

# VALLEY TOWNSHIP

890 W. Lincoln Highway – P.O. Box 467

Coatesville, PA 19320

610-384-5751

Fax 610-384-2746

[www.valleytownship.org](http://www.valleytownship.org)

## USE & OCCUPANCY APPLICATION

\_\_\_\_\_ RESALE (\$125.00 – includes 2 inspections)

\_\_\_\_\_ RENTAL INSPECTION (\$65.00 per inspection)

*Please allow five (5) business days to process the Use & Occupancy Permit after final inspection and all paperwork has been received.*

PROPERTY ADDRESS: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

CURRENT OWNER INFORMATION:

BUYER/TENANT INFORMATION:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

REALTOR (if applicable): Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_

**PLEASE CONTACT THE CODES DEPARTMENT AT 610-384-5751, EXTENSION 14 TO SCHEDULE THE INSPECTION.**

Scheduling of appointments for inspections are the responsibility of the Applicant. Please allow seventy-two (72) hours' notice when scheduling inspections. The Applicant named on this document understands that settlement (Transfer of Ownership) shall not occur prior to obtaining the Use & Occupancy Permit.

**PLEASE ALLOW A ½ HOUR WINDOW FOR THE INSPECTOR TO ARRIVE AT THE PROPERTY.**

If settlement does not occur within six (6) months of the approval date of the Use & Occupancy Permit, the certificate will be invalid and another certificate will be required.