

BOROUGH OF BRIDGEPORT



RENTAL PACKET

610-272-1811

610-292-8236 FAX



BOROUGH OF BRIDGEPORT
63 W 4TH Street, P.O. Box 148
Bridgeport, PA 19405
Phone (610) 272-1811
Fax (610) 292-8236

For Office Use Only
Receipt # _____
U & O Fee \$ _____ .00
☐ Credit Card ☐ Cash ☐ Check # _____
Land Use Code: _____

Date Application Received: _____

USE & OCCUPANCY PERMIT APPLICATION

PERMIT# _____

SECTION 1. REASON FOR APPLICATION (Check Appropriate Condition)

☐ Property Sale / Transfer of Ownership ☐ Property Rental / Change of Tenant ☐ Use Group / Occupancy Classification Change

Location of Property: _____ Floor and/or Suite and/or Apt # _____

SECTION 2: OCCUPANCY CLASSIFICATION/USE GROUP INFORMATION. Please indicate the present occupancy type/use group. (If the building is mixed use, list of the appropriate classification/use groups). ☐ Single Family ☐ Multi- Family ☐ Mercantile ☐ Business ☐ Other _____

☐ Residential - _____ Unit(s) - Fees: Single Family Dwelling or Multi Family Dwelling = \$100 per unit

☐ Commercial - Square Ft = _____ - Fees - Commercial = \$200 < 5000 sq ft & \$4 per sq ft > 5000 sq ft

Does the tenant/buyer intend a change in occupancy classification/use group? ☐ Yes or ☐ No. (If Yes, please provide description of the proposed new use) _____

SECTION 3. PRESENT PROPERTY OWNER

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime or Cell Phone #: _____

E-mail: _____

SECTION 4. PROPERTY SALE - BUYER (complete EITR form)

Buyer's Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime or Cell Phone #: _____

E-mail: _____

Does the buyer intend to occupy or reside at the location? ☐ Yes or ☐ No If the answer is Yes, skip Section 5

SECTION 5. PROPERTY RENTAL - CHANGE OF TENANT - TENANT

(A) Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time a change of tenant occurs in all of the occupancies/use groups listed in Section #2.

(B) Borough Ordinance requires single & multi-family dwelling rental units to be registered with the Borough of Bridgeport. A Rental Property Registration Form can be obtained at the Bridgeport Borough Building during normal business hours or on the Bridgeport Borough Website under forms.

FOR RESIDENTIAL TENANT USE ONLY (complete EITR form)

Resident's Name: _____ Resident's Name: _____

Resident's Name: _____ (attach a separate sheet of paper if necessary)

FOR COMMERCIAL TENANT USE ONLY

Business Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Daytime or Cell Phone #: _____ E-mail: _____

Application is hereby made to the Borough of Bridgeport for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of the Borough of Bridgeport and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building until a Certificate of Occupancy is issued. I understand that any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Occupancy.

OWNER'S SIGNATURE _____ DATE _____

I hereby certify that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent.

AGENT'S SIGNATURE _____ DATE _____

Please note the name of a responsible contact person must be listed on the application.



BOROUGH OF BRIDGEPORT

63 W 4TH Street, P.O. BOX 148 Bridgeport, PA 19405
Phone (610) 272-1811 Fax (610) 292-8236

RULES, REGULATIONS AND REQUIREMENTS GOVERNING USE AND OCCUPANCY PERMITS

RULES

Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time any of the following occur:

1. Use and occupancy of any building or structure hereafter altered or erected.
2. Change in the use and/or occupancy of any building or structure.
3. Use of land or change of use thereof.
4. Change in use and occupancy of any non-conforming use of extension thereof.
5. Change of tenants in any building or structure.

APPLICATION:

All applications for Use and Occupancy Permits must be completed in ink, signed by the owner or acting agent to comply with all Borough Ordinances.

FEES: Single family Dwelling = \$100.00 Multi- Family Dwelling = \$100.00 per unit Commercial = \$200 < 5000 sq ft & \$4 per sq ft > 5000 sq ft

Please note: All fees must be paid prior to the application being processed.

REGULATIONS

Issuance of a Use and Occupancy Permit: No Use and Occupancy Permit shall be issued until all proper Borough Officials have certified that the proposed Use and Occupancy complies with all pertinent Ordinances. In special cases, consideration of the Borough granting a temporary Use and Occupancy Permit will be considered on a case by case basis. Officials determine that an application is in compliance with pertinent Borough Ordinance, it shall be their duty to issue the permit within thirty days of the receipt date on the application.

Refusal of permit: Should it be determined that an application and or the premises is not in compliance with all pertinent Borough Ordinances, it shall be the duty of the proper Borough Officials to refuse the Permit. In such cases it shall be the duty of these Officials to instruct the applicant of the remedial measures to bring the application and or premises into compliance within thirty days of the receipt date on the application.

General List of Requirements

The building or structure must comply with the 2012 International Property Maintenance Code and The Code of The Borough of Bridgeport. The following is a list of common residential requirements. This is a general list used to help property owners prepare for the inspection. **This is not the full list of requirements.**

Residential Interior:

- Smoke detectors are required on every level and in every room used for sleeping.
- Carbon Monoxide detectors must be installed outside sleeping areas and outside garage door areas.
- All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
- All ceilings, walls and floors shall be maintained in good, clean and sanitary condition.
- All windows must be operable and free from any holes, cracks, or broken glass.
- Screens must be installed and kept in good condition.
- All means of egress doors shall be readily operable from the side which egress is to be made, without the need for keys, special knowledge or effort.
- Every interior flight of stairs having more than four risers shall have a graspable handrail on one side of the stair.
- Every habitable space in a dwelling shall contain at least two separate and remote electrical outlets.
- All bathrooms require: 1.) A mechanical ventilation system or an operable window and an outlet (GFCI). If new outlet is installed it must be GFCI.
- Every laundry area requires a GFCI outlet.
- The heater must be inspected and certified every other year. Must provide in writing.
- Any unsafe structure or equipment inside the property, as determined by the Borough, is not permitted.

Residential Exterior:

- The building shall have approved address numbers placed in a position plainly legible on each unit door. Numbers must be a minimum of 4 inches in height and a 1/2 inch. stroke. All units must be labeled.
- All exterior property and premises shall be maintained in a clean, safe and sanitary condition.
- Every exterior flight of stairs that has more than four risers shall have a graspable handrail on both sides of the stairs.
- Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipping paint shall be eliminated, and surfaces repainted. Any deteriorated wood must be removed or replaced.
- All Exterior walls shall be free from holes, breaks, and loose or rotting materials.
- All down spouts and gutters shall be installed and maintained in good repair.
- Every exterior balcony, porch, landing, deck, ramp, or other walking surface which more than 30 inches above the floor or grade is, shall have guards installed. Guardrails and guards shall be securely fastened, and capable of supporting 200lbs. of imposed loads.
- All sidewalks, curbs, walkways, stairs, driveways, parking spaces and similar areas shall be kept in proper state of repair and maintained free from hazardous conditions.
- All buildings and or structures on the property (garages, car ports, sheds, etc) are to be included in the inspection.
- Any unsafe structure or equipment on the property, as determined by the Borough, is not permitted.

Please allow the Borough 5 business days to review your application and schedule an inspection.



Borough of Bridgeport
Earned Income Tax Registration Form-New Residents
RESIDENT PSD CODE# 461901
Return Form To: 63 W Fourth Street 2nd Fl, Bridgeport, Pa 19405

Name: _____ Soc. Sec. #: _____
Spouse's Name: _____ Soc. Sec. #: _____
New Address: _____ as of: _____

Please list previous address and previous school district:

Address: _____ City: _____ State: _____ Zip: _____ School District: _____

Employer: _____ Spouse's Employer: _____
Earned Income Tax withheld from your pay: yes ☐ no ☐ From Spouse's pay: yes ☐ no ☐
Self-employed: yes ☐ no ☐ Spouse self-employed: yes ☐ no ☐

No earned income: Please indicate reason (homemaker, temporarily unemployed, disabled, student etc; (please specify)

You: _____ Spouse: _____

Signature: _____ Date: _____

Earned Income Tax Information for Residents of the Borough of Bridgeport, Montgomery County

In Pennsylvania, the General Assembly has empowered political subdivisions of the Commonwealth, at the local level, to levy, assess, and collect certain types of taxes for general revenue purposes. The authority for levying these non-realty taxes was granted to local school districts and municipalities in 1965 through the passage of the Local Tax Enabling Act (LTEA), commonly referred to as 'Act 511'. The rate of earned income tax for the Borough of Bridgeport is one percent (1 %) and is levied on gross wages and/or net profits from a business or profession.

Berkheimer Tax Administrators is the appointed earned income tax administrator for Montgomery County. The appointed earned income tax administrator, Berkheimer Tax Administrators is charged with the duty of collecting the Borough's earned income taxes. This includes collecting the tax, establishing rules to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Above is an Earned Income Tax Registration Form. A completed Registration Form will fulfill your registration requirements under the Earned Income Tax Rules and Regulations adopted by the Borough of Bridgeport. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of your employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Residents, who work in a jurisdiction where it is not withheld, or are self-employed, will have to pay the tax directly to Berkheimer Tax Administrators. The completed registration form will be forwarded to Berkheimer Tax Administrators, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

If you have any additional questions, you may contact at Berkheimer Tax Administrators 610-588-0965, or on their website at www.hab-inc.com.



BOROUGH OF BRIDGEPORT

63 W Fourth Street 2nd fl, Bridgeport, PA 19405
(610)272-1811 Fax (610)292-8236

RENTAL PROPERTY REGISTRATION

Property Address: _____
Owner's Name: _____

Current Rental ☐
New Rental ☐

Owner's Mailing Address: (All Required)

Street: _____
City: _____ State: _____ Zip: _____
Owner's Phone#: _____ 24 Hour Phone/Cell: _____
Email: _____ Do you live onsite rental ☐

Agent Name & Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Phone#: _____ After Hours Phone#: _____

**Required if you live
further than 10 miles. If
you are using an agent, all
fields are required.**

Fees:	Lease exp date	Tenant/Tenant's Name & Phone	Unit #	#14 yrs or younger	#14 yrs or younger
Registration: \$100 Per Rental Unit					
Annual Registration Fee is \$95 per unit and is billed and collected by Berkheimer Tax Administrators					
Payable to: Borough of Bridgeport 63 W Fourth Street P.O. Box 148 Bridgeport, PA 19405 Phone: 610.272.1811 Fax: 610.292.8236					

I attest that all information above is accurate.

Owner Signature: _____ Date: _____

Print Name: _____

Tenant List

Date: _____

Property Address: _____

Property owner: _____

Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Occupant Name	Unit#
Number of children in property under the age of 18 (no names)	#

Please list all tenants living in the property and if in a multiple unit dwelling, please list the unit number next to their name. Also, a reminder when a unit becomes vacant, you must contact the office for another U&O inspection before a new tenant moves in. The listed then will need to be updated to keep accurate records.

Thank you in advance for your assistance with this.

Emergency Contact Listing

Residential Rental Properties

Rental Property Address: _____

Date: _____

Property Owner: _____

Owner's Address (No PO Box): _____

Owner's Phone number: _____

Owner's Email address: _____

Emergency Numbers

(Rental Owners must fill this section out)

Please list two people that you would like contacted in case of emergency.

List the order in which you would like them to be contacted.

Name #1: _____

Name #2: _____

Address: _____

Address: _____

Phone#: _____

Phone#: _____

Cell#: _____

Cell#: _____

Alarm Company: _____ Phone#: _____

Any Additional Information: _____

RETURN THIS FORM TO THE BOROUGH OF BRIDGEPORT AS SOON AS POSSIBLE



Borough of Bridgeport
63 W 4th Street, P.O. Box 148
Bridgeport, PA 19405
Phone (610) 272-1811
Fax (610) 292-8236

For Office Use Only

Date Certification Received _____
____Pass ____Fail
Any Permits Required? ____Yes ____No

Heating/Chimney Certification Inspection

Please note that this form may only be completed by a licensed contractor. All heating certifications provided to the Borough of Bridgeport must contain all the information listed below. **If all sections of this Heating Certification are not completed, or the Heating Certification issued by the inspecting contractor does not include all information listed below, the certification will be deemed unacceptable for the purpose of certifying the functionality of the heating system and a new certification will be required.**

Property Information

Property Address: _____
Owner Name: _____

Contractor Information

Business Name: _____
Business Address: _____
Business Phone: _____ Business Fax#: _____
PA State License#: _____ Email Address: _____

Heating System Inspection

Inspection Date: _____ When was Heater installed: _____
Type of System: ____ Oil ____ Gas ____ Electric ____ Boiler ____ Forced Air ____ Steam ____ Other _____
Make: _____ Model#: _____ Serial#: _____

- ____ Heating system is able to maintain a minimum temperature of 68°f in all habitable rooms, bathrooms, and toilet rooms.
- ____ All required clearances to combustible materials have been met.
- ____ Inspected the combustion chamber for cleanliness and for cracks/holes.
- ____ Pulled out gas burners to check for soot build up and obstructions.
- ____ Inspected operation of gas shut off valve.
- ____ Inspected gas orifices for any obstructions.
- ____ Inspected the operation of the blower, belts, blades, filter, and blower mounting and bearings.
- ____ Inspected all safety devices: gas valve, high limit switch, fan switch, roll out switch.

Item	Pass	Fail
Thermostat		
Burners		
Heat Exchanger		
Gas Valve		
Limits & Safeties		
Blower Motor		
Gas Shut Off Valve		
Flue Pipe/Chimney		
Ductwork		
Wiring		
Heater & Emergency Switch		
Carbon Monoxide Test		
Efficiency Test		
Radiators		
Baseboard Units		

Results of Efficiency Test: _____ Number of Radiators/Baseboard Units: _____
 Result of Heater Inspection: ___ Pass ___ Fail

Describe the overall operation of the Heater: _____

List any Repairs required: _____

Recommendations: _____

Comments: _____

This report indicates the condition of the system on the date of the inspection and does not carry any guarantees or warranty either expressed or implied.

By signing below, I hereby certify that the heating system and all its components identified above are in good working order. I also certify that this heating system meets all the Borough of Bridgeport's applicable Codes and Ordinances.

X _____
 Contractor signature

 Date

X _____
 Property Owner Signature

 Date