

***Leesport Borough***  
27 South Canal Street  
P.O. Box 710 Leesport Pa 19533

<https://leesport.org>

TELEPHONE-610-926-2115  
FAX-610-916-3055

**APPLICATION FOR USE & OCCUPANCY PERMIT FOR EXISTING STRUCTURES PER  
ORDINANCE # 485**

APPLICATION FEE: \$100.00 Pass or Fail (Re-Inspection fee: \$75.00) – Residential: Re-sale  
INSPECTION: Please submit application and fees to the Borough before scheduling an appointment  
for inspection, schedule with LTL Consultants at 610-987-9290.

New Property Owner \_\_\_\_\_

Address of Property Re-Sale \_\_\_\_\_

Parcel # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

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

Date Property to be Acquired By New Owner/Tenant \_\_\_\_\_

Is this use for New Owner or Tenant \_\_\_\_\_

Date of Anticipated Commencement of Use \_\_\_\_\_

Current Owner \_\_\_\_\_

Current Use \_\_\_\_\_

Detail Any Hazardous Materials Used/Stored on Site \_\_\_\_\_

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RESIDENTIAL USE: Number Of Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_

Is the Basement Finished for Living Space? \_\_\_\_\_

Is There an Apartment/In-Law Suite on The Property? \_\_\_\_\_

Email for correspondence: \_\_\_\_\_

Upon your completion of this form please return to Leesport Borough with your check for \$100.00.

**NOTE:** This Application is non-transferable to the new owner.

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**OFFICIAL USE ONLY**

Resale Inspection passed on: \_\_\_\_\_

Compliance with Ordinance #485 has been met, and the existing structure is approved for Use and Occupancy.

Leesport Borough Building Inspector: \_\_\_\_\_ Date \_\_\_\_\_

## Re-Sale Inspection Checklist (Residential)

### Exterior of Property:

- No accumulation of rubbish or garbage*
- No sump pump, cellar drain, gutter or downspout connected to public sewer*
- No broken windows*
- Guardrails for stairs and porches over 30 inches above, with 4 inch maximum spacing*
- No Tall grass and weeds over 6 inches*
  
- 3 inch street address numbers visible from the street*
  
- 4 foot fence around pool where required by the building code*

### Electrical:

- Ground fault circuit interrupter (GFCI) for any outlet within 6 feet of any water source in the following locations:*
  - Bathroom*
  - Kitchen along countertops Unfinished*
  - Basement Garage*
  - Outside receptacles Swimming pool receptacles*
- No exposed or dangerous electrical wiring*
- No missing covers on receptacles, switches and junction boxes Labeling of all breakers and fuses at the electrical panel*
- No open slots at the panel box (must be sealed or capped) Receptacle at the range*
- Gas range shut-off valve*

### Fire Protection and Safety:

- Smoke detector in the unfinished basement (battery type in existing structures is acceptable)*
- Smoke detector on every level (battery type in existing structures is acceptable) Smoke detector in every bedroom (battery type in existing structures is acceptable)*
- Carbon monoxide detector near bedrooms (where gas, heating oil, or wood burning appliance is used)*
- Egress from each bedroom (windows must be operational and maintain an "open" position)*
- Continuous railing at each and every stairwell*
- 2.5 pound BC dry powder fire extinguisher in the kitchen*

### Plumbing and Heating:

- Drip let on water heater relief valve (maximum 6 inches from floor with minimum 1-inch air gap from the floor)*
- No leaks in the plumbing*
- Properly functioning toilets, tubs, and showers*
- Proper ventilation for dryers (must vent directly outside)*
- Certification of Heater (must provide a copy of inspection report from qualified HVAC professional dated not more than one year prior to Borough inspection)*

*Other: A condition of the property not listed above which results in the property being unfit for human habitation, as follows:*

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