

VALLEY TOWNSHIP

1145 W. Lincoln Highway
Coatesville, PA 19320

610-384-5751

Fax 610-384-2746

www.valleytownship.org

USE & OCCUPANCY APPLICATION

___ RESALE (\$125.00 Residential/\$200.00 Commercial –includes 2 inspections) ___ RENTAL INSPECTION (\$65.00 per inspection)

Please allow five (5) business days to process the Use & Occupancy Permit after final inspection and all paperwork has been received. PLEASE MAKE SURE THAT IF YOUR SETTLEMENT DATE CHANGES FROM WHAT YOU HAVE STATED BELOW, YOU NOTIFY THE CODE ENFORCEMENT DEPARTMENT.

PROPERTY ADDRESS: _____

Applicant Name: _____

Phone Number: _____

Email: _____

CURRENT OWNER INFORMATION:

BUYER/TENANT INFORMATION:

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

REALTOR (if applicable): Name: _____ Phone #: _____

SETTLEMENT DATE: _____

PLEASE CONTACT THE CODES DEPARTMENT AT 610-384-5751, EXT. 401 TO SCHEDULE THE INSPECTION.

Scheduling of appointments for inspections are the responsibility of the Applicant. Please allow ninety-six (96) hours' notice when scheduling inspections. The Applicant named on this document understands that settlement (Transfer of Ownership) shall not occur prior to obtaining the Use & Occupancy Permit.

PLEASE ALLOW A ½ HOUR WINDOW FOR THE INSPECTOR TO ARRIVE AT THE PROPERTY. PLEASE DO NOT CALL THE OFFICE ASKING WHEN THE INSPECTOR IS COMING IF IT HAS BEEN LESS THAN ½ HOUR. IT IS THE RESPONSIBILITY OF THE INSPECTOR TO CALL IF HE/SHE WILL BE MORE THAN ½ HOUR LATE.

If settlement does not occur within six (6) months of the approval date of the Use & Occupancy Permit, the certificate will be invalid and another certificate will be required.