



Department of Code Enforcement & Zoning

Phone: 610-534-4803

Fax: 610-534-2545

www.ridleytp.org

TOWNSHIP OF RIDLEY PROCEDURE FOR OBTAINING A CERTIFICATE OF OCCUPANCY

1. Complete the enclosed application form.
2. Mail complete application form and a check made payable to: TOWNSHIP OF RIDLEY at **least 45 days** prior to settlement.
 - (A) New or resale:
 - (1) Residential: \$100.00
 - (2) Commercial: \$100.00
 - (3) Motel/Hotel/Apartment Building/Dwelling Unit with Apartments: \$100.00 ; if applicable, refer to the application for Rental Dwelling Certificate of Use.
3. An exterior inspection of curbs and sidewalks will be performed. If replacement is necessary, the repairs **must** be completed before a Certificate of Occupancy can be issued.
4. If, due to weather conditions, the work cannot be completed, call Code Enforcement Office for information.

TOWNSHIP OF RIDLEY 100 EAST MACDADE BOULEVARD Folsom, Pennsylvania 19033-2511 (610) 534-4803 – FAX (610) 534-2545	CERTIFICATE OF OCCUPANCY APPLICATION # _____
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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: (____) _____ - _____.

ATTACHED IS A CHECK IN THE AMOUNT OF \$100.00 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: _____

APPLICATION RECEIVED: _____ BY: _____