

Borough of Darby  
Department of Code Enforcement  
APPLICATION FOR CERTIFICATE OF OCCUPANCY  
1020 Ridge Avenue, Darby, PA 19023  
PHONE: 610-586-0428 FAX: 610-534-1987

FEE

\$125.00 Single Family Dwelling  
\$125.00 Commercial or Apartments  
\$75.00 No Show  
\$100.00 3<sup>rd</sup> Inspection

You are required to call the Code Department during normal business hours to schedule an appointment. Our office requires two weeks notice prior to the settlement date to do inspection NO EXCEPTIONS. The Realtor must be present at the time of inspection. If you schedule an inspection and no one is there you must pay the no-show fee before we will re-schedule the inspection. The Certificate of Occupancy will require one week process time. IF THIS IS A COMMERCIAL PROPERTY, YOU WILL BE REQUIRED TO OBTAIN A NON-RESIDENTIAL OCCUPANCY LICENSE FROM DARBY BOROUGH BEFORE YOU MAY OPEN AND OPERATE YOUR BUSINESS.

APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Contact Number for Applicant: \_\_\_\_\_

Location to be Inspected: \_\_\_\_\_

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Apartments: \_\_\_\_\_

Settlement Date: \_\_\_\_\_

Name, Address, Phone for Realtor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Darby Borough Code Department will provide you with a copy of the check list used by the Inspector upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_