



Department of Code Enforcement & Zoning  
Phone: (610) 566-5210 x 246  
Fax: (610) 566-0335

**BOROUGH OF MEDIA  
PROCEDURE FOR OBTAINING A  
CERTIFICATE OF OCCUPANCY**

1. Complete the enclosed application form.
  
2. Mail application form and a check according to the following criteria. Checks should be made payable to Borough of Media, 301 N. Jackson St. 2<sup>nd</sup> Floor, Media, PA 19063 at least **20 days prior** to settlement.
  - (A) New or resale:
    - (1) Residential: \$30, plus \$10 per unit.
    - (2) Commercial/business: \$30, plus \$10 per unit.
    - (3) Motel/hotel/rooming house: \$30, plus \$5 per unit.
  
  - (B) Leased/rented/let (occupancy changes):
    - (1) Residential dwellings: \$30.
    - (2) Commercial/Business office: \$30.
  
  - (C) Re-Inspection Fee \$15.00
  
3. Contact the Borough of Media at 610-566-5210, extension 249 to schedule an inspection at least **15 days prior** to settlement.
  
4. Meet Borough Inspector on premises at scheduled date and time.