rental
 Commercial
 Multi-Unit Residential (# of units _____)
 Commercial/Residential (# of units _____)

Signature: _____ Date: _____

OFFICIAL USE ONLY

APPLICATION RECEIVED _____

INSPECTION SCHEDULED _____

FEE COLLECTED \$ _____