



CITY OF ALLENTOWN COMMERCIAL PRE-SALES INSPECTION APPLICATION

Complete this form and return with payment to the Bureau of Building Standards and Safety Office – 4th Floor.
Hours are 8:00 am to 4:00 pm. Application must be received no later than 5 (five) business days from the date of offer to sell or listing.
You can also apply online using our CSS Portal - css.allentownpa.gov

IF PROPERTY IS BEING SOLD “AS IS” BUYER WILL NEED TO SIGN AND NOTARIZE THE ACCEPTANCE FORM

DATE: _____

ADDRESS OF PROPERTY TO BE INSPECTED: _____

NUMBER OF SQUARE FEET: _____

NAME OF SELLER (OWNER): _____

MAILING ADDRESS: _____

DATE OF SETTLEMENT & CONTRACT DATE: _____

NAME OF CONTACT PERSON: _____

PHONE # _____

REAL ESTATE AGENT _____

PHONE # _____

EMAIL ADDRESS TO SEND C.O.C. TO _____

PURCHASER’S NAME (IF KNOWN): _____

ADDRESS (IF KNOWN): _____

PHONE # _____

(OFFICE USE ONLY)	
ACCOUNT # _____	
AMOUNT PAID _____	RECEIPT # _____

COST OF INSPECTION IS \$150 FOR 0-2,499 SQ FT, \$300 FOR 2,500-4,999 SQ FT, \$450 FOR 5,000-9,999 SQ FT, \$600 FOR 10,000-19,999 SQ FT, \$750 FOR 20,000-49,999 SQ FT, \$900 FOR 50,000-99,999 SQ FT, \$1,000 FOR 100,000-149,999 SQ FT, \$1,250 FOR 150,000-199,999 SQ FT, AND \$1,500 FOR 200,000+ SQ FT.
CHECK OR MONEY ORDER, **MONEY IS NON-REFUNDABLE OR TRANSFERABLE.**
(THIS INCLUDES (1) REINSPECTION, ADDITIONAL REINSPECTIONS ARE \$100 EACH)

PAYMENT AND COMPLETED REQUEST FORM MUST BE RECEIVED PRIOR TO INSPECTION - NO EXCEPTIONS.

YOU WILL BE NOTIFIED BY PHONE TO SCHEDULE AN INSPECTION.
PLEASE MAIL COMPLETED FORM WITH PAYMENT TO:

<p>CITY OF ALLENTOWN BUILDING STANDARDS & SAFETY 435 HAMILTON STREET – 4TH FLOOR ALLENTOWN PA 18101 PHONE # 610-437-7591 EMAIL: BUILDINGPERMITS@ALLENTOWNPA.GOV</p>
