



***Borough of Port Carbon***  
**Port Carbon Code Compliance Office**  
***Borough Hall***

***301 1<sup>st</sup> St, Port Carbon, PA 17965***

**Office: (570) 622-2255    Field phone: (570) 573-7195**

**2026**

**Occupancy permit**

Date: \_\_\_\_\_  Initial Registration     Registration Renewal

**Type of Ownership:**  Sole Proprietor     LLC     Corporation    Other: \_\_\_\_\_

RENT-TO-OWN: Properties occupied by someone other than the deeded owner are considered rental properties and must be registered and inspected as required by Borough Ordinance. Only immediate family is exempt (mother, father, son, daughter)

**OWNER INFORMATION**

Purchase Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**AGENT / RESPONSIBLE PARTY INFORMATION**

If owner resides further than twenty (20) miles from the Borough, a local responsible party is required. P.O. Boxes and business addresses are not acceptable and will not qualify. The responsible party must be available 24/7 for emergency issues and is held accountable to the same capacity as the property owner.

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

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

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**INSURANCE INFORMATION**

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

Policy Number: \_\_\_\_\_

Policy Expiration: \_\_\_\_\_

**HOMEOWNER INSURANCE IS REQUIRED FOR ALL RENTAL PROPERTIES. THIS INFORMATION WILL BE CONFIRMED WITH YOUR AGENT.**



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**SUBMISSION DEADLINE & COMPLETENESS (2026)**

Deadline: Completed registration must be **RECEIVED** by the Borough no later than April 30, 2026.

**Application is not considered filed until applicable fees are received.**

**REGISTRATION & OCCUPANCY PERMIT FEES (fee schedule)**

• **Registration fee: \$5.00 per unit** • **Tenant fee (18+): \$10.00 per adult occupant** • **Occupancy permit fee (initial unit): \$80.00 and \$50.00 each additional unit at that address.**

**VACANT PROPERTY INFORMATION (if it will not be occupied at any point in 2026 it is vacant)**

Complete this section only if the property is currently vacant or unoccupied indefinitely.

Property currently vacant?  Yes  No (if NO skip the remainder of this section)

Vacant since (date): \_\_\_\_\_ Approx. length vacant: \_\_\_\_\_

Reason for vacancy: \_\_\_\_\_

Grounds maintenance / property management (while vacant): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_ emergencies /

code complaints (24/7 contact): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work being performed while vacant?  Yes  No Permits obtained?  Yes  No  N/A

**RENTAL PROPERTY**

Address of Rental Property: \_\_\_\_\_

Tax Parcel / Map ID (optional): \_\_\_\_\_

Total Number of Dwelling Units: \_\_\_\_\_ Total Adult Occupants (18+): \_\_\_\_\_

**Registration Fee:** \_\_\_\_\_ units x \$5.00 = \$ \_\_\_\_\_

**Tenant fees:** \_\_\_\_\_ Tenants x \$10.00 = \$ \_\_\_\_\_

**Occupancy Permit fee:** First unit \$80.00 + ( \_\_\_\_\_ units x \$50.00) = \$ \_\_\_\_\_

**TOTAL DUE (Registration + Tenant + Occupancy Permit) = \$ \_\_\_\_\_**



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**Inspection Rotation (by Zone): NOTE- Currently only Zone 2 is required to obtain an Occupancy permit in 2026. Notices will be sent if this process changes.**

- **ZONE #1 2028:** South Coal, Jackson, South Washington, Spruce, Rose, South Pine, Canal, Baden Powell, Hickory, Commerce, Acre, Lang, East Washington, Main, Mill, Newbold
- **ZONE #2 2026:** North Coal, Pike, Cherry, North, Krebs, Spring, East, Centre, Rock, Oak, Valley, Apple, Wood, North Washington, North Pine
- **ZONE #3 2027:** First, Second, Third, Fourth, Fifth, Pottsville, Brown, Broad, Lillian, Reese, Plum, Walnut, Lyon, Nichols, Morris, Lawton, Grand, Chestnut, Market, Wilson, Commerce, Park

Property Zone (check one):  Zone #1  Zone #2  Zone #3

Date of Last Inspection: \_\_\_\_\_

**INSTRUCTIONS**

- **ATTACH THE TENANT REGISTRATION DOCUMENT TO THIS APPLICATION**
- All non-owner occupied properties must be registered with the Borough of Port Carbon.
- Make checks payable to the Borough of Port Carbon. Return the completed application and applicable fees, by mail or in person to: Borough of Port Carbon, 301 First Street, Port Carbon, PA 17965.
- **ANY** re-occupancy requires new registration and Occupancy Permit.
- If you need additional assistance contact the Borough of Port Carbon Borough Code Enforcement Officer: [nickbh@hazlettmunicipalserv.com](mailto:nickbh@hazlettmunicipalserv.com) or 570.573.7195

I, \_\_\_\_\_, attest that the information on this form is correct and that I am familiar with and will fulfill my obligations under the rental ordinance, property maintenance code, and building codes. I understand that false statements may be subject to penalties under 18 Pa.C.S. 4904 (unsworn falsification to authorities).

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

<b>OFFICE USE ONLY</b>			
<input type="checkbox"/> Cash	<input type="checkbox"/> Money Order	<input type="checkbox"/> Check # _____	Receipt # _____ Date Received: _____ Processed By: _____