

# Ivyland Borough

991 Pennsylvania Ave., Ivyland, PA 18974  
215-675-0110 – FAX 215-675-8553

## IMPORTANT NOTE

Application for Certificate of Occupancy included here is **ONLY** a sample. 4 page multi-copy form must be picked up at the borough office.

## Directions for Certificate of Occupancy

1. Complete the enclosed Application for Certificate of Occupancy.
2. In order to process the Certificate of Occupancy we need the completed application along with the application fee and the electrical inspection fee. (Residential \$140.00) See below.

RESIDENTIAL APPLICATION FEE \$50.00  
RESIDENTIAL ELECTRICAL INSPECTION FEE \$90.00  
RE-INSPECTION FEE (IF NEEDED) \$30.00

3. Please call the Ivyland Borough Office to schedule your inspection with the building inspector **AT LEAST 10 DAYS** prior to settlement if selling – if renting **AT LEAST 10 DAYS** prior to occupancy.
4. **PLEASE NOTE** – Ordinance 2001-5 requires all Ivyland Borough property owners to file a TENANT REGISTRY form with the Borough office. If the property is a rental, it is the responsibility of the owner to keep the form current as renters change. If the property is owner occupied, the form **MUST** still be filled out – **RESIDENT SECTION ONLY** – signed and returned to the above address.

**WE THANK YOU FOR YOUR COOPERATION**

**IVYLAND BOROUGH OFFICE HOURS:**

Monday thru Friday 10:00 a.m. – 2:00 p.m.