



DEPARTMENT LICENSING, INSPECTIONS AND PERMITS

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CITY OF SCRANTON CONDEMNED PROPERTY POLICY

WHEN A CONDEMNED PROPERTY IS BEING REHABILITATED, THE OWNER MUST FURNISH THE DEPARTMENT OF LICENSING, INSPECTIONS, AND PERMITS AND THE ZONING BUREAU OF THE CITY OF SCRANTON WITH AN AFFIDAVIT THAT IS SIGNED AND NOTARIZED STATING THE FOLLOWING:

- NAME OF THE OWNER OF THE PROPERTY
- OWNER OF THE PROPERTY'S MAILING ADDRESS
- PHONE NUMBER OF THE OWNER OF THE PROPERTY
- A COPY OF THE DEED FOR THE PROPERTY
- A COPY OF THE HUD STATEMENT
- A COPY OF THE TAX CERTIFICATE VERIFYING THAT ALL CITY OF SCRANTON, SCRANTON SCHOOL DISTRICT, AND COUNTY TAXES ARE PAID IN FULL
- OWNER OF THE PROPERTY MUST PRESENT HIMSELF/HERSELF TO THE CITY TREASURER TO VERIFY THAT TAXES AND WASTE ARE PAID IN FULL
- OWNER OF THE PROPERTY MUST SET UP A MEETING WITH THE ZONING OFFICER TO ENSURE THEIR INTENTIONS FOR SAID PROPERTY MEET THE REQUIREMENTS ALLOWED BY THE ZONING DEPARTMENT
- THE PROPERTY OWNER MUST SECURE A PERFORMANCE BOND OR CASHIER'S CHECK, ACCEPTABLE TO THE CITY OF SCRANTON, TO COVER DEMOLITION COSTS. SAID PERFORMANCE BOND OR CASHIER'S CHECK WILL BE RELEASED BACK TO THE OWNER OF THE PROEPRTY UPON ISSUANCE OF A CERTIFICATE OF OCCUPANCY
- INTENTIONS FOR THE PROPERTY
- TIME LINE FOR COMPLETION FOR THE PROPERTY
- A LIST OF LICENSED CONTRACTORS WHO WILL BE WORKING ON THE PROPERTY AND THE SCOPE OF THEIR WORK
- UPON THE ZONING BUREAU APPROVAL, ALL PERMITS MUST BE OBTAINED THROUGH THE DEPARTMENT OF LICENSING, INSPECTIONS, AND PERMITS BEFORE ANY WORK CAN COMMENCE ON SAID PROPERTY
- THE OWNER AGREES THAT THE CITY OF SCRANTON RESERVES THE RIGHT TO INSPECT PROPERTY AT ANY TIME THERE IS WORK BEING DONE AT THE PROPERTY
- THE PROPERTY MUST HAVE A FINAL INSPECTION BY THE DEPARTMENT OF LICENSING, INSPECTIONS, AND PERMITS UPON THE COMPLETION OF THE WORK
- A CERTIFICATE OF OCCUPANCY MUST BE ISSUED IN ORDER FOR THE PROPERTY TO BE RELEASED FROM CONDEMNATION