



# 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 1<sup>st</sup> Floor     Duplex 2<sup>nd</sup> 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 FEE SCHEDULE

1. Use and Occupancy permits are required for each building or occupancy in a building.
2. A fee of \$70.00 may be charged for additional inspections after the initial inspection.
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.

### 1.) SINGLE FAMILY OR DUPLEX USE & OCCUPANCY

- A. FEE FOR CHANGE OF OWNERSHIP OR OCCUPANCY \$200.00

### 1.) ANNUAL MULTI-FAMILY DWELLING LICENSE & OCCUPANCY

- A. ANNUAL USE & OCCUPANCY \$150.00 EA. UNIT

### ANNUAL COMMERCIAL USE & OCCUPANCY –CHANGE IN COMMERCIAL USE OR OCCUPANCY

- A. ANNUAL USE & OCCUPANCY PERMIT (1000 SQUARE FEET OR LESS) \$200.00
- B. ANNUAL USE & OCCUPANCY PERMIT (1001-300 SQUARE FEET OR MORE)  
\$400.00
- C. ANNUAL USE & OCCUPANCY PERMIT (3001 SQUARE FEET OR MORE) \$700.00
- D. CHANGE OF OWNERSHIP OR OWNERSHIP OR OCCUPANCY \$200.00  
(1000 SQUARE FEET OR LESS)
- E. CHANGE OF OWNERSHIP OR OCCUPANCY  
(1001-3000) SQUARE FEET \$400.00
- F. CHANGE OF OWNERSHIP OR OCCUPANCY  
(3001 SQUARE FEET OR MORE) \$700.00