

# Borough of Oxford Codes Office

P.O. Box 380  
345 Lincoln Street  
Oxford, PA 19363-0380

610-998-1762 or 610-998-9971

Fax 610-998-1307

George Guss, Building Inspector and Codes Officer  
Jean Kutz, Secretary

Anthony Tarra, Residential Property Inspector

## APPLICATION FOR CERTIFICATE OF COMPLIANCE (Resale or Change of Occupancy)

**FEE \$60.00**

**DATE:** \_\_\_\_\_ **PAID :** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

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

**Current Property Owner:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Proposed Settlement Date:** \_\_\_\_\_

**Sellers Agent:** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Buyer or Lessor:** \_\_\_\_\_

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

**Buyer or Lessor's Agent:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Will new owner reside there?:** \_\_\_\_\_ **If no, please give mailing address of new**  
**owner:** \_\_\_\_\_

**Will property be used as a rental unit?:** \_\_\_\_\_ **If yes, please give name of**  
**occupant/tenant:** \_\_\_\_\_

**Property Contact Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

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**The owner or his agent must contact the Borough to schedule an inspection. Most inspections need to be scheduled two (2) to three (3) weeks prior to settlement. Please plan accordingly.**

**NB: TRANSFER OF OWNERSHIP STATES THAT IN THE EVENT A RENTAL PROPERTY IS TRANSFERRED, THE EXISTING PERMIT SHALL REMAIN VALID ONLY FOR THIRTY (30) DAYS FOLLOWING THE DATE OF TRANSFER. PRIOR OWNER SHALL NOTIFY CODE OFFICIAL OF SUCH TRANSFER. NEW OWNER SHALL OBTAIN A NEW RENTAL PERMIT WITHIN THIRTY (30) DAYS OF THE DATE OF TRANSFER.**

### **CHECK-LIST FOR CERTIFICATE OF COMPLIANCE**

Each property or change of use of occupancy will be inspected by a Borough Code Official prior to change of ownership or occupancy in accordance with Borough Ordinance #734.1

Inspection will be for compliance with Ordinance #734.2 and the following list of items are necessary for the compliance with the Code.

1. Property use shall be only in accordance with the Oxford Borough Zoning Ordinance or a properly documented existing, non-conforming use.
2. Boiler cut-off valve installed, relief valve piped down 18" off floor
3. Hot water heater relief valve piped down 6" from floor
4. All curbs, sidewalks, walkways, driveways and similar areas shall be replaced if damaged.
5. The house or building number must be at least 4" and visible from the street.
6. Guardrails are required at all balconies and/or decks which are greater than 30" above grade or floor level. Handrails and/or guardrails must be present at all stairways which rise more than 2 steps.
7. If present, sump pump must discharge to exterior of building. Not to building sanitary sewer.
8. All plumbing fixtures (sinks, toilets, etc.) must be in good working condition. There shall be no leaks, dripping faucets or fixtures.
9. There shall be a properly functioning smoke detector present on each level, installed on the ceiling, including the basement and in each sleeping room and outside of each separate sleeping area in the vicinity of the bedrooms (hallways)
10. There shall be no unfilled openings within the electrical panel or fuse box.
11. There shall be no exposed or uncapped electric wires or uncovered outlets or switch boxes.
12. GFCI receptacles must be installed in all working laundry areas, kitchen sinks, bath rooms etc.
13. Every rental unit shall have a fire extinguisher (ABC Type II).
14. In addition, if the inspector sees anything that might affect the public health or safety it will need to be addressed before a Certificate of Compliance can be issued.

### **EPA STANDARDS FOR ASBESTOS**

The EPA recommends all asbestos exposed in a dwelling unit to be painted over using a good quality exterior latex paint. This seals the asbestos and stops any air borne activity. They do not recommend removal, unless major alterations are being made to the existing condition.

**FOR MORE INFORMATION ON EPA STANDARDS YOU MAY CALL THE EPA OMBUDSMAN AT 1-800-368-5888**

Owners or Representative' signature