



**Centre Region Code Administration**  
2643 Gateway Drive, Suite #2  
State College, PA 16801  
Phone: (814) 234-3812 Fax: (814) 231-3088  
Web: [www.centregioncode.org](http://www.centregioncode.org)

## **Procedure for Applying for and Retaining a Rental Housing Permit**

Whether you are applying for a new rental permit or changing information on an existing permit the same application must be completed. It is very important that the Centre Region Code Administration office receive notification of all changes in ownership and/or management of your rental property. Rental housing permits are transferable upon change of ownership, providing the permitted use has not changed.

1. The new owner or person-in-charge is required to notify the Centre Region Code Administration office within 30 days after the change of ownership. Failure to comply will result in the cancellation of the rental housing permit. **Failure to obtain a rental housing permit will result in legal action against the owner.**
2. A Rental Housing application can be obtained at the Municipal zoning offices, the Centre Region Code Administration office, or online at [www.centregioncode.org](http://www.centregioncode.org). (see reverse side for contact information for these offices)
3. You must complete all the required sections of the application. Incomplete applications will be returned resulting in delays in your permit. If the property owner resides more than 25 air miles from the property, a person-in-charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the enclosed form. **Consent of the person-in-charge is required. Please complete and submit the Person-In-Charge Information & Consent form.**
4. Completed applications should be sent to the Centre Region Code Administration office. The code office will then forward the application to the zoning office for approval. **College Township and the State College Borough have adopted a \$25 application fee. College Township requires a fee for new applications and change of ownership only. The State College Borough requires a fee for new applications and for any change of the existing rental housing permit. This fee must be included with the application. Payment should be made payable to the municipality.** The zoning office will determine if the property is zoned for the proposed use, what the allowable occupancy is for new applications, and record change of ownership or management for revised applications.
5. After zoning approval is obtained, a rental housing inspector will contact the person-in-charge by letter with notice of the housing inspection date and time. If the person-in-charge fails to be present within ten minutes after the start time of the scheduled inspection, a \$75.00 no show fee will be assessed.
  - a. The rental housing inspector will be inspecting the property for life, health and safety issues. Please refer to the Common Corrections List for Rental Housing for additional information about your inspection. All rental properties shall be inspected at least once every 36-months. The next regular inspection will be scheduled no later than 36-months from the last regular inspection, not the last reinspection date.
  - b. A Fire Safety Certificate should be provided to all tenants at the beginning of each lease period and annually thereafter. This certification states that the smoke alarm(s), carbon monoxide detectors, and fire extinguishers have been installed and are functional at the beginning of the lease. It shall also include instructions on how to report deficiencies with the fire safety systems. Please refer to the "Sample" Fire Safety Certification document.
6. After your final inspection a rental permit invoice will be generated. The invoice will be mailed to the "Billing/Property Manager" indicated on your application. When the invoice is received, please review and notify the Centre Region Code Administration office immediately of any errors. This is an annual permit fee, and the fee is dependent on the type of rental unit. (see reverse side for fee information) Your rental housing permit expires one year from the date the permit was issued. An invoice will be generated and mailed 30 days prior to the expiration of the housing permit.
  - a) A housing permit shall become null and void upon permittee's failure to submit the required or proper rental housing fee. The owner is subject to a citation for non-compliance of the unpaid rental housing fee. No

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reduction shall be made for fractional yearly permits. A late charge of \$3.00 per unpaid unit shall be imposed after the date of permit payment due, and with each additional notice every 30-days thereafter until paid.

- b) A rental housing permit will not be issued or renewed until all outstanding “reinspection”, “no-show”, and “annual permit fees” have been paid.
- 7. After your payment is received a rental housing permit will be generated and mailed to the “Billing/Property Manager” indicated on your application. Review the permit for errors and contact our office if changes are required. The permits do not need to be displayed but must be made available to an inspector upon request.
- 8. The person-in-charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines and other correspondence not listed above. **It will be the responsibility of the person-in-charge to forward this information to the owner of the property.**

**Zoning Office Information & Application Fees:**

State College Borough  
Zoning Office  
243 S. Allen Street  
State College, PA 16801  
814-234-7193  
[www.statecollegepa.us](http://www.statecollegepa.us)

**(Application fee of \$25 per unit  
Payable to the Borough of State College)**

Ferguson Township  
Zoning Office  
3147 Research Drive  
State College, PA 16801  
814-238-4651  
[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

**(No application fee)**

College Township  
Zoning Office  
1481 E College Ave  
State College, PA 16801  
814-231-3021  
[www.collegetownship.govoffice.com](http://www.collegetownship.govoffice.com)

**(Application fee of \$25 per unit  
Payable to College Township)**

Harris Township  
Zoning Office  
224 E Main Street  
Boalsburg, PA 16827  
814-466-6228  
[www.harristownship.org](http://www.harristownship.org)

**(No application fee)**

Patton Township  
Zoning Office  
100 Patton Plaza  
State College, PA 16803  
814-234-0271  
[www.patton@twp.patton.pa.us](http://www.patton@twp.patton.pa.us)

**(No application fee)**

**Centre Region Code Rental Housing Permit Fees (Payable to COG at the completion of the inspection):**

**COG Permit fees for rentals in College, Harris & Patton Township:**

\$30.00 Apartment, house, townhouse or mobile home (per unit)  
\$25.00 Room (per unit)

**COG Permit fees for rentals in Ferguson Township:**

\$32.00 Apartment, house, townhouse or mobile home (per unit)  
\$27.00 Room (per unit)

**(Fee includes \$2.00 Ferguson Township ordinance enforcement fee)**

**COG Permit fees for rentals in State College Borough:**

\$45.00 Apartment, house, townhouse or mobile home (per unit)  
\$40.00 Room (per unit)

**(Fee includes \$15.00 State College Borough ordinance enforcement fee)**