

Borough of Darby  
Department of Code Enforcement  
1020 Ridge Avenue, Darby, PA 19023  
610-586-0428

RENEWAL 2024  
APPLICATION FOR APARTMENT LICENSE

Owner (First & Last Name): \_\_\_\_\_

Owner (Address): \_\_\_\_\_

Owner (City, State & Zip): \_\_\_\_\_

Owner (Phone Number plus Emergency Number): \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Under Provisions of the Code of the Borough of Darby, Chapter 84, it shall be the duty of every owner, proprietor or operator of any Apartment House, Hotel, Boarding House or Two Family Dwelling who intends to operate such business to apply to the Borough in writing for inspection and licensing prior to the beginning of such business and yearly thereafter.

The annual license fee for each Apartment shall be One Hundred and Fifty Dollars (\$150.00) for each unit. An Apartment Unit shall, within the meaning of this chapter, be the space occupied by one (1) family. The annual license fee for rooming, lodging and boarding houses shall be Fifty Dollars (\$50.00) per room. This license fee is for **Calendar Year 2024** and shall be payable to the Borough of Darby on or before **January 31<sup>st</sup>**. There is a seventy five dollar (\$75.00) fee for no-shows at inspections.

NUMBER OF APARTMENTS: \_\_\_\_\_ NUMBER OF ROOMS: \_\_\_\_\_

EMERGENCY CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME(S) OF TENANT(S): \_\_\_\_\_ APT/ROOM NO: \_\_\_\_\_

NAME(S) OF TENANT(S): \_\_\_\_\_ APT/ROOM NO: \_\_\_\_\_

NAME(S) OF TENANT(S): \_\_\_\_\_ APT/ROOM NO: \_\_\_\_\_  
(USE OTHER SIDE FOR ADDITIONAL TENANTS)

SIGNATURE OF APPLICANT: \_\_\_\_\_

THE OWNER IS RESPONSIBLE TO CALL AND SCHEDULE AN INSPECTION WITHIN 60  
DAYS OF THE DATE ON THE RECEIPT!