



**DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS**

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

## REQUEST FOR CONDEMNATION RELEASE

1. Condemned property Address \_\_\_\_\_
2. Name of Owner: \_\_\_\_\_
3. Authorized Agent: \_\_\_\_\_
4. Mailing Address of owner: \_\_\_\_\_
5. Contact Information of Owner: \_\_\_\_\_
6. Email of Owner: \_\_\_\_\_
7. Provide a copy of the Deed showing ownership of property
8. A detailed statement of work to be completed to rehabilitate the property,
9. Provide the city of Scranton with a \$10,000 Cashiers check or Performance Bond
10. A general inspection would need to be conducted at the property. A general inspection is \$250 for a residential property and \$350 for a commercial property. This will include both a General inspection along with a Final inspection of the property.
11. According to File of Council #40-1999 Section 1, "The City of Scranton us hereby authorized to charge and collect a Re-inspection fee of fifty (\$50) dollars per inspector, per hour, to cover the expense of re-inspection of properties and founds within the City of Scranton necessary to assure compliance with Standard Building and Fire Prevention Codes of the City of Scranton, the Zoning Ordinance, and other building regulations authorized by law or Ordinance to prevent blight, maintain the public health and safety and ensure that structures and ground are properly maintained."
12. **We perform inspections, Monday, Wednesday and Fridays 10am, 11am, 1pm and 2pm. We require you call in advance to schedule an inspection.**
13. Section 806.E.1 of the Zoning Ordinance states of a nonconforming use of a building or land is discontinued for a period of 6 months or more, or is discontinued for a period of 12 or more months in any 2 year period the use is considered abandoned, except:
  - a. As provided for in the "Damaged or Destroyed Nonconformities" (Section 806.D), or
  - b. If a nonconforming off-premise junkyard, outside storage area or similar nonconforming use of open land is discontinued for 30 days or more, the nonconforming use shall not be continued, repaired or reconstructed
14. Regarding residential properties, failure to properly register the property in accordance with the rental registration ordinance (File of Council #88,2001, as amended) or any successor ordinance, maintain said registration and maintain the premises in conformance with city building codes shall be considered intent to abandon the nonconforming use.
15. Once your final inspection passes, a Certificate of Occupancy shall be issued by the Building Code Official.  
*Please note, no building, structure or space shall be used or occupied without first having received a Certificate of Occupancy by the Building Code Official*



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# RESIDENTIAL APPLICATION FOR CERTIFICATE OF OCCUPANCY

Fee: *Single Family or Two unit dwelling or Duplex \$250.00*

*Over 2 unit Dwelling \$350.00*

**Address of Property:** \_\_\_\_\_

**Map ID/ Pin Number of Property:** \_\_\_\_\_

**Date of Initial Inspection:** \_\_\_\_\_ **Date of Final Inspection:** \_\_\_\_\_

**OWNER OF BUILDING INFORMATION:**

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

Authorized Agent (*If owner is listed under a fictitious name*): \_\_\_\_\_  
*(Official proof is required)*

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**BUILDING INFORMATION:**

Intended Use of Property/ Space: RENTAL RESIDENCE FLIP AND SELL

Number of Units: \_\_\_\_\_ Prior Use of Property: \_\_\_\_\_

When was Space Last Occupied (*Month and Year*): \_\_\_\_\_

**INFORMATION:**

Who to contact when the Certificate of Occupancy is ready: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Submitted

**Official Use Only**

**Amount Paid:** \$250.00 \$350.00 Credit/Debit Check Money Order



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**City of Scranton  
Condemned Property Policy  
File of Council NO. 116 of 2009**

- A. Any owner of a property condemned by the City of Scranton must be submit to the Department of Licensing, Inspections and Permits and the Zoning Bureau of the City of Scranton, 340 North Washington Ave. Scranton, Pa 18503, a duly executed and notarized affifavit containing the following information before any work can be performed on the condemned property:
- Complete name of the Property Owner
  - Complete mailing address of the Property Owner
  - Cotact information for the Property Owner, including business and/or Cell phone number
  - A certified copy of the deed evidencing ownership of the property
  - A copy of a tax certificate issued by Lackawanna County Tax Claim Bureau evidancing that Scranton School District and Lackawanna County Taxes are paid in full
  - A copy of a tax certificate from the city treasurer evidencing that the City of Scranton Real Estate taxes and refuse fees are paid in full
  - A detailed statement of work to be completed to rehabilitate the property, including but not limited to
    - The owner’s detailed intentions for the rehabilaion of the property
    - A timeline for completion of the rehabilitation work on the properly
    - A list of licensed contractors engaged to work on the property
    - Scope of work of each contractor
- B. Before commencing the rehabilaion work, the property owner must:
- Secure a Performance Bond or Cashier’s Check in the amount of \$10,000, acceptable to the City of Scranton, to cover demolition costs. Said bond or check shall remain in full force and effect at all times until the City issues a Certificate of Occupancy or Release Letter for the property
  - Obtain written approval from the Bureau of Zoning to ensure his/her intentions for said property meet requirements allowed by Bureau of Zoning
  - Once the rehabilaion plan is approved by the Bureau of Zoning , any and all necessary permits must be obtained through the department of Licensing, Inspections and Permits before work can commence on the Condemned Property
- C. When rehabilitation of the condemned propertyy is complete, the following actions must be taken before the condmened property is release from condemnatin:
- The owner must contact the Department of Licensing, Inspections and Permits to schedule a final inspection of the property
  - The owner must obtain a Certificate or Occupancy or Release letter for the property. The property will not be release from condemnation until a Certificate of Occupancy or Release Letter has been obtained.