



Department of Building, Housing & Codes Enforcement
Regulations for the Protection of Public Health, Safety and Welfare

401 East Gay Street • West Chester, Pennsylvania 19380
610-696-1773 • fax: 610-692-7958 • web: www.west-chester.com

Instructions on how to obtain your Rental license.

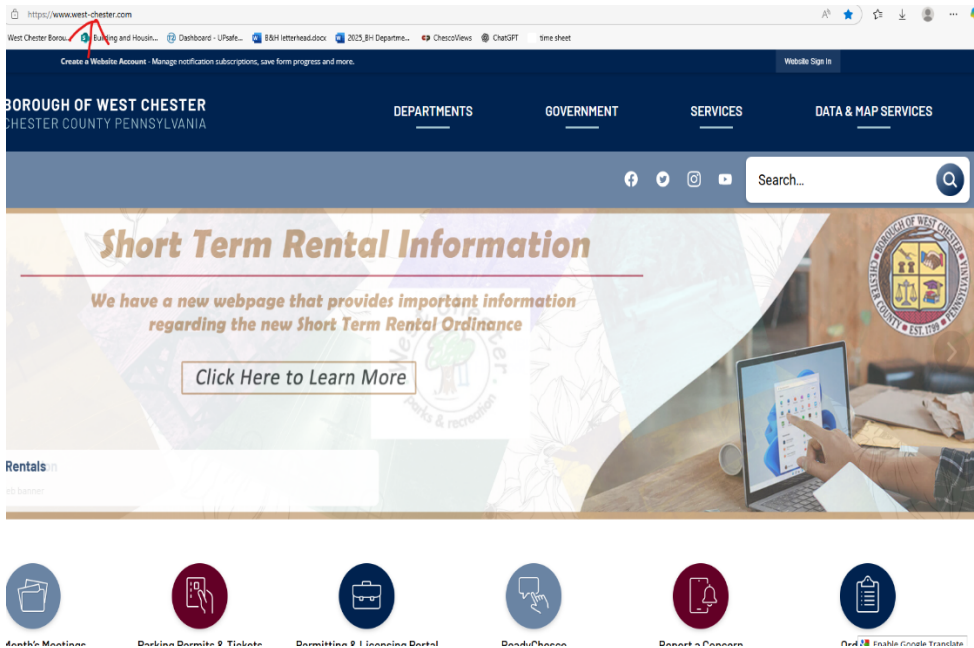
1. Go to our website at www.west-chester.com
2. Go to Departments- click on building and housing code enforcements.
3. scroll down to the bottom of the page to Permitting & License Portal.



Permitting & Licensing Portal



4. Click on sign up.
 5. Once you have signed up, please be sure to check your personal email address to verify your email- **MAKE SURE YOU FULLY SIGN IN WHEN YOU CLICK ON THE LINK.**
 6. Once your account is created, please contact kmckenzie@west-chester.com to have your account linked to your property. **PLEASE INCLUDE YOUR ADDRESS.**
- This step is essential**—without linking your account, you will not be able to access your property's information or upload your forms.
8. You are now ready to submit your tenant and landlord form. **IT WILL BE AN EXCEL SHEET**
 9. Go to our website at www.west-chester.com



Step 10- Click on departments, Building and Housing & code enforcement.

Step 11- Click on tenant and landlord form- It will be a excel sheet to be fill out, saved and download to your desktop.

Required tenant form information- Tenant Name, Lease start and end date, tenant address-which is your property address, unit number if there is one, if you need off street park and please answer if it's a student rental or not.



Step 12 – Once you have saved you tenant form, please sign in to your portal in order to submit your document.


Step 13- Click on permitting & license portal at the bottom of the page.




Permitting & Licensing Portal



Step 14- click on GO

 [sign up or Log in](#)


Borough of West Chester, PA support: 484-653-5527
data@west-chester.com



My Portal

Apply online, make payments, and track your progress

[GO >](#)



Contact Us

Request information or report a concern


[GO >](#)

Please use the Borough's [address lookup application](#) to determine whether your property is located in West Chester Borough's jurisdiction before beginning your application.

Step 15 – Click on the box That says view my Applications and log in.

Applications support: 484-653-5527
data@west-chester.com


View applications, apply, or pay? [SIGN UP](#) [LOG IN](#)



Apply Online

Apply online with our quick and easy process


[APPLY >](#)



Pay Online

Pay your applications quickly and securely


[PAY >](#)



My Inspections

Review your upcoming inspections

[VIEW >](#)




My Applications


Review your applications and inspection results

[VIEW >](#)

Other services



Reports



Documents

Step 16-Click on your Rental License Number under active. **DONT NOT CLICK RENEW**

Applications in Progress

No records in the past 365 days. Use the link at the bottom to search for additional applications.

Active

▲ 1 record

Licenses

Number/Type	Business	Effective	Expires	License Status	Renewal Status
401 e gay Rental License	mckenzie, kelisha 401 e gay			Pending	Pending Completeness/Administrative Review

Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[Don't see your application?](#) ▾

Step 17 – If you don't see your rental license number under Active, it might be listed under Expired, Delinquent, and Suspended.

Active

▲ 1 record

Licenses

Number/Type	Business	Effective	Expires	License Status	Renewal Status
401 e gay Rental License	mckenzie, kelisha 401 e gay			Pending	Pending Completeness/Administrative Review

Closed

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Expired, Delinquent, and Suspended

▼ 1 record

[Don't see your application?](#) ▾

Step 18 – Scroll down to the "Submittal" section. Next to it, click on "0 files" to reveal the upload button.

Please note if you have more than 3 unit on your property you would need to upload your Fire inspection report as well. If you don't see that option please call 610-696-1773 and we can add it for you.

Submittals
Please upload all necessary submittals, failure to do so may hinder the administrative review process.

Submittal	Required	Received	Version	Status
Tenant Listing Spreadsheet (.xlsx files only, all other file types will be rejected.)	Yes		1	Pending 0 Files

Approval Steps

Step	Status	Date
Completeness Review	Complete	7/24/2025
Fees Paid	Complete	7/24/2025
Inspection Scheduled	Complete	7/24/2025

Fees

Fee	Amount	Paid	Balance	Due Now
Number of Dwelling Units	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Inspections

Initial Rental Inspection	Date	Status
	7/24/2025	Passed

RL-0465 Rental License

[Contact](#)

Please upload all necessary submittals, failure to do so may hinder the administrative review process.

Tenant Listing Spreadsheet (.xlsx files only, all other file types will be rejected.)

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete

[Return To License Detail](#)
[Upload](#)
[Delete](#)

Submittals
Please upload all necessary submittals, failure to do so may hinder the administrative review process.

Submittal	Required	Received	Version	Status
Fire Inspection	Yes		1	Pending 0 Files
Tenant Listing Spreadsheet (.xlsx files only, all other file types will be rejected.)	Yes	7/28/2025	1	Approved 1 Files

Step 19 - Once you have completed the document upload-Go back to our website and schedule your inspection through our website. This applies to properties that have not been inspected within the last 10–12 months.

Apply for License or Permit

Pay or Dispute a Ticket

Report a Concern

Schedule a Rental Inspection

Tenant-Landlord Form

Step 20 – Once You have submitted your tenant form and either scheduled an inspection or have a current inspection on file, we will approve you for payment. Payments can be made through the portal or by mailing a check.

Important : **DO NOT MAIL YOUR CHECK** unless all of the above information has been submitted. If not, your check

will likely be returned.

If you have any issues please contact keisha at Kmckenzie@west-chester.com or call 610-696- 1773.

Thank you !