



Residential Use & Occupancy Application & Inspection Checklist

General Instructions:

1. Inspections and re-inspections must be scheduled at least two weeks in advance of anticipated settlement date. A fee of \$82.50 payable to Westtown Township must be received before the inspection/re-inspection can be scheduled. **Applicants must contact the Township's Building Inspector directly to schedule inspections.**
2. An issued Certificate of Occupancy (CO) is valid for sixty (60) days from the date of issue. If the settlement date does not occur within 60 days of issuance, the property will require re-inspection.
3. A Certificate of Occupancy will not be issued if there are any open permits associated with the property. If property improvements were installed or completed without securing proper permits, the seller may be required to apply for permits retroactively.
4. Westtown Township has adopted the International Code Council's codes as referenced in the PA Uniform Construction Code (UCC). Not all buildings are the same, so some items may not apply. The **inspection criteria on page 2** are a partial summary of the most common items of concern addressed in the UCC. Repairs necessary to meet code (building, electrical, structural, mechanical, energy, accessibility, or plumbing) may require a building permit. Failure to secure the proper permits will delay your final CO certificate.
5. **Failure to meet any of the standards of the UCC will require repair and re-inspection, including payment of a re-inspection fee of \$82.50.**

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www.westtownpa.org
permits@westtown.org

Township Use Only

Parcel No.: _____	Zoning Dist.: _____	Corner Lot: Y ___ N ___	Conditional: Y ___ N ___
Permit No.: _____	Outstanding Permit(s): _____		
Inspection Fee: _____	Date Paid: _____	Check No.: _____	
Re-Inspection fee: _____	Date Paid: _____	Check No.: _____	

Seller Information (req.)

Name: _____

Phone: _____ Email: _____

Property Address: _____

Mailing Address (if different from property address): _____

City: _____ State: _____ Zip: _____

Buyer Information (req.)

Name: _____ Settlement Date: _____

Phone: _____ Email: _____

Seller's Agent Information (req.)

Name: _____ Agency: _____

Phone: _____ Email: _____

I acknowledge that I have reviewed the checklist items and understand the Building Inspector will verify the residence meets those code requirements.

Seller's Signature

Date

By signing this document, the property owner acknowledges that they are responsible for ensuring the residence meets all of the inspection criteria outlined in the checklist on Page 2 of this application. Failure to address these items will result in a failed inspection which requires a re-inspection and an additional payment of \$82.50. The inspector may choose to exercise discretion during an inspection if a violation risks the life or safety of the users.

Residential Use & Occupancy Inspection Checklist

Smoke Detectors. Functioning smoke detectors must be located throughout the house as follows:

- Located on the ceiling or wall (8 inches below ceiling) and at least three feet minimum from fans or supply/return registers.
- At least one on all floor levels (including basements and attics with permanent stair access).
- One inside of every bedroom, and at least one outside of bedroom area(s) within 20 feet of bedroom doors.

Carbon Monoxide (CO) Detectors. Functioning CO detectors are required if the home has an attached garage and/or if it contains gas or oil heaters, appliances, and fireplaces as follows:

- CO detectors are required on each floor where there are bedrooms/sleeping rooms.
- Functioning CO detectors must be located outside of bedrooms within 20 feet of bedroom doors.

Ground Fault Circuit Interrupters (GFCI). GFCIs are required for receptacles as follows:

- ALL receptacles in the kitchen must be GFCI regardless of their proximity to sinks or water sources. This includes receptacles on countertops, islands, and peninsulas.
- All existing receptacles within 6 feet of sinks, basins, utility tubs, bar sinks, and other water sources.
- All built-in receptacles on under-cabinet lighting and/or receptacles located in cabinets.
- Lighting within 6 feet of sinks with built-in receptacles.
- Bathrooms and powder rooms are required to have at least one GFCI receptacle within 24" of a sink, **even if the bathroom/powder room does not have an existing receptacle.** Bathrooms/powder rooms without any receptacles must have at least one GFCI receptacle installed to comply with this requirement.

General Life Safety Items. All properties must comply with the following:

- Graspable handrails are required on at least on one side of each stair run with four (4) or more risers (situated 34"- 38" above nosing of stair). Handrails must be continuously unobstructed by balustrades or other fall protection materials.
- All sides of interior and exterior stair runs, treads, landings, porches, decks, etc. must have fall protection if higher than 30 inches to floor or grade below. Acceptable types of fall protection include balusters or vertical guard rails, guards parallel to stairs, walls, or solid barriers (36" minimum height and 4" maximum air gap).
- There shall be no plumbing hazards such as leaks, improper traps, etc.
- Deadbolts with interior keyed locks are prohibited on exterior, garage, or basement doors.
- Address numbers must be clearly marked on the mailbox and on the house or garage facing the street or driveway.
- Air conditioning condensate and sump pump piping cannot discharge into public sewers or on-lot septic systems via sinks, toilets, or pipes, and must discharge into a ground drain (i.e. French drain/under-slab drain) or directly outside.
- Pressure-relief piping is required for water heaters or hot water heating systems. Pipes must be 6 inches from the floor.
- Prohibited electrical hazards:
 - i. Receptacles and junction boxes without covers, extension cords used as permanent wiring, exposed wires, open electric panel "knock-outs", and other similar hazards.
 - ii. Electric panels without third party certification.

Swimming Pools. In-ground or above-ground greater than 24" of water shall comply with the following:

- All doors connected from dwelling directly into the pool area must have a functioning code compliant door alarm. Pool must be fenced in by a minimum 48 inch high code compliant fence that is in good repair.
- ALL gates must swing away from pool area and be self-closing and self-latching with the latch at least 54" above grade.

Note: This list is to serve as a guideline only. The inspector may choose to exercise discretion during an inspection if a violation risks the health or safety of the users. A failed inspection will require a re-inspection and an additional payment of \$82.50.