

CERTIFICATE OF OCCUPANCY REQUIREMENTS

Section 1203 of the Zoning Ordinance (adopted 10/2/07 & available on Township website), states:

C. CERTIFICATE OF OCCUPANCY:

1. No structure, building or any part thereof, nor any dwelling unit, shall be occupied or used until a *Certificate of Occupancy* has been issued by the Zoning Officer of the Township.
2. The *Certificate of Occupancy* shall state the use to which the structure, building or dwelling unit is to be put. No change in the use or ownership of any structure, building or dwelling unit shall be made until a *Certificate of Occupancy* has been issued.

It shall be the duty of any person who shall sell or otherwise transfer ownership of any structure, building or dwelling unit to another person to apply for and obtain a *Certificate of Occupancy* required by this Ordinance prior to such transfer of ownership and any use or occupancy of such premises; provided, however, that failure on the part of such seller or transferor to obtain such Certificate shall not excuse the purchaser or transferee of such premises from the requirements of this section.

3. Any *Certificate of Occupancy* issued hereunder may be revoked in the event that the structure, building or dwelling unit is determined to be unsafe or uninhabitable or that a condition exists that is in violation of any ordinances of the Township or that the actual use is in violation of any ordinances of the Township. In the event that such *Certificate of Occupancy* is issued subject to conditions, such *Certificate of Occupancy* may be revoked if such conditions remain unsatisfied within the time limit provided for at the time of issuance of such conditional Certificate.

FEES FOR USE & OCCUPANCY INSPECTIONS

Resolution 2008-006 established the fee for Occupancy permits at:

Residential	\$150.00 (includes 2 inspections)
Commercial	\$250.00 (Includes 2 inspections)
	\$ 25.00 for each additional inspection above 2

CERTIFICATE OF OCCUPANCY – APPLICATION FORM
(Please Print Legibly!)

Property Address to be Inspected _____

_____ Tax Map Parcel # _____ District _____

Applicant's Name (Seller Agent Buyer) _____

Applicant's Address _____

Email: _____ Phone No. _____ Cell No. _____

New Owner(s) _____
(REQUIRED before permit and/or Certificate of Occupancy can be issued.)

Current mailing address & phone number of the new owner(s): Phone _____

Address _____
(REQUIRED before permit and/or Certificate of Occupancy can be issued.)

Is the new owner intending to reside on the premises? YES NO

If the property is to be used as a rental unit, please provide name(s) of the tenant(s):

Person to contact for property inspection _____

Email _____ Phone No. _____ Cell No. _____

Seller's Realty Agency _____ Realtor _____ Phone _____

Buyer's Realty Agency _____ Realtor _____ Phone _____

Settlement Date _____ Sale Asking Price of Property _____

\$150.00 Residential or \$250.00 Commercial Fee must be submitted with the Application:
Check No. _____ Cash _____ Date Received _____ By _____

Use or Occupancy of a property without a *Certificate of Occupancy* constitutes a violation of Springfield Township's Zoning Ordinance, adopted October 7, 2007, and will result in prosecution.

The validity of this certificate is contingent upon compliance with the ordinances of Springfield Township, Bucks County, and is revocable upon a violation of those ordinances. This certificate does not constitute a warranty or guarantee on the part of the township or any officer, agent or employee of the township of the fitness, soundness, safety, or adequacy of any structure covered hereby. This certificate shall not be deemed to give rise to any liability on the part of the township or any officer, agent, or employee thereof for defects in construction or maintenance of any structure covered hereby. All such liability, and any remedy therefore, shall remain that of the builder, owner, or transferor of any structure covered hereby.

(Signature of Applicant or Designate) _____ Date

OFFICE USE ONLY

Inspection DATE(s) & TIME(s) _____

CERTIFICATE OF OCCUPANCY – CHECKLIST

The validity of the *Certificate of Occupancy* is contingent upon compliance with all Springfield Township Ordinances. The property owner is responsible for this compliance.

A. Non-Residential Inspections: Non-residential properties will be required to be in compliance with all Springfield Township Ordinances and with Commonwealth of Pennsylvania Labor and Industry requirements.

B. Residential Inspections: A Township official will inspect each property relative to compliance. ***Should any of the listed items (or additional items noted at time of inspection) not be in compliance, a Certificate WILL NOT BE ISSUED.***

1. Property being used in accordance with Zoning _____
2. House Number posted properly with required size numbers _____
(4" Horizontally and visible from both directions)
3. Functioning sinks and toilets _____
4. Working fans in non-ventilated bathrooms _____
5. No visible openings in wall board _____
6. No visible openings in exterior which allow weather to breach the interior _____
7. No visible exposed and uncapped electric wires or uncovered receptacles _____
8. Handrails at all stairways: Cellar way _____ Second Floor _____
9. Mid-rails plus top rails if both sides of stairs are open (where applicable) _____
10. No unfilled openings in circuit breaker box _____
(Must be switches or blanks)
11. Functioning smoke detectors at each level (including basement) _____
12. Pools installed after 1987 must be fenced _____
13. Additional requirement: _____
14. Additional requirement: _____

Zoning Officer's Signature: _____ Date: _____

Comments: _____
