



DEPARTMENT of LICENSES & INSPECTIONS

ADDRESS: CHESTER CITY HALL
1 EAST FOURTH STREET
CHESTER, PA 19013
(610) 447-7700 EXT. 7760 (office)
(610) 447-7805 (fax)

REQUEST for USE & OCCUPANCY

Date: _____

Property Address: _____

Requested By: _____ Telephone: _____

Current Occupancy Type: _____

Owner (s) Name: _____

Owner (s) Mailing Address: _____

Telephone: _____ Mobile Office

E-Mail Address: _____

Alternate Name: _____ Contact: _____

TYPE OF STRUCTURE:

- Single-Family Dwelling Multi-Family Dwelling / Number of Buildings _____ Units _____
 Duplex 1st Floor Duplex 2nd Floor Rooming House

TYPE OF INSPECTION REQUESTED:

- Initial Inspection Re-Inspection
 CO For Sale "AS IS" OWNER OCCUPIED

Is Property Being Purchased With Tenants (Y/N) _____?

Tenants Names: Adults _____

Children _____

New Owner(s): _____

Address: _____

Contact: _____

***BUSINESS CHECKS, CERTIFIED CHECKS, & MONEY ORDERS ONLY**
Payable to: City of Chester

***FOR PROPERTIES BEING SOLD OR PURCHASED PLEASE PROVIDE:**
A COPY OF the STANDARD AGREEMENT of SALES (Page w/ Buyer & Seller Info only)

***FOR SALES ONLY: A Copy of the U & O (Use of Occupancy) Certificate can be forwarded via email**

USE & OCCUPANCY PERMIT FEE SCHEDULE

1. Use and Occupancy permits are required for each building or occupancy in a building.
2. A reinspection fee may be charged for additional inspections.
3. All Commercial buildings shall be required to conspicuously post a valid Use and Occupancy permit.
4. Residential shall be defined as R-3 and R-4 uses under the International Building Code.
5. Multi-Family shall be defined as R-1 and R-2 uses under the International Building Code.

SINGLE FAMILY OR DUPLEX USE & OCCUPANCY PERMIT

Change of Ownership or Occupancy Fee \$100.00

ANNUAL MULTI FAMILY DWELLING USE & OCCUPANCY PERMIT

Annual Use & Occupancy Fee \$150.00 (first 3 units) each additional unit \$30.00

SINGLE ROOM OCCUPANCY FACILITIES PERMIT

Annual Use & Occupancy Fee \$100.00 (first 3 rooms) each additional room \$15.00

ANNUAL COMMERCIAL USE & OCCUPANCY PERMIT / CHANGE IN COMMERCIAL USE & OCCUAPANCY

Annual Use & Occupancy Permit (1000 square feet or less) \$100.00

Annual Use & Occupancy Permit (1001 – 3000 square feet) \$300.00

Annual Use & Occupancy Permit (3001 square feet or more) \$600.00

Change of Ownership or Occupancy (1000 square feet or less) \$100.00

Change of Ownership or Occupancy (1001 – 3000 square feet) \$300.00

Change of Ownership or Occupancy (3001 square feet or more) \$600.00