BOROUGH OF SEVEN FIELDS
ORDINANCE #17

An Ordinance establishing the requirements for occupancy permits to be obtained by property owners, and tenants for the Borough of Seven Fields, County of Butler, Commonwealth of Pennsylvania and providing for the administration and enforcement thereof:

WHEREAS, the Borough of Seven Fields deems it necessary to maintain an accurate census; and

WHEREAS, such census will aid the Borough in the collection of the earned income tax; and

WHEREAS, such census will aid the Borough Tax Collector in the collection of any future Borough per capita tax.

NOW, THEREFORE, the Borough of Seven Fields does hereby adopt this Ordinance as follows:

SECTION 1. DEFINITIONS

A. Occupancy Permit. A permit issued by the Borough Secretary allowing the structure to be occupied for its stated purpose, i.e. residence, business or both.

B. Property Owner. That person or persons, partnership or corporation of record with the Recorder of Deeds in Butler County.

C. Lessee. That person or persons, partnership or corporation whose name or names appear on the lease.

D. Occupant. Any person living on the premises.

E. Certificate for Occupancy. A certificate issued by the Zoning Officer attesting to the fact that all requirements of the Zoning Ordinance and other Ordinances in effect in the Borough have been met and that the construction for which the Building Permit applies is complete and the structure may be occupied.

SECTION 2. PROCEDURE FOR OBTAINING AN OCCUPANCY PERMIT

A. New Construction.

Upon completion of construction the property owner must obtain from the Zoning Officer a Certificate for Occupancy. This certificate must be presented to the Borough Secretary accompanied by an application stating the use to which the premises will be put. A residential application must list the names and number of occupants and their ages. Businesses and/or employers' applications must list the names and type of businesses occupying the premises. An application for both must be completed in the case of a residence used for business.

B. Existing structures.

Within thirty (30) calendar days after the enactment of this Ordinance, all property owners of existing structures within the Borough which are occupied, must obtain a current occupancy permit. The owner must fill out an application stating the use to which the property is being put; residential applications must list the names and number of occupants and their ages; business applications must list the name and type of business occupying the premises. Applications for both must be completed in the case of residences used for businesses. There will be no fee for occupancy permits obtained within the time so specified.

SECTION 3. A PERMIT SHALL BE NECESSARY FOR OCCUPYING ANY BUILDING IN THE BOROUGH AS A RESIDENCE.

A. The permit shall name each person who will reside in that building for more than thirty (30) days, and include those persons' age, gender and occupation.

B. The fee for this permit is defined in Section 6.

C. The permit shall be renewed at any time there is a change in the number of persons occupying a residence at a fee which is established in Section 6. Exceptions to the payment of a fee occurs when there are children born to existing occupants, however, the permit must still be renewed to reflect this change.

D. In the event that all previous occupants named on an occupancy permit no longer reside at that dwelling, a new occupancy permit must be issued at a fee to be established in Section 6.

SECTION 4. A PERMIT SHALL BE NECESSARY FOR OCCUPYING ANY BUILDING IN THE BOROUGH FOR BUSINESS.

A. The permit shall name: The owners of the building; the name of the business; and the type of buisness conducted.

B. The fee for this permit shall be established as stated in Section 6.

C. The permit shall be renewed at any time there is a change in: The owners of the building; the name of the business; or the type of business conducted.

SECTION 5. In the event a residence is used as the major place of business by a resident, both a resident and a business occupancy permit shall be required.

SECTION 6. The fee for new occupancy permits, after the thirty (30) day grace period, shall be a flat rate of $10.00 for residents and $10.00 for businesses.

SECTION 7. Any persons, firm, or corporation violating any of the provisions of this Ordinance shall, upon conviction, be fined TWO HUNDRED FIFTY ($250.00) DOLLARS for each and every offense.

This Ordinance #17 shall also act as a repeal of Ordinance #1, dated 1/3/84, and it's amendment, dated 1/30/84.

ORDAINED AND ENACTED by the Council of Seven Fields Borough this 11th day of August, 1986.

Christine R. Clutter
Christine Clutter
Borough Secretary

Nicholas J. Marchese
Nicholas J. Marchese
Council President

Dr. Michael H. Coleman, Mayor
Dr. Michael H. Coleman
Borough of Seven Fields, Mayor