



Township of Ridley
CERTIFICATE OF OCCUPANCY PROCEDURE

1. Application must be complete and legible, or it will be returned. (Typed or clearly printed).
2. Submit application form and a check made payable to: TOWNSHIP OF RIDLEY at least 45 days prior to settlement.

(A) New or resale: **Residential: \$150.00** **Commercial: \$150.00**

(B) Rental: if applicable, refer to Rental Dwelling Application.
Apartment Occupancy: \$100.00 per unit; Single Family Dwelling Occupancy: \$200.00
3. An exterior inspection of curbs, sidewalks and driveway apron will be performed.
If repairs are necessary, they must be completed before a Certificate of Occupancy can be issued.
4. If, due to weather conditions, the work cannot be completed, call the Code Enforcement Office.
5. If a Corporation or LLC is the new BUYER, the affidavit below must be signed on behalf of the Corp/LLC (Manager/Member)

CERTIFICATE OF OCCUPANCY AFFIDAVIT

I, _____, do solemnly swear and/or affirm that I am a representative of the Corporation or limited liability company, (the "LLC") _____ who has an ownership interest or right to the LLC. The LLC has reviewed and acknowledge the sale conditions and instructions governing the sale.

Sworn to and subscribed before me

On this _____ day of _____

Signature of Notary Public

TOWNSHIP OF RIDLEY
100 EAST MACDADE BOULEVARD
Folsom, Pennsylvania 19033-2511
(610) 534-4803 – FAX (610) 534-2545

**CERTIFICATE OF OCCUPANCY
APPLICATION**

DATE: _____ I AM APPLYING FOR A CERTIFICATE OF OCCUPANCY FOR THE

PREMISES **LOCATED:** _____

SELLER: _____

ADDRESS: _____

CITY: _____ STATE & ZIP: _____

PHONE NUMBER: (_____) _____ - _____

BUYER: _____

ADDRESS: _____

CITY: _____ STATE & ZIP: _____

PHONE NUMBER: (_____) _____ - _____

PROPERTY DESCRIPTION: _____

NUMBER OF OWNER OCCUPIED UNITS: ONE OR NONE NUMBER OF RENTAL UNITS: _____

NUMBER OF SMOKE DETECTORS INSTALLED: _____. SUMP PUMP INSTALLED? NO YES

WHERE DOES SUMP PUMP DISCHARGE: _____

SETTLEMENT DATE: _____

APPLICANT: _____

ADDRESS: _____

CITY: _____ STATE & ZIP: _____

PHONE NUMBER: (_____) _____ - _____ . 9A 5=@ 'SSSSSSSSSSSSSSSSSSSSSSSSSS

ATTACHED IS A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TOWNSHIP OF RIDLEY.

APPLICANT'S SIGNATURE: _____

THIS AREA IS FOR TOWNSHIP OF RIDLEY USE ONLY

COPY OF APPLICATION TO: CODE ENFORCEMENT DEPARTMENT OTHER: _____

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APPLICATION RECEIVED: _____ BY: _____