

Borough of Darby  
Department of Code Enforcement  
**APPLICATION FOR CERTIFICATE OF OCCUPANCY**  
1020 Ridge Avenue, Darby, PA 19023  
PHONE: (610) 586-0428

**FEE**

\$175.00 – Residential  
\$175.00 – Commercial  
\$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 the inspection. **NO EXCEPTIONS.** The realtor must be present at the time of the inspection. If you schedule an inspection and no one is there you must pay the no-show fee before we will reschedule the next 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: \_\_\_\_\_

Address to be Inspected: \_\_\_\_\_

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

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

Name, Address, Phone Number 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: \_\_\_\_\_