

# CITY OF EASTON

## Department of Planning and Codes

123 South Third Street, 2<sup>nd</sup> Floor  
 Easton Pennsylvania 18042  
 610-250-6724 Fax 610-250-6607

Inspection Date \_\_\_\_\_

Time \_\_\_\_\_

Cert. No. \_\_\_\_\_

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

<input type="checkbox"/> A-1 Single Family Detached	<input type="checkbox"/> A-8 Residential Lowrise - No. of Units _____
<input type="checkbox"/> A-2 Single Family Semidetached	<input type="checkbox"/> A-9 Residential Midrise - No. of Units _____
<input type="checkbox"/> A-3 Single Family Attached	<input type="checkbox"/> A-10 Residential Highrise - No. of Units _____
<input type="checkbox"/> A-4 Two Family Detached	<input type="checkbox"/> A-11 Rooming House - No. of Units _____
<input type="checkbox"/> A-5 Two Family Semidetached	<input type="checkbox"/> A-12 Mixed Use - Res Units _____ Comm Units _____
<input type="checkbox"/> A-6 Two Family Attached	Commercial(Sq Ft) _____
<input type="checkbox"/> A-7 Multifamily - No. of Units _____	<b>How many bedrooms</b> _____
<b>Is this property currently vacant</b> _____	

NAME OF OWNER: \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

C: NAME OF AGENT: \_\_\_\_\_

ADDRESS OF AGENT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

<b>INSPECTION FEE:</b>	RESIDENTIAL: Single Family	\$ 150.00
	Two Family	\$ 300.00
	Multi-Family - \$300.00/1 <sup>st</sup> 2 units +\$ 50.00 per additional unit(s)	\$ _____
	Commercial - \$300 for the first 2,000 square feet; plus \$50 per each additional 1,000 square feet up to 10,000 square feet; plus \$20 per each additional 1,000 square feet above 10,000.	\$ _____
	MIXED USE: Comm + \$100.00 per res unit _____ =	\$ _____

Fee Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ **Total** \$ \_\_\_\_\_

Occupancy Load:  
 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ 3<sup>rd</sup> Floor \_\_\_\_\_ 4<sup>th</sup> Floor \_\_\_\_\_

Other \_\_\_\_\_ Commercial Space \_\_\_\_\_ Type of Const: \_\_\_\_\_

Legal Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Chk'd By: \_\_\_\_\_ Date: \_\_\_\_\_

Note: \_\_\_\_\_

The purpose of a Buyer Notification Inspection is to reveal to the potential buyer possible illegal use or unsafe conditions of the property. A Certificate of Compliance shall be issued for properties that are in compliance with the ordinances and regulations, and does not indicate that there are no violations at or on the property. To avoid damage claims and other risks, inspectors do not climb to inspect or walk roofs. Roofs, chimneys, gutters and roof penetrations are observed from the ground, which imposes obvious limitations on this part of the inspection. The inspection may reveal that the subject property is in violation of Codes and Ordinances of the City of Easton as indicated, but not limited to, the violations noted. The City assumes no liability for the accuracy of this report and does not intend for it to replace or supplement a professional third-party inspection of the premises.

I hereby certify that I am the authorized agent or owner for the property listed on this application. The applicant certifies that all information on this application is correct and that I have received, read and understand the above notice and shall provide the information to the seller, buyer and agent.

\_\_\_\_\_  
 Signature Date

Role (if other, provide name and contact information): Seller Agent Buyer Other

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All sellers of real estate within the City of Easton, or their authorized agents, must request a Buyer Notification Inspection **within five (5) business days** of the date of listing or offer to sell the real estate.

This inspection will be completed using a checklist by a Code Inspector. It will cover life and safety violations of the City's building and fire codes, as well as information on the land use and zoning of the property.

The Bureau of Codes and Inspections will schedule and complete an inspection **within fifteen (15) business days** of receiving a request. An inspection report will be issued to the owner **within five (5) business days** of the inspection.

Inspection fees will be as established in Chapter 285, *Fees*, of Easton City Ordinances. Payment is due at the time the inspection is requested.

- Single-Family Residential: \$150 flat fee.
- Multi-Family Residential: \$300 for common areas and the first two (2) units; \$50 for each additional unit
- Non-Residential: \$300 for the first 2,000 square feet; \$50 per each additional 1,000 square feet; capped at \$600.
- Mixed-Use: \$50 per residential dwelling unit; \$300 for the first 2,000 square feet of commercial space; \$50 for each additional 1,000 square feet; capped at \$600.
- Re-Inspections: No charge for first re-inspection; \$50 for each subsequent re-inspection.

Once the inspection is complete and a report is issued, the seller and buyer of the real estate will be asked to sign an **inspection receipt form**. This form will identify either the seller or buyer as the party responsible to **repair any violations** noted in the report and obtain a **Certificate of Occupancy**. **No additional charge** will be required for the Certificate of Occupancy.

Violations shall be repaired and a Certificate of Occupancy obtained within **180 days** of closing for owner-occupied properties and **30 days** for rental, mixed-use, and other non-residential properties. This time frame may be extended upon request at the discretion of the Bureau of Codes and Inspections.

The Code Inspector **must be accompanied** by the property owner or their designated agent during the inspection.

The Code Inspector must be able to **access all spaces** within the building and on the property, including living areas, bedrooms, bathrooms, kitchens, basements, attics, garages, and mechanical or utility rooms.

The inspection will last up to, but not exceed, **one hour** in length for single-family dwellings. **Additional time** may be allotted by the Chief Codes Administrator as appropriate for multi-family, mixed-use, and non-residential buildings.

To **reschedule** an inspection, please call (610) 250-6724 **at least 24 hours** prior to the inspection time. To **cancel** an inspection and receive a refund for the inspection fee, please call (610) 250-6724 **prior to 9:00 a.m.** the day of the inspection.

**No refunds** will be issued for late cancelations, inspections missed by the owner or their agent, or circumstances in which the Code Inspector cannot access all necessary areas.

Please contact the **Department of Planning and Codes** at (610) 250-6724 with any questions.