

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 _____

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 _____

RESIDENTIAL USE: Number Of Bedrooms _____ Bathrooms _____

Is Basement Finished for Living Space? _____

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

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

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

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:
