

CERTIFICATE OF OCCUPANCY REQUIREMENTS

SALE OR TRANSFER OF PROPERTY, EXCLUDING VACANT LOTS:

Certificate of Occupancy is required for the sale of any residential or non-residential property within the Township. No lot with an existing use or structure shall be occupied or used by any person as result of transfer by title, deed, or other legal means until a certificate of use and occupancy has been issued by the Zoning Officer.

1. Applications for a *Certificate of Occupancy* shall be filed with the Township Administrative Office by the seller or representative of the seller of the property prior to settlement. While there is no deadline for filing this application, Sellers should factor in the time needed to schedule the inspection and the time needed to effect corrective actions discovered during the property inspection.
2. The application shall state all current uses on a lot or structures, and any intended use of any lot or structures.
Failure on the part of seller, seller's representative or transferor to obtain the Certificate of Occupancy shall not excuse the purchaser or transferee of such premises from the requirements of this section.
3. Any *Certificate of Occupancy* issued may be revoked in the event that the structure, building or dwelling unit is determined to be unsafe or uninhabitable or if a condition or use 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 a *Certificate of Occupancy* is issued subject to conditions, the *Certificate of Occupancy* may be revoked if conditions remain unsatisfied within the time limit provided at the time of issuance of the conditional Certificate.

FEES FOR USE & OCCUPANCY INSPECTIONS

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

Residential	\$150.00 (includes 2 inspections)
Commercial	\$300.00 (Includes 2 inspections)
	\$ 60.00 for each additional inspection above 2

RESALE CERTIFICATE OF OCCUPANCY – APPLICATION FORM
(Please Print)

Property Address to be Inspected _____

Settlement Date: _____ Tax Map Parcel # _____

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.)

Person to contact for property inspection _____

Email _____ Phone No. _____ Cell No. _____

Seller _____ Realtor _____ Phone _____

Buyer _____ Realtor _____ Phone _____

The principle use of this property is: _____

Accessory use(s) of this property are: _____

Principle Structure: _____ Accessory Structure #1: _____

Accessory Structure #2: _____ Accessory Structure #3: _____

I am asserting a non-conforming use/structure on this lot: Yes No If yes: _____

Check No. _____ Cash _____ Date Received _____ By _____

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 Designee)

Date

OFFICE USE ONLY-- RESALE CERTIFICATE OF OCCUPANCY – CHECKLIST

1. Principle use: _____ Conforming Non-Conforming
Principle structure: _____ Conforming Non-Conforming
Accessory structure #1 _____ Conforming Non-Conforming
Accessory structure #2 _____ Conforming Non-Conforming
Accessory structure #3 _____ Conforming Non-Conforming
2. Street Number posted properly with required size numbers: Y N
(4" Horizontally and visible from both directions)
3. Pools installed after 1975 require a compliant barrier and self-latching, self-closing gates:
Compliant Non-compliant Not Applicable
Comment: _____
4. Decks more than 30" above grade meet UCC requirement: Compliant Non-compliant Not applicable
Comments: _____

5. Is the owner asserting any claim of non-conformity with respect to use of structure? Yes No
If yes: _____
6. Is there evidence of impervious surface installed after August 2002? Yes No
Approximate Amount _____ Stormwater Permit required Yes No Undetermined
7. Evidence of structures without permit Yes No
Comment: _____
8. Evidence of unauthorized uses Yes No
Comment _____
9. Evidence of structural changes, space conversion or other work done without a required UCC permit Yes No
Comments _____
10. Any open or unresolved permits associated with this lot: Yes No
Comment _____
11. Additional finding: _____

Zoning Officer's Signature: _____ Date: _____