



437 Butler Street  
 Etna, PA 15223  
 P: 412-781-0569  
 F: 412-782-5302  
[www.etnaborough.org](http://www.etnaborough.org)

## Application for Certificate of Code Compliance: Sale of Property

### PURPOSE

A Certificate of Compliance for the sale of a property is required by the Borough of Etna to ensure that properties in the Borough meet the safety and maintenance requirements as outline by the most recent edition of the International Property Maintenance Code.

### APPLICATION CHECKLIST

Fully completed and signed application (to be completed by the **Current Owners**)

Fee for paperwork *Certificate of Code Compliance* (\$30) & *No-Lien Letter* (\$25), **payable to the Borough of Etna**

Additional paperwork **REQUIRED** before the closing can take place:

Tax Certification - **\$25 fee payable to Karen Tomaszewski, Tax Collector**

Any additional information deemed necessary by Borough of Etna officials.

*The property inspection and a final water meter reading must be completed **BEFORE** a closing can take place (contact Hampton Shaler Water Authority at 412-486-4867). If a Temporary Certificate of Compliance due to IPMC violations is issued ("AS-IS FORM"), a re-inspection of the property and \$30 additional fee will be required to confirm abatement of the violations prior to the issuance of a **final** Certificate of Compliance.*

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# Application for Certificate of Compliance: Sale of Property

*Incomplete Applications Will Not Be Reviewed*



DATE:

## PROPERTY INFORMATION

ADDRESS:

FEMA FLOOD ZONE:      A/AE      X      N/A      LOT/BLOCK#:

ZONING DISTRICT:    R-1    R-2    C-1    C-2    INDUSTRIAL    RIVERFRONT OVERLAY

## CURRENT OWNER INFORMATION

NAME:

EMAIL:

ADDRESS:

PHONE:

## CURRENT OCCUPANT INFORMATION

NAME:

AGE:

NAME:

AGE:

NAME:

AGE:

NAME:

AGE:

NAME:

AGE:

## BUYER INFORMATION

NAME:

EMAIL:

ADDRESS:

PHONE:

## BUYER OCCUPANT INFORMATION

NAME:

AGE:

NAME:

AGE:

NAME:

AGE:

NAME:

AGE:

NAME:

AGE:

**BUILDING INFORMATION**

NUMBER OF UNITS:

**CURRENT USE**

Residential	Mercantile	Business	Factory or Industrial	Storage
Institutional	Educational	Assembly	Utility and Misc.	High Hazard

**INTENDED USE**

PLEASE DESCRIBE (a table of land use types can be found in the Borough's Zoning Ordinance):

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**SIGNATURE**

OWNER/OWNER'S AGENT SIGNATURE

PHONE

DATE

**BOROUGH USE ONLY**

RECEIVED:	INSPECTION COMPLETED ON:	FEE: <b>\$30</b> Cash Check # <u>          </u>
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