



Buyer Notification Inspection (BNI) Instructions

Prior to the sale of any property, the City Ordinance requires a Buyer Notification Inspection. The seller or agent is required to submit an on-line application via the city portal.

<https://eastonpa.portal.opengov.com/categories/1071/record-types/6431>

Once that application has been submitted and paid for via the portal, the inspection can be scheduled by calling the Codes Office at (610) 250-6724.

Inspection Fees

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☐ § 285-4 Buyer Notification, Chapter 222.

A. Buyer notification inspection fee (§ 222-5A).

- (1) One- and two-family residential: \$150 per dwelling unit.
- (2) Multifamily residential: \$300 for common areas and first two units plus \$50 for each additional unit.
- (3) Nonresidential: \$300 for the first 2,000 square feet; plus \$50 per each additional 1,000 square feet up to 10,000 square feet; plus \$20 per each additional 1,000 square feet above 10,000.
- (4) Mixed use: \$50 per residential dwelling unit plus \$300 for the first 2,000 square feet of commercial space; plus \$50 per each additional 1,000 square feet, up to 10,000 square feet; plus \$20 per each additional 1,000 square feet.
- (5) Reinspections: No charge for first reinspection and \$50 for any subsequent re-inspection.
- (6) All fees shall be doubled for any owner selling a property without first obtaining a buyer notification inspection report.

Someone 18 years or older must be present to meet the Code Officer(s) at the property.

Code Officers are not permitted to use lock boxes.

Please be advised that a missed appointment fee of \$75 will be charged if no one is present to let the Code Officer(s) in at the time of the inspection. Should you need to reschedule your appointment, please call the office with enough notice so that you are not charged for a missed appointment.

Upon completion of the inspection a report will be uploaded into your portal within **5 business days** and can be viewed by all parties that have access to the BNI record.

If a property is being sold "as is" the seller is required to forward the BNI Report to the buyer and the **BNI Receipt** must be completed and attached to the BNI record in the portal in "Attachments".

Once violations are abated, the owner shall contact the Code Office to schedule a reinspection. There is no charge for the initial re-inspection, however fees for each additional re-inspection are \$100.