

**CERTIFICATE OF OCCUPANCY PERMIT APPLICATION  
TECHNICAL SECTION**

**A. IDENTIFICATION- APPLICANT**

PARCEL NUMBER \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

SETTLEMENT DATE \_\_\_\_\_

CURRENT OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_

**NEW OWNER INFORMATION AS IS TO BE LISTED ON TITLE WITH MONTGOMERY COUNTY**

OWNER(S) NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

**ABSTRACT COMPANY** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ Fax \_\_\_\_\_

EMAIL \_\_\_\_\_

B. U&O CHARACTERISTICS	RESIDENTIAL	COMMERCIAL
SINGLE FAMILY		
MULTI-FAMILY UP TO 4 UNITS		
COMMERCIAL OR MULTIFAMILY		
Please Note Additional SQ FT if over 2001		BUILDINGS OVER 4 UNITS AND EXCEED
** for this section please place number of units in the box under residential or commercial. If over 2001 SQFT please place SQFT number in box in addition to listing number of units.		

REQUIRED RESPONSE FOR ALL PROPERTIES	
SQ FT OF BUILDING	
NUMBER OF FULL BATHROOMS	
NUMBER OF 1/2 BATHROOMS	
NUMBER OF ROOMS NIC BATHROOMS	

FIREPLACE WOOD STOVE		YES		NO		
POOL/SPA ON PROPERTY		YES		NO		
FENCE ON PROPERTY		YES		NO		
SHED ON PROPERTY		YES		NO		
DETACHED GARAGE		YES		NO		
ELECTRIC SERVICE TO DETACHED STRUCTURE		YES		NO		
FUEL TYPE		OIL		GAS		ELECTRIC
** Please place a check in the box next to each item with a Yes or No if they apply to this property						

INTENDED PROPERTY USE	RESIDENTIAL	RENTAL	COMMERCIAL

REALTOR \_\_\_\_\_

COMPANY \_\_\_\_\_

TELEPHONE \_\_\_\_\_

CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

NOTE: All commercial properties within the Souderton Borough Business Improvement District (BID) that fall under the Class and Zoning codes listed below will be subject to an annual assessment fee to Souderton Connects, the organization that oversees the BID. Please be advised, the assessment is authorized by ordinance No. 20-748-02, passed by the Borough of Souderton. The assessment is not optional. Failure to pay assessments will be treated as a delinquent tax and pursued as such.

•Class C      Zoning: C1, C2, GA, LI, MUR, R1, R2, R3  
•Class - I      Zoning: C1, LI, R2, R3  
•Class - R      Zoning: C1, C2

**CERTIFICATION IN LIEU OF OATH**

***I HEREBY CERTIFY THAT I AM THE (AGENT OF ) THE OWNER OF RECORD AND AM  
AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON  
THIS APPLICATION***  
PRINTED NAME

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Internal use only	
Inspection Date:	
Copy to Maryjane	
Copy to Laura	
UPDATED 06.17.25	