



**CITY OF ALLENTOWN**  
**BUREAU OF BUILDING STANDARDS & SAFETY**  
 435 HAMILTON ST- 3<sup>RD</sup> FLOOR  
 ALLENTOWN, PA 18101

<b>(OFFICE USE ONLY)</b>	
ACCOUNT # _____	_____
AMOUNT PAID _____	_____
RECEIPT # _____	_____

**MIXED USE PRESALE INSPECTION APPLICATION**

SUBMIT THIS APPLICATION WITH PAYMENT TO THE BUREAU OF BUILDING STANDARDS & SAFETY.

MONDAY – FRIDAY 8:00 AM – 4:30 PM. APPLICATION MUST BE RECEIVED NO LATER THAN FIVE (5) BUSINESS DAYS FROM THE DATE OF OFFER TO SELL.

CAN ALSO APPLY ONLINE USING OUR CSS PORTAL – [CSS.ALLENTOWNPA.GOV](http://CSS.ALLENTOWNPA.GOV)

**TODAY'S DATE:** \_\_\_\_\_

**DATE OF SETTLEMENT:** \_\_\_\_\_

\_\_\_\_\_ **AND** \_\_\_\_\_  
**ADDRESS OF PROPERTY BEING SOLD**                      **# OF UNITS**                      **# OF SQ. FT.**

**IS PROPERTY BEING SOLD AS-IS:** YES  NO  **(Note: Inspection required regardless of selection)**  
 (IF YES, BUYER MUST SIGN AND NOTIARIZE THE ACCEPTANCE FORM)

**NAME & MAILING ADDRESS OF SELLER (OWNER):**

\_\_\_\_\_ **OWNER'S FULL NAME**                      \_\_\_\_\_ **ADDRESS**

\_\_\_\_\_ **PHONE NUMBER**                      \_\_\_\_\_ **EMAIL ADDRESS**

**OWNER'S AUTHORIZED REAL ESTATE AGENT**

\_\_\_\_\_ **NAME**                      \_\_\_\_\_ **AGENT'S PHONE NUMBER**

**EMAIL ADDRESS TO SEND THE CERTIFICATE OF COMPLIANCE:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**RESIDENTIAL RENTAL:**

COST OF INSPECTION IS \$100.00 UP TO THREE (3) UNITS. ADDITIONAL \$25 PER UNIT OVER THREE (3). FEE INCLUDES ONE (1) INITIAL INSPECTION AND (1) RE-INSPECTION. COST FOR ANY ADDITIONAL INSPECTIONS: 2ND RE-INSPECTION FEE IS \$75.00 PER UNIT, 3RD AND SUBSEQUENT REINSPECTIONS ARE \$150.00 PER UNIT.

**COMMERCIAL SPACE:**

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.

THIS INCLUDES (1) REINSPECTION, ADDITIONAL REINSPECTIONS ARE \$100 EACH.

CHECK OR MONEY ORDER, PER PROPERTY, **MONEY IS NON-REFUNDABLE OR TRANSFERABLE.**

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

YOU WILL BE NOTIFIED BY PHONE TO ARRANGE FOR AN INSPECITON.