

Borough of Girardville
201 North 4th Street, Girardville, Pa 17935
2025 Occupancy Permit and Registration Application

Property Owner Or LLC Information

Be Sure To Review The Rental Property Ordinance Completely To Fully Understand Your Obligations And Requirements To Avoid Any Unnecessary Violations Or Penalties.

Property Address: _____

Type Of Ownership (LLC, Private Or Joint): _____

Owner(S) Name(S): _____

Owners Address: _____

Phone Number: _____

*****Email: _____

Insurance Info: _____

Property Manager Information (If Applicable)

*Note- P.O. Boxes Are Not Accepted As Owner Or Agent Address To Satisfy Responsible Party Within 20-Mile Radius Requirement

Company or property manager Name: _____

Address: _____

Phone Number: _____

And Email: _____

Owner's Refuse Account

Contractor: _____

Refuse Account Paid To Date: _____ If No, Amount Due: _____

Motor Vehicle(S) Information:

Make: _____ Model: _____ Year: _____ Tag #: _____

Make: _____ Model: _____ Year: _____ Tag #: _____

Description Of Property

Single Family, 2 Family, Duplex Or Multi-Unit: _____

Number Of Units If Applicable (Including Vacant): _____

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Explanation Of Heat Source And Maintenance Procedures:

Unit And Tenant Information

Address And Unit #: _____

Name And Age Of Tenant: _____

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Address And Unit #: _____

Name And Age Of Tenant: _____

Name And Age Of Tenant: _____

Name And Age Of Tenant: _____

Address And Unit #: _____

Name And Age Of Tenant: _____

Name And Age Of Tenant: _____

Name And Age Of Tenant: _____

By Signing Below, I Authorize The Code Enforcement Officer To Inspect The Real Estate Or Leased Property, And I Verify That The Facts In This Application Are True And Correct Based Upon My Own Personal Knowledge, Information, And Belief. I Understand That False Statements Relating Hereto Are Made Subject To Penalties Of 18 Pa.C.S.A. 4904, Relating To Unsworn Falsification To Authorities.

Owner/Authorized Agent _____ Date: _____

BOROUGH USE ONLY

Date Received: _____ **Fee Paid:** _____ **Manner of Payment:** _____

Fire Chief: _____ **Date of Inspection:** _____

Code Officer: _____ **Date of Inspection:** _____

PASS FAIL

Not cleared for Occupancy until signed below

Fire Chief: _____ **Date of Approval:** _____

Code Officer: _____ **Date of Approval:** _____

BOROUGH OF GIRARDVILLE

201 North Fourth Street, Girardville, PA 17935

PHONE: (570) 276-1635 FAX: (570) 276-1640 E-MAIL: borohall@ptd.net

"This institution is an equal opportunity provider and employer"

GENERAL GUIDELINES FOR OCCUPANCY PERMIT

IN BOROUGH OF GIRARDVILLE

This list is to be used as a general guideline and NOT a complete list of items inspected as additional inspections, requirements, etc. may be required.

- Permits shall not be issued for occupancy prior to thirty (30) days from the date of the expected occupancy.
 - A working smoke alarm must be on each floor, one (1) in each sleeping quarters, including attic and basements. Also, one (1) working carbon monoxide detector is required.
 - All utilities must be working-electricity, water, and sewer.
 - Heating system must be operational, capable of maintaining a temperature of 62 degrees throughout the property when outside temperature is 32 degrees. Portable heaters not included.
 - Plumbing system must be operational with no leaks.
- Electrical breaker box must be grounded, minimum of two (2) electrical outlets per room-3 prong. GFI outlet required within six (6) feet of a water discharge.
- Handrails must be in place on all staircases exceeding three (3) risers. Including attics basements, etc.
- No holes in ceilings, walls, and floors regardless of size. Must be repaired with fire rated patching such as drywall, spackling, etc. (Holes above drop ceiling need must be repaired in the same manner).
 - Roofs shall be free of leaks. No tarps permitted.
 - One window per room shall be operational. May be exemptions based on structure.
- Premises identification, Approved numbers shall be provided as an address and must be positioned as to be plainly visible and legible from the street or road fronting property. A Minimum of 2.5-inch-high numbers are required.
 - Attached garages and other structures will be inspected.
- There must be ample egress from the structure. No doorways can be blocked in any way to omit egress.
- No permit is to be issued in the event of delinquency of garbage/refuse account, taxes, sewer or any other accounts with the borough on any property owned by the individual attempting to get a permit.
- Residence will be free of any debris and dirt. Residence is to be maintained in a clean and sanitary manner. All floor coverings, including any carpeting, must be kept clean. There shall be no pet feces within the residence and yard area. Yards, walkways and all steps shall be free of excess debris. Yards must be kept groomed at all times. Walkways must be kept clean and passable.
 - Outside Burning in Girardville Borough is not permitted by Ordinance.