

HATFIELD TOWNSHIP

RESIDENTIAL USE & OCCUPANCY PERMIT PROCEDURES

A Use & Occupancy permit is required for all new construction, resales and title changes.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru X – Complete every section.

PART XI – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or Applicant may be reached on the day of the inspection.

SPECIFICATIONS

- Permits can only be applied for 30 days prior to closing.
- Representative (18 years & Older) must be present at the time of inspection.
- **Please pay special attention to items required on the checklist, specifically smoke detectors. They are required in every bedroom, in addition to each level, including the basement.**
- An additional fee will be imposed if a reinspection is necessary.
- **For on-site septic systems, a certified inspection report within 2 years of application date must accompany this application.**

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Hatfield Township”.

INSPECTIONS – Call the Township building department office (215-855-0900) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections lies with the owner or applicant. If the appropriate inspections are not requested, uninspected Use & Occupancy will not be approved.

HATFIELD TOWNSHIP

Application for Residential Use & Occupancy Permit

I - LOCATION OF PROPERTY

Address: _____ City: _____

State: _____ ZIP: _____ Unit #: _____ Settlement Date: _____

II - OWNERSHIP

Private Rental Other _____

III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

PRESENT OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

NEW OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

IV - TYPE OF APPLICATION

New Home Resale Title Change

V - ACCESSORY STRUCTURES/CONSTRUCTION ON PROPERTY

Shed Fence Pool Finished Basement or Attic

VI - GARBAGE DISPOSAL

Yes No

VII - TYPE OF SEWAGE DISPOSAL

Public Private (septic tank)*

*As per Ord. #608, a certified inspection report of the septic system by an approved inspector must accompany this application. The inspection report must not be more than 2 years old from the date of this application.

VIII - TYPE OF WATER SUPPLY

Public Private (well)

IX - DIMENSIONS

Number of stories _____ Total square footage of floor area, all floors, based on exterior dimensions _____

Number of bedrooms _____ Number of bathrooms Full _____ Partial _____

Total building lot size, square footage _____

X - COST

Sale Price \$ _____

XI - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed sale is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT

DATE

SCHEDULE OF FEES
(from Resolution 15-38)

Residential Use & Occupancy Permit Fees.	\$60.00
Reinspection Fee	\$30.00

INSPECTION CHECK LIST

The validity of the Use and Occupancy Certificate is contingent upon compliance with all Hatfield Township Ordinances and Building Codes. The property owner is responsible for this compliance.

RESIDENTIAL INSPECTIONS: Should any of the listed items below not be in compliance, a certificate will not be issued and a re-inspection will be required. Additional fee may be required for re-inspections.

- (1) PROPERTY USE IS IN ACCORDANCE WITH ZONING: _____
- (2) FUNCTIONING SMOKE DETECTORS AT EACH LEVEL, INCLUDING BEDROOMS AND BASEMENT: _____
- (3) FUNCTIONING SINKS AND TOILETS: _____
- (4) PRESSURE RELIEF VALVE ON HOT WATER HEATERS MUST HAVE DROP PIPE 6" ABOVE FINISHED FLOOR: _____
- (5) FUNCTIONING GARBAGE DISPOSAL, IF APPLICABLE: _____
- (6) WORKING FANS IN NON-VENTILATED BATHROOMS: _____
- (7) HANDRAILS AND/OR GUARDRAILS AT ALL STAIRWAYS AND DECKS: _____
- (8) NO UNFILLED OPENINGS IN ELECTRIC CIRCUIT BREAKER BOX (MUST BE SWITCHES OR BLANKS): _____
- (9) NO VISIBLE OPENINGS IN WALL BOARD: _____
- (10) NO VISIBLE OPENINGS IN EXTERIOR WHICH ALLOW WEATHER TO ENTER THE INTERIOR: _____
- (11) NO VISIBLE EXPOSED AND UNCAPPED ELECTRIC WIRES OR UNCOVERED RECEPTACLES: _____
- (12) SUMP PUMP DISCHARGES TO EXTERIOR OF BUILDING (NOT INTO SANITARY SEWER PIPES): _____
- (13) FIRE RATED DOOR AND ASSEMBLY COMPLETE BETWEEN GARAGE AND DWELLING: _____
- (14) VISIBLE 3" ADDRESS NUMBERS FROM THE STREET: _____
- (15) TOWNSHIP RECYCLING BIN LEFT FOR NEW OCCUPANT: _____

I HAVE READ THE ABOVE INFORMATION REGARDING INSPECTIONS:

SIGNATURE OF APPLICANT