



700 Belvoir Rd.  
 Plymouth Meeting, PA 19462  
 610-277-4100 (Ph.)  
 610-277-4335 (FX.)  
 www.plymouthtownship.org

**Plymouth Township  
 Rental License  
 Application**

**PLEASE TYPE OR PRINT CLEARLY**

**I. Property Address**

Address: \_\_\_\_\_

**II. Property Owner**

Name:	E-Mail:
Address:	Phone #:
City, State, Zip:	Cell #:

**III. Contact Person (for inspection appointment)**

Name:	E-Mail:
Address:	Phone #:
City, State, Zip:	Cell#:

In accordance with Plymouth Township Ordinance # 1199, as amended, adopting the International Property Maintenance Code 2009, by the council of Plymouth Township, I hereby make application for a license to operate:

Rooming House     Apartment     Single Family Dwelling     Condominium  
 (Check one that applies)

**License Fee for EACH unit (apartment, condo, single family dwelling)**

- \$45.00 if paid by January 31
- \$95.00 if paid between February 1 – March 31
- \$145.00 if paid between April 1 – May 31

**Payment MUST accompany application – payable to “Plymouth Township”**

**Each rental unit must be inspected by the Code Enforcement Department.  
 A tenant or agent must be present at the time of the inspection.**

***AS OF JUNE 1, ANY RENTAL UNIT OWNER WHO HAS FAILED TO SUBMIT APPLICATION, PAYMENT, HEATER CERTIFICATION, AND/OR HAS NOT HAD UNIT INSPECTION COMPLETED WILL BE ISSUED A CITATION TO DISTRICT COURT WITH AN ADDITIONAL MINIMUM FINE OF \$500.00 PLUS COURT COSTS***

The applicant certifies that he/she is the property owner or is acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

-----Do not write below this line-----

**IV. APPROVAL**

By:	Date:
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**PLYMOUTH TOWNSHIP  
CODE ENFORCEMENT DEPARTMENT  
700 BELVOIR ROAD  
PLYMOUTH MEETING, PA 19462  
610-277-4103**

**Resident List**

*PLEASE TYPE OR PRINT CLEARLY*

	<b>First Name</b>	<b>Last Name</b>
<b>1.</b>	_____	_____
<b>2.</b>	_____	_____
<b>3.</b>	_____	_____
<b>4.</b>	_____	_____
<b>5.</b>	_____	_____
<b>6.</b>	_____	_____
<b>7.</b>	_____	_____
<b>8.</b>	_____	_____
<b>9.</b>	_____	_____
<b>10.</b>	_____	_____

I certify the above names are all the adults eighteen (18) years of age or older that live at

\_\_\_\_\_

\_\_\_\_\_  
Signature



**CODE ENFORCEMENT**  
700 BELVOIR ROAD  
PLYMOUTH MEETING, PA 19462  
PHONE: 610-277-4103  
FAX: 610-277-4335

**TO BE COMPLETED BY A CERTIFIED HVAC TECHNICIAN OR ATTACH COMPANY REPORT**

Date \_\_\_\_\_

Property Address \_\_\_\_\_

- |   |                        |
|---|------------------------|
| Test and adjust oil burner for efficiency.                              | YES [ ] NO [ ] N/A [ ] |
| Inspect combustion chamber.   | YES [ ] NO [ ] N/A [ ] |
| Clean and check electrodes & nozzle assembly.                           | YES [ ] NO [ ] N/A [ ] |
| Check all safety and operating controls.                                | YES [ ] NO [ ] N/A [ ] |
| Install air filter, oil filter cartridge, & burner nozzle if necessary. | YES [ ] NO [ ] N/A [ ] |
| Oil all motors on burner, fans and circulators.                         | YES [ ] NO [ ] N/A [ ] |
| Vacuum furnace & flue pipe, including chimney base.                     | YES [ ] NO [ ] N/A [ ] |
| Visual inspection of chimney, from base.                                | YES [ ] NO [ ] N/A [ ] |

Deficiencies: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is true to the best of my knowledge.

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_



## **GENERAL GUIDELINES TO PREPARE FOR RENTAL HOUSING INSPECTIONS**

1. Working smoke detectors are required in every bedroom and on every floor, including attic if it has walk up steps.
2. Working carbon monoxide (CO) detector(s) in basement and outside sleeping areas.
3. Handrails are required for staircase exceeding three (3) steps.
4. Guardrails are required if the drop off is 30 inches or higher.
5. Handrails and guardrails cannot have an opening to allow a 4-inch sphere to pass.
6. A minimum of 2 ½ lb. ABC rated dry chemical fire extinguisher with gauge required in cabinet under sink in the kitchen area.
7. Any electrical outlet within six (6) feet of a water source (bath / laundry / unfinished basement) is required to be GFI protected.
8. All kitchen electrical outlets must be GFI protected.
9. Property must be clean.
10. Property must be in good repair.
11. All doors and windows must be in operable condition, with no broken glass or ripped screens.
12. No rodents, insects, or accumulation of rubbish / garbage.
13. Roof is in good repair.
14. No electrical hazards.
15. No overcrowding (based on square footage specified in ICC Code).
16. Provide documentation (within the last 12 months) from a qualified heating company certifying that the heater is operating safely.
17. No combustibles stored within three (3) feet of the heater, water heater, or any other gas or oil fired equipment.
18. Masonry is in good repair, with no tripping hazards on sidewalks, exterior steps, etc.
19. Provide copy of current certification (within the last 12 months) that sprinkler system is fully operational (if applicable)
20. Provide copy of current certification (within the last 12 months) that monitored alarm system is fully operational (if applicable)