

RESALE, USE, and OCCUPANCY CERTIFICATES COMMERCIAL

PLEASE NOTE: All sections of the application must be completed and submitted with a current deed and payment of required fee. We accept cash, check or money order made payable to Middle Smithfield Twp.

#2 – PIN or Property Identification Number: you can find this information on Monroe County’s website, click on “property record search” or type this address in your web browser:
<http://agencies.monroecountypa.gov/parcelsearch/>

#3 – Applicant information:

Applicant can be the seller/owner, buyer or agent

If Agent, please include the name of the person applying, not just the office

If email is provided, a copy of the issued certificate will be emailed as well as mailed.

#6 & 7 – For change of tenant or change of use, provide current use of unit and proposed use of unit. You must check the box that corresponds with the category in accordance with Chapter 3 of the 2009 International Building Code.

For resale, provide all current uses and check all current categories. A list of uses by unit number is required.

#10 – If water and/or electricity is not turned on, applicant will receive a Temporary Access Certificate. This allows access for repairs only, no occupancy. A re-inspection will be performed for a fee of \$50. Re-inspection does not guarantee issuance of a certificate; issuance will depend on the findings of the inspection.

#12 – Private septic systems require the submission of a certified evaluation of the septic system and proof of pumping. If not provided at the time of application, a Temporary Occupancy Certificate will be issued granting the buyer 12 months to submit the evaluation.