

CITY OF EASTON

123 South Third Street, Easton, Pennsylvania 18042
phone 610-250-6724 - fax 610-250-6607 - e-mail codes@easton-pa.gov

BUYER NOTIFICATION INSPECTION PROCEDURE

For your information, please be advised of the following:

1. a. Contact Bureau of Codes and Inspections at (610) 250-6724 prior to agreement of sale to schedule code inspection. The following information is needed:

Property address
Owner name, address, phone
Agent name, address, phone
Use of property, i.e., single- family detached two family, mixed use, etc.

- b. Make arrangements for someone to meet the code officer(s) at the premises.

They can not use lock boxes.

- c. The inspection fee and Certificate of Occupancy fee (cash or check made payable to City of Easton) must be submitted to the Code Office prior to the inspection date. The fee schedule is as follows:

Single family residential unit: \$150.00
Two-family residential: \$300.00
Multi-family: \$300.00 for first two units, plus \$50.00 each additional unit
Commercial space: \$300.00 for the first 2,000 Sq Ft + \$50.00 per each additional 1,000 Sq Ft
Capped at \$600.00
Mixed Use: commercial fee plus \$100.00 per residential unit

2. Upon completion of inspection a report will be prepared and forwarded to the property owner and/or agent. Included in packet:

Buyer Notification Inspection Report
Fire Department Report (if applicable)
Application for Certificate of Use and Occupancy
Buyer Notification Inspection Receipt

3. BNI Report must be forwarded to the buyer and the BNI Receipt completed and returned to the Code Office.
4. When violations are abated owner/agent/buyer shall contact the Code Office to schedule a Certificate of Occupancy Inspection. The C-O application must be completed and returned to the Code Office prior to issuance of any C-O, temporary or permanent.

NOTE: Any change of use to a property (convert from two-family to single, mixed use to two-family) must receive zoning approval prior to inspection. A property will be inspected according to its use – any use other than single family requires a fire inspection as well.