



# MUNICIPALITY OF NORRISTOWN

A HOME RULE MUNICIPALITY

235 EAST AIRY STREET  
NORRISTOWN, PENNSYLVANIA 19401-5003  
(610) 272-8080

FAX:

FINANCE: (610) 270-0445  
ADMINISTRATION: (610) 275-0687  
PUBLIC WORKS: (610) 279-3603  
PLANNING: (610) 270-2892  
CODE/BLDG.: (610) 279-7548

Dear Property Owner:

Thank you for taking the time to assist the Code department staff with processing your Use & Occupancy Permit application. In order to facilitate the process we ask that you take a few seconds to review the submittal procedures listed below and then complete the forms applicable to your situation. Attached you will find the following:

**Effective January 5, 2011 an approved zoning use registration permit must accompany all applications for a transfer of property or change of tenant submitted to the code department. Under no circumstances will a transfer permit application be accepted if the zoning permit is not included.**

**Property Transfer/ Commercial Change of Tenant or Owner Application (Pages 1-2).** Please complete all of the sections that are applicable to your situation. In the event that the sections specific to the property transfer are not completed in full the application will be returned until such time as the information is available.

**Fire Department Emergency Contact Form (Page 3).** This form must be completed at the time of application for all multi-family Occupancies (three or more dwelling units) and all commercial properties. This information contained on this form is forwarded to the Montgomery County Emergency Dispatch Center for use in the event of a police, EMS or fire emergency at the property.

**Residential Occupancy Inspection Checklist (Pages 4-8).** The checklist is yours to keep and is provided as a guide to preparing for the code inspection required prior to transfer of ownership. Please note that while the list is extensive, it is not all-inclusive and there may be other property maintenance / fire safety issues identified by the inspector(s) during the visit.

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All applications and associated fees must be submitted to the code department thirty (30) days prior to the date of transfer. A member of the code staff will then contact the responsible party indicated on the application in order to schedule a suitable date and time for the required code inspection.

During the visit the inspector will verify compliance with all Norristown property maintenance and fire safety related codes and ordinances. At the conclusion of the visit the responsible party will receive a report containing all code violations observed, possible remedies for such and a deadline for compliance.

As always we are available to answer any questions you may have. You can visit us at our offices located on the second floor of the administration building or you can call the department, 610-270-0441, between the hours of 9:00AM – 4:00PM, Monday – Friday.

Respectfully,

The Norristown Code Department

**Municipality of Norristown**  
**235 East Airy Street**  
**Norristown, Pa. 19401**  
**Business: (610) 270-0441**  
**Fax: (610) 279-7548**

<b>For Office Use Only</b>	<b>Date Application Received:</b>
Fee \$ _____,00	
0 Cash 0 Check # _____	Received by: _____
Parcel # 13- _____	
Zoning Use Registration Permit# _____	

### PROPERTY TRANSFER/ CHANGE OF TENANT PERMIT APPLICATION

Please print or type all information. Application WILL NOT be processed if it is not completed properly.

**SECTION 1. Zoning Compliance.** In order to verify that all zoning requirements have been met for a property of 2 or more residential units or a commercial property, a copy of a signed zoning use registration MUST be attached to this application at the time submittal.

**SECTION 2. Reason for Application** (Check Appropriate Condition)

\_\_\_\_\_ Residential Owner Occupied Transfer                      \_\_\_\_\_ Residential Rental Occupancy Sale  
\_\_\_\_\_ Commercial Sale/Transfer of Ownership                      \_\_\_\_\_ Commercial Change of Tenant  
\_\_\_\_\_ Commercial / Residential Change of Use Classification

Location of Property: \_\_\_\_\_ Floor and/or Suite and/or Apt # \_\_\_\_\_

**SECTION 3: Occupancy Classification/Use Group Information.** Please indicate the present occupancy type/use group. (If the building is mixed use, mark all of the appropriate classification/use groups).

- |   |   |
|---|---|
| 1. <input type="checkbox"/> One Family Dwelling                             | 7. <input type="checkbox"/> Mercantile          |
| 2. <input type="checkbox"/> Two Family Dwelling                             | 8. <input type="checkbox"/> Business            |
| 3. <input type="checkbox"/> Apartment/Condominium Building # of Units _____ | 9. <input type="checkbox"/> Factory/ Industrial |
| 4. <input type="checkbox"/> Rooming and Lodging House # of Units _____      | 10. <input type="checkbox"/> Storage            |
| 5. <input type="checkbox"/> Place of Assembly. Occupant Load _____          | 11. <input type="checkbox"/> Utility            |
| 6. <input type="checkbox"/> Educational                                     | 12. <input type="checkbox"/> Other _____        |

If the use is other than residential, please provide a brief description of the activities/processes conducted therein: \_\_\_\_\_

**SECTION 4. Present Owner**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**SECTION 5. New Owner/Buyer**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If new owner is a Company, Corporation, LLP, ETC please provide the following information.

Chief Operating Officer(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Section 6. If a residential occupancy is involved, does the buyer intend to occupy or reside at the location?  Yes  No**

(If the answer is No, the property must conform to the Municipalities annual rental registration requirements the application forms and fee schedule for which can be obtained in the code department offices.

**Section 7. FOR COMMERCIAL CHANGE OF TENANT ONLY**

Commercial Tenant Business Name: \_\_\_\_\_  
Nature of the business \_\_\_\_\_  
Corporate Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please note that certain information regarding the new commercial occupancy must be forwarded to the Norristown Fire Department for inclusion in the Montgomery County Emergency Services database for use during a fire or other type of emergency. Please complete the attached form and forward to the Norristown Fire Marshal Office. A certificate will not be issued until such time as the Fire Marshal confirms receipt.

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Application is hereby made to the Municipality of Norristown for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of the Municipality of Norristown and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building until a Certificate of Occupancy is issued. I understand that any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Occupancy & Use.

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Owner's Name (please print)	Owner's Signature	Date
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I hereby certify that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent.

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Agent's Name (please print)	Agents Signature	Date
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Representing (company or firm)	Telephone Number
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# Norristown Occupancy Information Form

2.22.10

**Business Address** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Business Telephone Number** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Business Owners Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Numbers (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Property Owners Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Numbers (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email Address** \_\_\_\_\_

## Emergency Contact Information (1)

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Home** \_\_\_\_\_

**Cell** \_\_\_\_\_

## Emergency Contact Information (2)

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Home** \_\_\_\_\_

**Cell** \_\_\_\_\_

## Emergency Contact Information (3)

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Home** \_\_\_\_\_

**Cell** \_\_\_\_\_

**Alarm Company Name** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

Please return this form to:

Charles Sweeney  
Fire Marshal  
235 East Airy Street  
Norristown, PA 19401  
(610)270-2894  
(610)292-8090 fax  
csweeney@norristown.org

**COMMON ISSUES  
FOR USE AND OCCUPANCY INSPECTIONS**

**\*\*NOTE:** The items on this list are items that are typically looked at during the normal inspection procedure. Although every effort has been made to make this list as complete as possible, it is impossible to include every situation or circumstance, therefore, the items noted on the inspection reports will not be limited to this list.

**LIVING ROOM, DINING ROOM AND HALLWAY AREAS;**

Are smoke / heat detectors in place and operating properly? Have the detectors been replaced, if so, were they replaced with the proper approved device as required by fire code?

Electric fixtures such as air conditioners, lights, fans etc. installed properly and are they in good working condition?

Is there power to all the receptacles in the unit, is the polarity correct (are they wired correctly), this can be tested with a standard G.F.I. Tester, are they filled with paint or are they cracked or damaged in any way?

Do all the light switches work, are they cracked or do you notice any arcing or sparks in the switch when operating it?

Are any of the receptacles or light switches missing cover plates?

If there is a circuit breaker panel in the unit, is it clearly and correctly marked or labeled? Are there any open knockouts that need to be plugged?

Are there any extension cords or cable wires running through any windows or doorways?

Are the entry doors and jambs to the unit in good condition, do they lock and latch properly, do they have the proper security locks and door scopes as required by Security Code?

Does the patio door operate properly, does it latch and lock, is the seal around the glass in good condition or is it bad and causing the door to cloud up?

Is the patio door screen in place and operating properly, is it damaged in any way?

Are the windows in good weather tight condition, do they have bad seals causing them to cloud up, do they operate properly, is there any cracked or broken glass, are all the window screens in place and are they damaged in any way?

Do the closet doors operate properly, are they damaged in any way, is the closet shelving in place and secure?

Is there any damage to the walls or ceiling such as holes, cracks, water stains, drywall nails popping out, peeling paint etc.?

Are the floors and floor coverings in good condition, is there any wrinkled or torn carpeting that can cause a trip hazard.

Does the intercom and door buzzer work properly?

**KITCHEN**

Do the plumbing fixtures operate properly including supply valves, does the hot water come out of the left valve and are there any leaks?

Are the electric fixtures such as hood fans, lights, exhaust fans etc. installed and operating properly, are the receptacles and switches in good condition?

Is the oven in good working condition, is the gas hooked up correctly, is there a gas shut off behind the stove, is there a smell of gas in the room, does the oven door close completely, are all the control knobs in place and operating properly, and if new is the anti tip device installed?

Is the refrigerator and freezer in good working condition, do the doors close and seal properly?

If there is a garbage disposal and/or dishwasher, are they in good working order?

Are the cabinets and counter tops in good condition?

Are the walls and ceiling in good condition, is the floor tile in good condition?

Is there a 3A-40BC fire extinguisher mounted in plain view in the kitchen.

Are all recepticals within 6 ft of water GFCI type

### **BATHROOM;**

Are plumbing fixtures in place and operating properly, including toilet, tub and shower units, sinks, supply valves, etc., are there any leaks?

Are the electrical fixtures, including lights, exhaust fans, etc., installed and operating properly?

Is the G.F.I. receptacle wired and functioning correctly, is the light switch operating properly? All bathrooms must have a GFCI outlet

If there is a window, is it in good weather tight condition, is there a screen in the window. Any cracked or broken glass? Bathroom must have either a window or an exhaust fan vented to the exterior.

Are the walls, ceiling and floor in good condition, is there any peeling paint, water stains, loose or missing tile, is there any mold, etc.?

Is there a privacy lock on the door?

### **BEDROOMS, DENS, AND OTHER LIVING AREAS;**

Are all electrical fixtures installed and operating properly?

Is there power to all receptacles, are they filled with paint or cracked, are the switches in good working order, are all the cover plates in place?

Are the closet doors and room doors and jambs in good condition and functioning properly, are the closet shelves in good condition and secure?

Are the windows in good weather tight condition, do they function properly, are the screens in place and in good condition, is there any broken glass?

Are the walls, ceiling and floor in good condition, are there any water stains, peeling paint, holes, cracks, nail pops, are there any trip hazards such as torn or wrinkled carpet?

Are there privacy locks on all bedroom doors?

### **GENERAL**

Are the balcony railings secure, is the railing missing any balusters, is it rusty or in need of paint, is the balcony in good condition, is it in need of paint?

Is the unit reasonably clean, is there a bug problem?

### **FURNACE/BOILER ROOM;**

Is the heat / smoke detector in place and operating, if the room is sprinklered, is the sprinkler head in good condition, is it clean?

Are there any penetrations through the ceiling, walls, or floor?

Is there any storage in the room, is it combustible or flammable, it must be removed, if it is not is there clear access to any of the heating, water heater or other units?

Are the pressure discharge pipes from the water heater and boiler made of rigid metal or high temp plastic within ( 6 ) inches of the floor, are they directed in such a way as not to cause a potential hazard? (no threaded end exposed)

Is the fire alarm panel in this room, is it working properly? Is the trouble indicator light on, if so this usually indicates a problem call your service company.

Are there any open electrical junction boxes; are there any open knockouts that need to be plugged in any of the electrical junction boxes or panels?

Is the door and jamb in good condition, is it self closing and latching, does the door have the proper fire rating?

Is there a working light fixture in the room, is it properly installed and in good condition?

Is the State Boiler Inspection Certificate posted in the room, is it up to date, if applicable or is there a current heater certification submitted?

If there is a circuit breaker panel in the room, is it labeled correctly, is there any knockouts that need to be plugged, is the panel properly grounded?

If there is a window in the room, is it in good weather tight condition, is there any broken glass etc.?

Are there any plumbing leaks?

If there is a floor drain in the room, is the grate or cover in place?

Is all the venting properly installed and in good condition?

Is the water meter properly grounded (jumper wire)

#### **LAUNDRY ROOM;**

Is the smoke / heat detector in place and operating, if the room is sprinklered, is the sprinkler head in good condition, is it clean?

Is the door self closing and latching?

Is the fire alarm panel in this room, is it working properly? Is the trouble indicator light on, if so this usually means there is a problem, call your service company.

Is there any storage in the room, is it combustible or flammable, if it is not combustible or flammable, is it blocking access to the door or any of the appliances?

Are there any penetrations in the walls, ceiling or floor?

Is the pressure discharge pipe from the water heater made of rigid metal or high temp plastic, is it within (6) inches of the floor and directed in such a way as not to cause a potential hazard?

Are there any open electrical junction boxes, are there any open knockouts that need to be plugged?

Is there a circuit breaker panel in this room, is it properly labeled, is there any open knockouts that need to be plugged, is the system properly grounded?

Is there a light fixture in the room, is it in good condition, is it installed and working properly?

Are there any plumbing leaks?

Is the dryer exhaust connected and vented properly, is the damper to the dryer vent clean and functioning properly?

If there is a floor drain in this room, is the grate or cover in place?

If the room has an exhaust fan, is it in good condition and operating properly, are all the switches and receptacles in good condition and are all the cover plates in place?

Is the floor tile in good condition, are there any loose tiles etc.?

Are the walls, ceiling, doors and jambs in good condition, are they in need of paint, are there any holes, cracks or water stains etc.?

### **ELECTRIC/METER ROOM;**

Is the smoke / heat detector in place and operating, has the detector been replaced, if so, was it replaced with the proper approved device as required by Fire Code?

Is the fire alarm panel located in this room, is it working properly? Is the trouble indicator light on, if so, this usually indicates a problem call your service company.

Is there any combustible or flammable storage in the room; is there any storage that is blocking access to door, panels or any other electrical equipment? (36" clear space in front required )

Are there any penetrations in the walls ceiling or floor?

Are all the circuit breakers labeled correctly, is there any knockouts that need to be plugged?

Is there a window in this room, if so, is it in good weather tight condition, is there any broken glass?

Are there any open electrical junction boxes; are all the cover panels to the electrical equipment secure?

Are the walls and ceiling in this room in good condition, are there any cracks, holes, water stains etc.?

### **HALLWAYS AND STAIRWAYS;**

Are the emergency and exit lights in good working condition?

Are the fire extinguishers in place and up to date, are the fire extinguisher cabinets in good condition, is the glass missing or broken?

Are the fire alarm pull stations in place and in good condition, are the glass bars missing?

Are the smoke and heat detectors in place and operating, have they been replaced, if so, were they replaced with the proper approved device as required by Fire Code?

Is there any storage in these areas that is blocking any part of the means of egress?

Is the carpet and tile in good condition; are there any possible trip hazards?

Are the railings on the stairs and landings in good condition, are they secure, are there any missing balusters, are they full length and graspable?

Are the smoke and fire doors and jambs in good working condition, do they self-close and self latch?

Are the entry and security doors and jambs in good condition, do they self close, self latch and do the locking systems work properly, are they weather tight?

Are the light fixtures in good working condition, are there any missing parts?

Are the receptacles and light switches in good condition, are they filled with paint or cracked, are all the cover plates in place?

Are there any windows in this area, are they in good weather tight condition, is there any broken glass, are the screens in place and in good condition?

Are the walls and ceiling in this room in good condition, are there any cracks, holes, water stains etc.?

Is this area reasonably clean? Is there any sign of a insect or rodent problem?

### **EXTERIOR STRUCTURE;**

Are all exterior walls, soffit and fascia etc., free of holes, breaks, loose or rotting materials and maintained weatherproof and properly surface coated to prevent deterioration?

Is any of the masonry in need of repair or tuck pointing?

Are all the gutters and downspouts in good working condition and free of debris?

Are the downspout extensions or splash blocks in their proper place as to direct roof drainage away from building foundation?

Are all exterior electrical installations properly installed with materials approved for such use?

Are any of the exterior light fixtures missing any parts, are they in good working order?

Is any of the concrete in need of repair or replacement, are any of the stoops or patios sinking, remember the rise for a step is 7 3/4 inches.

Is the roofing and flashing in good condition and free of defects that might admit rain?

Are exterior stairway handrails in place and secure? (Required for three (3) or more risers and must be able to withstand a 200 lb force in any direction)

Are the building address numbers (4" tall) in good condition and clearly visible from the street or parking lot, both front and rear if an alley exists?

#### **EXTERIOR LANDSCAPING AND GROUNDS;**

Are there any trip hazards or cracks along the sidewalks curbing or stoops?

Are all parking lot and driveway areas in a proper state of repair and maintained free of hazardous conditions?

Is signage properly installed and maintained?

Are dumpster / trash areas reasonably clean, are dumpster screens in good condition?

Are there any grading problems, standing water?

Are there any muddy areas in need of sod or grass?

Is there any dead landscaping in need of replacement?

Is there any land erosion under stoops, patios or sidewalks?

Are there any abandoned cars on the property?

Does the exterior lighting illuminate all areas of the walkways and parking areas sufficiently?

**\*\*NOTE\*\***

**Three ( 3 ) receptacles are required in every room**

**Double key deadbolt locks are not permitted**

**Sump pumps or storm drains can not discharge into the sanitary sewer system**

**All electrical repairs must be done by a licensed electrician and must be inspected by an independent underwriter.**

**Secure ALL necessary permits PRIOR to beginning any repairs**

NOTE: The items on this list are items that are typically looked at during the normal inspection procedure. Although every effort has been made to make this list as complete as possible, it is impossible to include every situation or circumstance, there for, the items noted on the inspection reports will not be limited to this list.