

BOROUGH OF DARBY  
821 SUMMIT STREET  
DARBY PA 19023

PHONE# 610-586-0428

FAX# 610-534-1987

**APPLICATION FOR CERTIFICATE OF OCCUPANCY**  
**FEE \$125.00 Single Family Dwelling \$125.00 Commercial or Apt's**  
**No-Show \$75.00 3<sup>rd</sup> Inspection \$100.00**

You are required to call the Code Dept during normal business hours to schedule an appointment. Our office requires 2 weeks notice prior to the settlement date to do inspection No Exceptions. Inspections are done Monday- Friday 10AM- 11:30AM. The Realtor must be present at time of inspection. If you schedule an inspection and no one is there you must pay the no-show fee before we will re-schedule the inspection. The Certificate Of Occupancy will require one week process time. If this is a commercial property You will be required to obtain an Non-residential Occupancy license from Darby Borough before you may open and operate your business.

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Applicant Phone# \_\_\_\_\_ Cell \_\_\_\_\_

Location to be Inspected \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Apartments \_\_\_\_\_

Settlement Date \_\_\_\_\_

Name, Address , Phone #of Realtor \_\_\_\_\_

The Darby Borough Code Office will provide you with a copy of the check list used by the inspector upon request.

Signed \_\_\_\_\_ Date \_\_\_\_\_