



WEST POTTS GROVE TOWNSHIP

980 Grosstown Rd Stowe PA 19464
Phone No.: 610-323-7717 Fax No.: 610-323-4124
Email: info@westpottsgrove.org
Website: westpottsgrove.org



Rental Property Registration Form - Commercial

Complete one form for each rental property, make additional copies if needed.

*Complete the rental unit information sheet, please sign, and return to the Township Office along with a **\$115 fee PER UNIT, made payable to "West Pottsgrove Township."***

Rental Property Information: _____

Address: _____

Number of rental units: _____

Number of units occupied: _____

Number of units vacant: _____

Property Owner Information: _____

Mailing Address: _____

E-mail Address: _____

Home Phone: _____

Work/Cell Phone: _____

Property Manager Information: _____

***For out of state property owners – Manager or local Contact must have authorization to act on property related issues and be able to be onsite within thirty (30) minutes if needed. ***

Name: _____

Address: _____

E-mail Address: _____

Home Phone: _____

Work/Cell Phone: _____

In accordance with the Code of the Township of West Pottsgrove, Chapter 7 – Buildings and Building Regulations, and Division 4 – Commercial and Industrial Rental Registration and Licensing Ordinance, we hereby submit a rental registration form for the above referenced property.

The owner certifies that all information on this application is correct. The owner certifies that he/she understands all the applicable codes, ordinances, and regulations. Rental registration shall be made by the owner or lessee of the building or structure, or *agent* of either, in connection with the proposed work.

The owner certifies that the Code Enforcement Officer or Zoning Officer or their authorized representative for the Township shall have the authority to enter areas covered by such registration at any reasonable hour to enforce the provisions of the Codes and Ordinances applicable to such registration.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Date

Title (Owner, Realtor, Property Manager)

OFFICIAL USE ONLY

Fees Paid: Check # _____ Amount: _____ Date: _____ Received by: _____

Township Approval _____

Inspection Date & Time: _____

WEST POTTS GROVE TOWNSHIP CHECKLIST FOR COMMERCIAL/INDUSTRIAL RENTAL INSPECTIONS

In order to expedite the issuance of your Rental License, please take the time to review the following general items prior to inspection: **This list is provided as a courtesy, it is not all inclusive.**

1. Do you have an alarm system? Is it registered with the Police Department?
2. Smoke detectors are to be installed on each level of the building, including one in each sleeping area (bedroom) and also outside of the sleeping area. If there is a basement in the building, the detector should be installed at the bottom of the stairs. In all cases, avoid mounting the detector within one (1) foot of the wall if mounting on the ceiling.
3. All electrical switches, outlets and junction boxes must have covers on them. All electrical fixtures must be mounted. Any spliced wires must be placed in a junction box; no splices may be left exposed; all junction boxes need to be mounted properly. Service cables to your house meter, if frayed, must be replaced. All countertop surfaces, kitchens, bathrooms, laundry rooms and outside outlets **MUST** have **GFCI outlets** or controlled by a **GFCI breaker**. **(ALL ELECTRICAL WORK MUST BE DONE BY LICENSED ELECTRICIAN REGISTERED WITH PA HOME IMPROVEMENTS).** **The Electrician is the only person that can pull the electrical permit.**
4. Water heaters must have a blow down pipe. This pipe should be attached to the pressure relief valve; and extend within six (6) inches of the floor.
5. All plumbing is visually checked to make sure there are no leaks.
6. Stairways inside and out with four or more risers require guards on both sides and a handrail on at least one side, for the entire length of the stairway. Any porch, balcony or raised floor surfaces more than thirty (30) inches above the floor or grade shall have guards.
7. Replace any broken windows in the building.
8. A fire extinguisher with a **3.5ABC Dry Power** rating with a **hose and nozzle** must be left mounted in the residence.
9. Double cylinder (uses a key outside and inside) locks are not permitted on doors. Thumb latches permit faster egress in case of an emergency.
10. Visual inspection of all walls, floors, ceilings, and doors to make sure there are no holes.
11. **Heater certification is required (Cleaned & Serviced).**
12. If you are attached to another building, the door between buildings must have a fire rating of at least twenty (20) minutes. Doors with windows are not acceptable.
13. All gas ranges shall be supplied with a gas shut off valve installed behind the range and anchored down.
14. The structure shall be in a clean, safe and sanitary condition.

15. Sanitary Laterals must be in compliance with Township Code and Ordinances, and fully functioning and free of any blockages, breaks, or pipe defects.
16. **Sidewalks, Driveway Aprons and Curbs must be in compliance with the Township Code. Sidewalk Blocks should not have any raised or broken blocks and provide a safe walking surface. The Apron area must be constructed of concrete, not asphalt, and be in good condition for proper vehicle access. The curb must be in good condition. These areas are the responsibility of the property owner to be maintained.**



West Pottsgrove Township

980 Grosstown Rd
Stowe PA 19464-6124
(610) 323-7717

Rental Tenant List - Commercial / Industrial

Owner / Agent Name(s):

Owner / Agent Signature:

Owner / Agent Phone:

Owner / Agent Email:

Local Contact Name (if owner lives out of State or more
than a half hour away from property listed):

Local Contact Phone /Email :

PLEASE PRINT LEGIBLY

Unit No./Address	Business / Tenants Names	Contact Name (must be local)***	Contact Phone Number	Contact Email

***Business Owner MUST provide a local contact if they are not available to provide an immediate response to on site matters. This person shall have the authority to authorize and/or address any issues that may be raised at the property listed.



WEST POTTS GROVE TOWNSHIP

980 GROSSTOWN ROAD
STOWE, PENNSYLVANIA 19464-6124

(610)-323-7717
FAX (610)-323-4124

§ 7-32. Rental License Required. [Ord. No. 2009-11, § 1, 12-16-2009]

- A. The owner of each commercial or industrial rental property shall register and license the rental property with the office of code enforcement of Township on or before January 31, 2010.
- B. No owner or agent shall own or operate a commercial or industrial rental unit unless and until a current rental license for each specific unit and use thereof, has been issued to the owner or agent by the code enforcement officer pursuant to this article. Following the initial registration required under Section 7-32.A., and during the initial inspection phase-in period, an owner or agent may operate a residential rental unit prior to the issuance of a rental license by the code enforcement officer.
- C. The rental license required shall be valid for the calendar year for which it is issued or, if issued during the calendar year, for the remainder of such calendar year. The license shall be renewable for successive calendar years when the registered premises complies with the codes and all applicable regulations. The license shall be transferable and may be revoked at any time for noncompliance with the codes or any other applicable regulations.
- D. Every owner or agent owning or operating any building requiring a license shall, on or before January 31st of each year, register each building and all such commercial or industrial rental units with the Township on forms provided by the code enforcement officer of the Township.
- E. Any owner or agent who transfers legal title to any building and/or commercial or industrial rental unit, requiring a registration under Section 7-32 shall give notice of such transfer, in writing, to Township within five business days of having transferred ownership of such building and/or commercial or industrial rental unit, and register with the Township as set forth in Section 7-31.A.1 and pay the applicable registration fee.
- F. Every owner and/or agent of a licensed rental unit shall advise each occupant thereof, in writing, of the maximum number of patrons or employees permitted in the leased premises.
- G. Each applicant for a rental license required by Section 7-32 shall, at the time of the application, pay a registration fee and a license fee as may be determined by resolution of the Township (whether or not the commercial or industrial rental unit is occupied at the time) and annually thereafter a renewal license fee as may be determined by further resolution (whether or not the commercial or industrial rental unit is occupied at the time). The renewal license fee shall be due and payable on or before the 31st day of January of each year.
- H. No owner or agent may offer for rent or assist in offering for rent, by advertising or otherwise, any commercial or industrial rental unit without first ascertaining that a valid license exists for such commercial or industrial rental unit.
- I. Failure to register the commercial or industrial rental unit with Township within 90 days of the effective date of this article or within 30 days following the purchase or conversion of a structure to a rental property shall constitute a violation of this article.