



MUNICIPAL BUILDING
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050
(610) 623-7131

BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

USE & OCCUPANCY APPLICATION

☐ Change of use ☐ Resale ☐ Temporary/Good for 1 year
☐ Change of proprietorship ☐ Construction/fire or water damages
☐ New Rental Property
(Please check the appropriate box needed)

PLEASE NOTE: THE PROCESSING OF THIS APPLICATION REQUIRES APPROXIMATELY TWO WEEKS.

U&O APPLICATION MUST HAVE ALL ATTACHED FORMS FILLED OUT COMPLETELY WITH A CHECK OR MONEY ORDER ENCLOSED. IF THE APPLICATION IS NOT FILLED OUT COMPLETELY IT WILL NOT BE PROCESSED AND NO NOTIFICATION WILL BE SENT.

FEE: MAY BE PAID WITH CHECK, CASH OR MONEY ORDER AND MADE PAYABLE TO EAST LANSDOWNE BOROUGH. PLEASE ENCLOSE A SELF ADDRESSED STAMPED ENVELOPE WITH THE CHECK OR MONEY ORDER FOR RETURN OF YOUR RECEIPT.

RESIDENTIAL FEE: \$100.00/PER UNIT
RESIDENTIAL RE-INSPECTION: \$50.00/PER UNIT

BUSINESS FEE: \$175.00
BUSINESS RE-INSPECTION: \$100.00

PLEASE MAIL YOUR APPLICATION AND ENCLOSED CHECK OR MONEY ORDER TO:
GLENICE THOMAS, BOROUGH SECRETARY
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050

FOR INSPECTION, PLEASE CALL:

LINN ARCHITECTS
1140 N. PROVIDENCE ROAD
MEDIA, PA 19063
TEL: 610.566.7044
FAX: 610.566.3323

BUILDING CODE OFFICIAL
ROBERT MOULD
EAST LANSDOWNE BOROUGH
TEL: 610.623.7131
FAX: 610.259.2636

PERMIT # _____

USE & OCCUPANCY APPLICATION

DATE: _____

Ordinance #315 – requires all properties to have proper numbering in a visible way. Does property have visible house numbers, three (3) inches high? _____.

PROPERTY LOCATION: _____

APPLICANT: _____ ADDRESS: _____

TELEPHONE #: _____ CELL #: _____

SELLER: _____ ADDRESS: _____

TELEPHONE #: _____ CELL #: _____

BUYER: _____ ADDRESS: _____

TELEPHONE #: _____ CELL #: _____

BUILDING TYPE: RESIDENTIAL: _____
Specify type of construction and number of units

COMMERCIAL: _____
Specify type of building and height

LEAD SAFE CERTIFICATION IS REQUIRED BY ORDINANCE #613 BEFORE FINAL U&O IS WRITTEN**Smoke and Carbon Monoxide Detectors:**

Ordinance #344 requires one (1) smoke detector on each level including the basement and in each bedroom.

PRESENT USE: _____ PROPOSED USE: _____

SETTLEMENT DATE: _____

TITLE COMPANY: _____ ADDRESS: _____

RESIDENTIAL FEE: \$100.00 PER UNIT**COMMERCIAL BUSINESS FEE: \$175.00**

USE & OCCUPANCY APPLICATION

The processing of this application requires approximately two (2) weeks. The fee may be paid with check, cash or money order and made payable to East Lansdowne Borough, 155 Lexington Avenue, East Lansdowne, PA 19050.

The undersigned certifies that the statement made in the foregoing application for Use Certification Statement are true and correct to the best of his/her knowledge, information, and belief, and are made subject to the penalties of 18 Pa C.S. Sec 4904, relating to unsworn falsification to authorities.

NOTE:

I hereby acknowledge that the above requirements for a Use & Occupancy License must be completed prior to the initial inspection. If the first (1st) inspection is a failure, you must call the inspector to set up a residential re-inspection at \$50.00. A No-Show of the initial scheduled inspection will count as a failed inspection and an automatic re-inspection will be required.

Any subsequent inspection due to a failure of the second (2nd) re-inspection or a No Show of the second (2nd) re-inspection will result in a fee of \$50.00 for each additional re-inspection.

NOTE:

Residential Re-inspection = \$50.00

Commercial Re-inspection = \$100.00.

SIGNATURE: _____ DATE: _____



MUNICIPAL BUILDING
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050
(610) 623-7131

BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

USE & OCCUPANCY CHECKLIST

(1) House numbers must be affixed to, painted, or carved upon the front of the main building or upon a permanent standard, base, or support between the main building and the street. Each number must be at least three (3) inches high and be of such color and material to be visible from the street.	(8) Carbon monoxide detectors are to be installed and in working condition in the vicinity of all bedrooms. If the carbon monoxide detector is powered by electricity it must be secondarily powered by a battery.
(2) Smoke detectors are to be installed and in working condition with at least one (1) unit on each occupied floor, including the basement. A unit located on floors with sleeping quarters must be placed in or near the area intended or likely to be used for sleep. A unit is also required in each sleeping room. If the unit is powered by electricity, it must be primarily or secondarily powered by battery and must be constructed to give off an audible or visual signal that its batteries require replacement or recharge.	(9) In case of additions, alterations, repairs, or changing use to which the Uniform Construction Code, as approved and adopted by the Municipality, applies, the building or structure is following the requirements of said Uniform Construction Code.
(3) Sidewalks and curbs are in good condition. Any sidewalk block which is fragmented and/or deteriorating, excluding hairline cracks, must be replaced. Curbing which is deteriorating or missing must be replaced.	(10) There are no known violations of any Municipal Ordinances pertaining to the subject property that have not been resolved including the full payment of any and all costs and fines assessed against the owner of the property.
(4) Hot water heaters and boilers must have a relief valve extended to within six (6) inches of the floor elevation.	(11) Electrical panels must have no open breakers.
(5) Every flight of stairs which is four (4) or more risers high must have a handrail on at least one (1) side of the stair. Handrails must not be less than thirty-four (34) inches high nor more than forty-two (42) inches high, measured vertically above the nosing of the stair tread.	(12) Ground fault circuit interrupter (GFCI) receptacles are required for receptacles located in bathrooms, powder rooms, laundry rooms, garages, outside receptacles, vicinity of pools, saunas etc. and in kitchen countertops. A receptacle with a single yolk that is dedicated for an appliance need not have a (GFCI) installed.
(6) Every open portion of any stair, landing, or balcony that is more than thirty (30) inches above the floor or grade must have guardrails. Guardrails must be not less than thirty-six (36) inches high above the stair, landing or balcony. Required guards shall not have openings from the walking surface to the required guard height that allow passage of a sphere 4 inches in diameter.	(13) Egress door shall be readily openable from the inside dwelling without the use of a key or special effort.
(7) Sump pump discharge pipes & rain gutter downspout cannot drain into the sanitary sewer system.	(14) Fences required for pools must be in good condition and comply with applicable codes.



MUNICIPAL BUILDING
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050
(610) 623-7131

BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

January 10, 2024

Dear Landlords and Daycare Owners:

RE: Lead Poisoning Ordinance

On December 12, 2022, The Borough of East Lansdowne passed Ordinance 613 titled Lead Poisoning Prevention and Control. The purpose of this Ordinance is to alleviate or eliminate the potential for lead poisoning occurrences. As such, you are required by statute to conduct testing for lead paint hazards at your rental properties and/or daycares. If testing reveals a negative status the testing company will issue a certificate certification and no further action will be required for a period of three (3) years. Should a test reveal a positive result, you will be required to remediate the situation.

Of course, you are free to choose any certified contractor you wish per their cost, however, in any case, your lead inspection must be completed before your rental license inspection of your daycare or rental property can be scheduled. Should you need to do remediation, you may qualify for lead abatement assistance, please contact either:

John Forte at Community Action Agency – (610) 833- 4453; or

Nasia Hill at Office of Housing and Community Development – (610) 891-5427

If you have any questions, please contact Robert Mould, Code and Inspections at (610) 623-7131.

Sincerely,

William Callahan, Borough Manager of
East Lansdowne

WC/cmb



BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

MUNICIPAL BUILDING
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050
(610) 623-7131

COMMERCIAL AND RESIDENTIAL ZONING USE APPLICATION

APPLICATION IS HEREBY MADE FOR A ZONING USE IN CONNECTION WITH THE FOLLOWING PROPERTY

EXACT LOCATION OF PROPERTY: _____

OWNER OF PROPERTY	APPLICANT
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/TOWN:	CITY/TOWN
STATE:	STATE:
ZIP CODE:	ZIP CODE:
PHONE:	PHONE:
EMAIL:	EMAIL:

NAME OF PROPOSED TENANT: _____

CURRENT AND/OR PRIOR USE: (IF VACANT DESCRIBE THE MOST RECENT USE)

PROPOSED USE OF BUILDING AND/OR PROPERTY

THE BOROUGH RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION.
IF THE DESCRIPTION REQUIRES MORE SPACE, SUBMIT ON A SEPARATE SHEET.

ZONING APPLICATION FEE = \$50.00

MAKE CHECK OR MONEY ORDER PAYABLE TO: BOROUGH OF EAST LANSDOWNE

PLEASE READ AND COMPLY WITH THE FOLLOWING ITEMS:

I hereby authorize the designated East Lansdowne and or code administrator official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the East Lansdowne zoning ordinance and PA act 45 (Uniform Construction Code) and to determine the accuracy of the statements contained herein.

I am aware that I cannot occupy the property for the purpose of conducting the use set forth herein and cannot commence excavation or construction until a zoning and or Building Permit has been issued by the Borough of East Lansdowne. I am aware that I cannot change the use of the property herein until I have applied for and receive a Zoning Permit and or Building Permit for such proposed use. By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of East Lansdowne Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 PA C.S. 4904 relating to unsworn falsification to authorities.

The issuance of a Zoning Permit and or Building Permit is based upon the facts stated and representations made in this application. A Zoning Permit and or Building Permit may be revoked if the use and /or structure, for which it has been issued, violate any applicable Borough, County, State or Federal law or regulation, including but not limited to the East Lansdowne Borough Zoning Ordinance and PA Act 45 (Uniform Construction Code). This Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the application or otherwise made by the applicant.

The Permit holder is advised that persons aggrieved by a use or development permitted on the land of another may file an appeal with the East Lansdowne Borough Zoning Hearing Board seeking revocation of any Permits issued or approvals granted within thirty (30) days from the issuance of such Permit, or at a later date if such aggrieved person alleges and proves that he had no notice, knowledge or reason to believe that such approval had been given.

SIGNATURE REQUIRED

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

FOR OFFICIAL USE ONLY DO NOT WRITE BELOW THIS LINE
PROPERTY ADDRESS:
ZONING CLASSIFICATION:
TAX FOLIO #:
DATE RECEIVED:

This Zoning Permit has been approved by: _____
East Lansdowne Borough Official