



**BOROUGH OF PARKESBURG**  
 315 West First Avenue, Building 1, Parkesburg, PA 19365  
 610-857-2616, FAX 610-857-1102, admin@parkesburg.org

**APPLICATION FOR RENTAL UNIT PERMIT**  
*Please complete a separate Application for each Rental Unit*

Owner/Applicant: _____	Date: _____
Owner's Address: _____	
Phone (H): _____	(Cell): _____
Email: _____ <i>Please provide your email address if you would like to receive updates via email.</i>	
Dwelling Address: _____	
Unit Number: _____	Number of Occupants: _____
Chester County Uniform Parcel Identification Number (Tax Map): _____	
Current Occupant(s) Full Name(s): _____	
_____	
_____	
<i>Owner is required to maintain a current list of names of all occupants in each Rental Unit who occupy the Unit and provide the Borough with this list and any changes in the names and numbers of tenants within (10) calendar days after any change in circumstances.</i>	
Local Agent/Management Company: _____	
Agency/Company Address: _____	
Contact Person: _____	Phone: _____
Insurance Company Name: _____	
Policy Number: _____	Expiration Date: _____
Contact Person: _____	Phone: _____

**DUTIES OF OWNER**

1. The Owner of each Rental Unit shall file the requisite Application no later than sixty (60) calendar days prior to the expiration of the then-current Permit
2. The Owner of each Rental Unit shall maintain the Unit and all common areas used by the occupants of the Unit and all facilities servicing the Unit and the building in which and the property on which the Unit is located in compliance with all applicable regulations at all times.
3. The duties of the Owner shall be to receive notices and correspondence, including service of process from the Borough, to arrange for the inspection of the Rental Unit in the event that the Code Officer has identified a need for inspection due to alleged violations at that Rental Unit, to do or arrange for the performance of maintenance, cleaning, repair, pest control, etc. and insure continued compliance of the Rental Unit with the current Codes, Building Codes and Zoning Ordinance in effect in the Borough
4. No Dwelling Unit shall be occupied, knowingly by the Owner, by a number of persons that is in excess of the requirements outlined in the 2009 International Property Maintenance Code, Chapter 4, Light, Ventilation, and Occupancy Limits, Section PIA-404.5, Overcrowding, or any update thereof.
5. To protect the health, safety, and welfare of the residents of the Borough, it is hereby declared that the Borough shall require hazard and general liability insurance for all property owners, letting property for occupancy in the Borough contain minimum coverage of \$50,000 in general liability insurance and hazard and casualty insurance in amounts sufficient to either restore or remove the building in the event of a fire or other casualty. Further, in the event of a fire or loss covered by such insurance, it should be the obligation of the Owner to use such insurance proceeds to cause the restoration or demolition or other repair of the property in adherence to the Borough Code and all applicable ordinances.

I, \_\_\_\_\_ hereby state that this Application is complete and correct, and certify that the Rental Unit is currently compliant with all of the applicable rules and regulations and Codes of the Borough and the Rental Unit complies with all of the requirements of Ordinance No. **2025-569**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee is \$150 per unit plus \$50 administrative fee = \$200 total. Please make checks payable to "Parkesburg Borough"**

<i>For Borough Use Only:</i>	
Date Received: _____	Permit No. Issued: _____
Amount Received: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check,    Check No: _____