

RESIDENTIAL CHANGE OF OCCUPANCY APPLICATION

Change of Occupancy must be dated within 60 days of settlement
10 business days are required for the township to process the application
Call the township to schedule the inspection

PROPERTY TO BE INSPECTED: _____ ZONING DIST: _____
CITY: _____ ZIP CODE: _____

APPLICANT NAME (Seller, Agent, Buyer): _____ Email: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____

PRESENT OWNER: _____

NEW OWNER: _____

IS THE NEW OWNER OF THIS PROPERTY GOING TO RESIDE THERE? Yes _____ No _____

IF "NO", PLEASE GIVE CORRECT MAILING ADDRESS OF NEW OWNER: _____

IF PROPERTY IS TO BE USED AS A RENTAL UNIT, GIVE NAME OF OCCUPANT/TENANT: _____

REAL ESTATE AGENT FOR BUYER _____ PHONE NUMBER _____

REAL ESTATE AGENT FOR SELLER _____ PHONE NUMBER _____

Email U&O To: _____

SETTLEMENT DATE: _____ TITLE CO: _____

SEWER: Public _____ Private _____

WATER: Public _____ Private _____

FEE TO BE SUBMITTED WITH APPLICATION:

EXISTING SINGLE LEVEL CONDOMINIUMS, APARTMENTS \$120.00-Ck.# _____ MOBILE HOMES \$75.00-Ck. # _____

EXISTING TWO LEVEL TOWNHOME/CONDO AND SINGLE FAMILY HOMES \$130.00-Ck. # _____

RESIDENTIAL BUILDING WITHOUT PUBLIC SEWER OR SIDEWALKS & CURBS \$60.00-Ck. # _____

***NOTE: AN ADDITIONAL FEE OF \$50.00 MAY BE CHARGED FOR RE-INSPECTIONS**

USE OF OCCUPANCY OF A PROPERTY WITHOUT AN APPROVED CHANGE OF OCCUPANCY CONSTITUTES VIOLATION OF TOWAMENCIN TOWNSHIP ORDINANCE NO. 09-08, AS LAST AMENDED, AND MAY RESULT IN PROSECUTION.

SIGNATURE OF APPLICANT

****Applicant – Please read and SIGN page 2****

OFFICE USE ONLY:

Date and Time of Inspection: _____ Permit No: _____ Date Issued: _____

Inspection Results: Pass _____ Fail _____ Comments: _____

HOMEOWNER CERTIFICATION/INSPECTION LIST

1. Smoke Detectors

I the homeowner certify that the smoke detectors in my home are in compliance with the following:

All residential dwelling units shall be provided with a minimum of one single-station smoke detector on each habitable floor level including the basement and one in each sleeping room. The smoke detection system must adhere to the requirements of the Building Codes in use at the time of construction. When activated, the smoke detector shall provide an audible alarm to warn the occupants within the individual room or unit. If an individual detector or system of detectors is found to be defective, they shall be replaced with the same type of detector and system that was required when the unit was built. If the dwelling unit is equipped throughout with an electronic system that provides for both security and smoke detection, the system must have the capability of continued smoke detection consistent with the requirements of the Building Codes in use at the time the unit was constructed. The smoke detection capabilities must be maintained in the event that the security portion of the system is abandoned. The smoke detectors on this system must have internal testing capabilities, or an agent must provide a current test and certificate of operation prior to the approval of any change of occupancy.

Print Name

Signature

2. Address Identification

The Township will be checking for proper address identification on mailboxes and houses. They must be 3 1/2" - 4" in height at both locations.

3. Curbs and Sidewalks Compliance

The Township will perform an inspection of the curbs and sidewalks for compliance with Section 133-30 of the Township Administrative Ordinance. If there are any code violations to the curb and sidewalk, do you wish them to be clearly marked in the field?

Yes _____ No _____

SANITARY SEWER CERTIFICATION

4. Sump Pump

If the property is connected to the public sewer system, Township Inspectors must be allowed to enter the premises, under escort of the property owner or authorized representative, to certify that the building sanitary sewer does not receive any storm water discharge from any source including sump pumps and roof drains. Sump pump discharge into the street is NOT permitted. (code 132-13.C)

5. Sewer Cap

The inspectors will check that the lateral outside has a vent or clean out that is above grade and has a cap that prevents storm water from entering the pipe.

Schedule inspections through the Township by calling (215) 368-7602.