

**Borough of East Washington**  
**Est. 1892**

Department of Code Enforcement  
Gerald Coleman, Code Official  
Jordan Cooper, Harshman LLC

15 Thayer Street  
Washington, PA 15301  
724-222-2929 or 724-413-4922  
[codeenf@eastwashingtonpa.gov](mailto:codeenf@eastwashingtonpa.gov)

**2025**

**Application for License to Operate**  
**Multiple Dwelling Structure or Regulated Rental Property**

**CHAPTER 166, SUBSECTION 166-7A**, of the Code of Ordinances of the Borough of East Washington provides: **License required**. As a prerequisite to entering into a rental agreement or permitting the occupancy of any regulated dwelling unit, the owner of every regulated dwelling unit shall be required to apply for and obtain an occupancy license for the regulated dwelling unit. A license shall be required for all regulated dwelling units.

THEREFORE, the undersigned hereby makes application for a license to operate a multiple dwelling or regulated rental structure under the applicable provisions of the Code of Ordinances of the Borough of East Washington; specifically, Chapter 166, Subsection 166-7:

**RENTAL PROPERTY ADDRESS** \_\_\_\_\_

**PARCEL ID No.**            290 - \_ \_ \_ - \_ \_ \_ - \_ \_ \_ - \_ \_ \_ - \_ \_ \_

Number of UNITS in the Structure \_\_\_\_\_

**PROPERTY OWNER:**        Name: \_\_\_\_\_  
                                  Address: \_\_\_\_\_  
                                  Phone #: \_\_\_\_\_

**Manager or Contact Person of Property if not the Owner**  
**(name/address/phone number required):**

\_\_\_\_\_  
\_\_\_\_\_

As a **non-resident** of the Borough of East Washington, I/WE hereby appoint as AGENT for receipt of services of process and to receive notices or demands pursuant to the provisions of Chapter 166, Subsection 166-7J, Nonresident applications of the Code of Ordinances of the Borough.

**WASTE HAULING INFORMATION**

Property owners are responsible for solid waste collection from rental properties as provided by the Code of Ordinances of the Borough of East Washington, Chapter 279, Subsections 279-9 through 279-17. In accordance with Subsection 279-13 A (1), All residential solid waste shall be collected and removed by the waste hauler (or designee), and the cost and expense of the collection shall be paid by those from whose premises said solid waste is removed. Subsection 279-13 B (2), provides that the owner of each (dwelling) unit, and not the tenant, SHALL be responsible and liable for payment of the annual fees and penalties.

The Borough's contracted waste hauler for 2025 is Big's Sanitation. Garbage fees are billed per property and for each regulated dwelling unit. Dumpster services must be arranged through Big's Sanitation, except for properties with more than four units, which may select a dumpster company of their choice.

**THE PROPERTY IDENTIFIED ON THIS APPLICATION COMPLIES WITH THE BOROUGH CODE OF ORDINANCE CHAPTER 279 BY USING THE BOROUGH'S CONTRACTED WASTE HAULER.**

\_\_\_\_\_  
**Signature of Property Owner**

**By the signature below, the Applicant hereby agrees to such inspections pursuant to applicable provisions of the Code of Ordinances of the Borough of East Washington as deemed necessary by the Code Enforcement Officer to ensure that the dwelling unit(s) noted in this application are in compliance with Code and all rules and regulations pursuant thereto;**

**With the understanding that all licenses are issued to the holder for the current year. In the event the property is sold within the year the license is non-transferable. The new owner must make new application for a license and related inspections.**

\_\_\_\_\_  
**Signature of Applicant/Authorized Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**2025 Tenant Information**

This information is required. No license shall be issued without tenant information.

Name

Unit No.

Dates of Lease

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Completed application and rental license **fee of \$100.00 per unit** must be submitted prior to issuance of license or inspection of premises.

Make checks payable to:

**Borough of East Washington**  
15 Thayer Street  
Washington, PA 15301