



# WEST POTTS GROVE TOWNSHIP

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Date Received: \_\_\_\_\_

## Application for Commercial/Industrial Resale - Use and Occupancy Certificate

All information ***MUST*** be filled out completely. Fee must be Included at time of submission – Refer to Fee Schedule (Resolution 2022-03). *(If deficiencies are found, a \$50 re-inspection fee is required.)*

Property Address to be inspected: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

Settlement Date: \_\_\_\_\_

Current Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_

Prospective Buyer/Tenant: \_\_\_\_\_

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 property 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. 2021-01, 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 COMMERCIAL/INDUSTRIAL 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. Do you have an alarm system? Is it registered with the Police Department?
2. 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.
3. 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.**
4. 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.
5. All plumbing is visually checked to make sure there are no leaks.
6. 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.
7. Replace any broken windows in the building.
8. A fire extinguisher with a **3.5ABC Dry Power** rating with a **hose and nozzle** must be left mounted in the residence.
9. Double cylinder (uses a key outside and inside) locks are not permitted on doors. Thumb latches permit faster egress in case of an emergency.
10. Visual inspection of all walls, floors, ceilings, and doors to make sure there are no holes.
11. **Heater certification is required (Cleaned & Serviced).**
12. If attached to another building, the door between buildings must have a fire rating of at least twenty (20) minutes. Doors with windows are not acceptable.
13. All gas ranges shall be supplied with a gas shut off valve installed behind the range and anchored down.
14. The structure shall be in a clean, safe and sanitary condition.

15. Sanitary Laterals must be in compliance with Township Code and Ordinances, and fully functioning and free of any blockages, breaks, or pipe defects.
16. 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.