

# BOROUGH OF MAHANOY CITY

Equal Opportunity Employer

PRESIDENT: Tom McCabe  
MAYOR: Dennis Wiessner  
SECRETARY-TREASURER: Angela Hughes  
SOLICITOR: Eric Lieberman  
BOROUGH MANAGER: Sandra Fisk

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## OCCUPANCY PERMIT

Print Legibly Please

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Employer & Address: \_\_\_\_\_

Employer Telephone Number: \_\_\_\_\_ Emergency Telephone Contact: \_\_\_\_\_

List names and date of birth of all occupants:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Motor Vehicle(s) Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

**Note: It is important that you notify the Borough of Mahanoy City upon vacating the residence in order to properly maintain present and future trash invoicing. Failure to report vacancy will result in additional trash fees being applied to the residence and/or previous Occupant.**

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

### OFFICE USE:

Garbage account paid to date: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Landlord registration paid to date: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Approved for occupancy: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved for occupancy: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for disapproval: \_\_\_\_\_

Borough Official: \_\_\_\_\_

Fee (\$30.00) Paid by Cash: \_\_\_\_\_ M.O.: \_\_\_\_\_ Received By: \_\_\_\_\_

# GENERAL GUIDELINES FOR OCCUPANCY PERMITS

*\*THIS LIST IS TO BE USED AS A GENERAL GUIDELINE AND NOT AS A COMPLETE LISTING OF ITEMS INSPECTED: ADDITIONAL INSPECTIONS, CODE UPGRADES, ETC. MAY BE REQUIRED.*

1. One (1) working smoke detector on each floor, one (1) in each living quarter (including attics and cellars), and one (1) carbon monoxide detector.
2. All utilities must be working prior to inspection - electricity, water, sewer.
3. Heating system must be operational and capable of maintaining a temperature of 62 degrees in each livable room when the outside temperature is 32 degrees.
4. Plumbing systems must be operational with no leaks.
5. Electrical Breaker box must be grounded, a minimum of two (2) electrical outlets per room.
6. Hand railings must be in place on all staircases exceeding three (3) risers, including basements and attics.
7. No holes in ceilings, walls and floors regardless of size. All holes must be properly repaired with drywall, spackling, or other fire rated patching material. (Holes above drop ceilings must be closed off with drywall or other fire rated material.)
8. Roofs shall be free of leaks.
9. One window in each room shall be operable.
10. Premises Identification: Approved numbers shall be provided for all residences in such a position as to be plainly visible and legible from the street or road fronting the property. Numbers must be a minimum of two (2) inches high.
11. No permit shall be issued in the event of a delinquency on the garbage account that exists for any property owned or occupied by the person or persons seeking to obtain a permit. Also, no permit shall be issued for any property owned by an individual who has a delinquent account for any of his properties within the borough. Balance must be current on the property subject for inspection.
12. Residence shall be free of excess debris and dirt. Residence shall be maintained in a clean and sanitary manner. Carpets (floor coverings) shall be clean. There shall be no pet feces within the residence or yard area. Yards and walkways shall be free of excess debris and weeds and shall be kept open and passable.