



WEST POTTS GROVE TOWNSHIP

980 Grosstown Rd Stowe PA 19464
Phone No.: 610-323-7717 Fax No.: 610-323-4124
Email: info@westpottsgrove.org
Website: westpottsgrove.org



Date Received: _____

Application for Residential Resale - Use and Occupancy Certificate

All information ***MUST*** be filled out completely. **\$150.00 Fee must be Included at time of submission.**

(If deficiencies are found, a \$50 re-inspection fee is required.)

Property Address to be inspected: _____

Intended Use of Property: Owner occupied: _____ Rental: _____
(If property is intended to be a rental, it must be properly registered per Chapter 7, Division 3, of the Code of the Township of West Pottsgrove)

Settlement Date: _____

Current Property Owner: _____

Address: _____

E-mail Address: _____

Home Phone: _____

Work/Cell Phone: _____

Prospective Buyer: _____

Address: _____

E-mail Address: _____

Home Phone: _____

Work/Cell Phone: _____

Realtor: _____

Address: _____

E-mail Address: _____

Home Phone: _____

Work/Cell Phone: _____

It is the responsibility of the Applicant to obtain a date from the Township for the U&O inspection. The inspection should occur at least two (2) weeks prior to the settlement date in order to provide sufficient time to make any repairs deemed necessary as a result of the inspection.

NOTE: The Application fee will be doubled for all U&O inspections scheduled with less than two (2) weeks' notice from the date of settlement.

The Township strongly encourages the seller to request the U&O Inspection at the time the home is put up for sale to avoid unnecessary delays for settlement should deficiencies relating to the Township CODE & Ordinances need to be addressed.

In accordance with Ordinance No. 2021-1, we hereby apply for a Use and Occupancy Certificate for the above referenced property.

The applicant certifies that all information on this application is correct. The applicant certifies that he/she understands all the applicable codes, ordinances, and regulations. Application for a permit shall be made by the owner or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

The applicant certifies that the Code Enforcement Officer or Zoning Officer or their authorized representative for the Township shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the Codes and Ordinances applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Date

Title (Owner, Buyer, Realtor)

***** If receipt is required via mail - Please Include a Self-Addressed Stamped Envelope /
Otherwise, it will be emailed to the address on file*****

CERTIFICATE EXPIRES NINETY (90) DAYS FROM DATE OF ISSUANCE

OFFICIAL USE ONLY

Fees Paid: Check # _____ Amount: _____ Date: _____ Received by: _____



Township Approval _____

Inspection Date & Time: _____

WEST POTTS GROVE TOWNSHIP CHECKLIST FOR RESIDENTIAL INSPECTIONS

In order to expedite the issuance of your Certificate of Occupancy, please take the time to review the following items prior to inspection: **This list is provided as a courtesy, it is not all inclusive.**

1. Address (house numbers) must be visible from the street; numbers should be at least 4". These numbers must be mounted directly to the house in plain view; or mounted on both sides of your curbside mailbox.
2. Do you have an alarm system? Is it registered with the Police Department?
3. Did you install a pool, shed, accessory building or structure, an addition or finish your basement? If so, and you did not obtain a permit prior to the installation, you will be required to come to the Township Building and apply for one.
4. Smoke detectors are to be installed on each level of the residence, including one in each sleeping area (bedroom) and also outside of the sleeping area. If there is a basement in the residence, the detector should be installed at the bottom of the stairs. In all cases, avoid mounting the detector within one (1) foot of the wall if mounting on the ceiling.
5. **Sump pumps cannot be connected to the sewer line.** Pumps must discharge to the front or rear of the residence. If you do not have a neighbor on the side of your residence, then you may discharge there. The discharge may not go directly to the street, as icing can occur in the winter months.
6. All electrical switches, outlets and junction boxes must have covers on them. All electrical fixtures must be mounted. Any spliced wires must be placed in a junction box; no splices may be left exposed; all junction boxes need to be mounted properly. Service cables to your house meter, if frayed, must be replaced. All countertop surfaces, kitchens, bathrooms, laundry rooms and outside outlets **MUST** have **GFCI outlets** or controlled by a **GFCI breaker**.
(ALL ELECTRICAL WORK MUST BE DONE BY LICENSED ELECTRICIAN REGISTERED WITH PA HOME IMPROVEMENTS). **The Electrician is the only person that can pull the electrical permit.**
7. Water heaters must have a blow down pipe. This pipe should be attached to the pressure relief valve; and extend within six (6) inches of the floor.
8. All plumbing is visually checked to make sure there are no leaks.
9. Stairways inside and out with four or more risers require guards on both sides and a handrail on at least one side, for the entire length of the stairway. Any porch, balcony or raised floor surfaces more than thirty (30) inches above the floor or grade shall have guards.
10. Replace any broken windows in the home and garage.
11. The recycle toter is part of the property and **MUST** be left behind.
12. A fire extinguisher with a **3.5ABC Dry Power** rating with a **hose and nozzle** must be left mounted in the residence.

13. Double cylinder (uses a key outside and inside) locks are not permitted on doors. Thumb latches permit faster egress in case of an emergency.
14. Visual inspection of all walls, floors, ceilings, and doors to make sure there are no holes.
15. **Heater certification is required (Cleaned & Serviced).**
16. If you have an attached garage, the door between the garage and the house must be a solid wood door or have a fire rating of at least twenty (20) minutes. Doors with windows are not acceptable.
17. Swimming pools with a depth of twenty-four (24) inches or more are required to have a barrier (fence) with a height of four (4) feet high surrounding the pool. An above ground pool is required to have locking steps or a locking gate. Must conform to all swimming pool regulations.
18. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Must conform to swimming pool regulations.
19. All gas ranges shall be supplied with a gas shut off valve installed behind the range, and anchored down.
20. The structure shall be in a clean, safe and sanitary condition.
21. Sanitary Laterals must be in compliance with Township Code and Ordinances, and fully functioning and free of any blockages, breaks, or pipe defects.
22. **Sidewalk, Driveway Apron and Curb must be in compliance with Township Code. Sidewalk Blocks should not have any raised or broken blocks and provide a safe walking surface. The Apron area must be constructed of concrete, not asphalt, and be in good condition for proper vehicle access. The Curb between the property line and the street must be in good condition. These areas are the responsibility of the property owner to be maintained.**

WEST POTTS GROVE TOWNSHIP – RESIDENTIAL U&O INSPECTION

OWNER: _____ DATE: _____

AGENT: _____ LOCATION: _____

The following requirements must be met before a Use & Occupancy permit can be issued. This is in accordance with Chapter 19 of the Code of the Township of West Pottsgrove, adopted April 3, 2015, Ordinance No. 04-594 and the Uniformed Construction Code.

1. _____ A smoke detector must be installed in each bedroom and on each floor level. A carbon monoxide detector must be installed in the basement only.

_____ Basement _____ Bedroom's _____ 1st Floor _____ 2nd Floor _____ 3rd Floor

2. _____ All bathrooms, powder rooms, laundry rooms, kitchens and countertop receptacles shall be supplied with ground fault receptacles. ****** ELECTRICIAN MUST BE REGISTERED WITH PA HOME IMPROVEMENT******

3. _____ All gas ranges shall be supplied with shut off valves installed behind the range and anchored down.

4. _____ A fire extinguisher with a rating of **3.5ABC Dry Power** must be supplied and mounted in the dwelling.

5. _____ A **certificate of inspection** shall be provided for the heating unit for the structure.

6. _____ All sump pumps shall comply with all Township ordinances and requirements.
(West Pottsgrove Township Ordinance, Chapter 19)

7. _____ All properties must be supplied with (**4"**) four-inch numbers permanently mounted on the mailbox or structure, in clear view from the street.

8. _____ The structure shall be in a clean, safe, and sanitary condition.

9. _____ Water heater/ boiler relief valve drains must be of a $\frac{3}{4}$ " pipe and extend 4-8 inches from the floor level.
(2021 International Property Maintenance Code)

10. _____ Double cylinder lock checked and compliant.

11. _____ Recycle toter (must stay with the residence)

12. _____ Railings/ guards secure to wall.

13. _____ Sanitary lateral (structure to main).

14. _____ Sidewalks, driveway aprons, and curbs.

15. _____ Other: _____

INSPECTOR: _____

REINSPECTION: _____