

**CHESTER HEIGHTS BOROUGH**  
**USE & OCCUPANCY INSPECTION APPLICATION**

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

OWNER'S PHONE: \_\_\_\_\_

OWNER'S EMAIL: \_\_\_\_\_

PROPERTY BUYER: \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_

SELLER'S AGENT: \_\_\_\_\_

AGENT'S PHONE: \_\_\_\_\_

AGENT'S EMAIL: \_\_\_\_\_

CONTACT (for scheduling inspection): \_\_\_\_\_

**FOR OFFICE USE ONLY:**

INSPECTION DATE AND TIME: \_\_\_\_\_

\$120.00 Application Fee payable to Chester Heights Borough

Questions: [admin@chesterheights.org](mailto:admin@chesterheights.org)

Mailed USPS to: PO Box 658, Chester Heights, PA 19017

Mailed Fed Ex/UPS to: 53 W Baltimore Pike 2nd floor, Media, PA 19063

Or dropped off in person, 9-3. Dropbox outside main doors for before/after hours.