



Borough of Baldwin

Marian B. Joseph, President
David Depretis
John Ferris
Michael Stelmasczyk

Mark Nix, Vice President
Joan Etzel
Shirley Kuchta
Timothy J. Little, Borough Manager
Alexander R. Bennett, Jr. Mayor

APPLICATION FOR CERTIFICATE OF OCCUPANCY

ISSUED BY BOROUGH OF BALDWIN AFTER OCCUPANCY INSPECTION

FEE - \$60 PER INSPECTION - MUST CALL TO SET UP TIME AND DATE FOR INSPECTION

ADDRESS OF PROPERTY _____

CURRENT OWNER (seller) _____ PHONE _____

FORWARDING ADDRESS _____

NUMBER OF FAMILIES _____

NEW OWNER (buyer) _____ PHONE _____

ADDRESS IF NOT OCCUPYING PROPERTY _____

NAME OF TENTANTS/RENTERS _____

SIGNATURE OF OWNER _____

FOLLOWING INSPECTIONS HAVE BEEN COMPLETED BY THE CODE ENFORCEMENT OFFICER OR HIS REPRESENTATIVE AND APPROVED

- ✓ 1. Exterior maintenance of property.
- ✓ 2. Smoke Detectors (1 per floor, 1 per bedroom) battery operated is acceptable for existing homes
- ✓ 3. GFCI's kitchen, bath, within 6' of water. (exterior, unfinished basement, garage)
- ✓ 4. Handrails when there are more than 4 risers (inside and outside) on one side
- ✓ 5. Proper venting of hot water tank and furnace (fossil fuel).
- ✓ 6. Bath fan in all bathrooms where a window is not present.
- ✓ 7. Health and safety issues (trash, high grass, abandoned vehicles, etc)
- ✓ 8. Fire extinguishers in all rental properties.
- ✓ 9. Electrical wiring in good condition.
- ✓ 10. Plumbing must be in compliance with the International Plumbing Code.
- ✓ 11. Integral garage ceilings must be completely separated from living space above.
- ✓ 12. Must have solid wood or steel door with threshold between basement and an integral garage.

DATE _____

NAME OF CODE ENFORCEMENT OFFICER/REPRESENTATIVE
OCCUPANCY PERMIT NO. _____

IF DENIED SEE REASONS ON NEXT PAGE



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**APPLICATION FOR CERTIFICATE OF OCCUPANCY DENIAL
BOROUGH OF BALDWIN
PAGE TWO**

ADDRESS OF PROPERTY _____

**ITEMS THAT MUST BE CORRECTED BEFORE PERMANENT OCCUPANCY PERMIT IS ISSUED.
PLEASE NOTE THAT INFORMATION WILL NOT BE SENT TO CLOSING COMPANY UNTIL
ALL ITEMS ARE CORRECTED AND REINSPECTED. FEE FOR REINSPECTION IS \$60**

DATE OF FIRST INSPECTION _____

DATE OF SECOND INSPECTION _____