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www.westtownpa.org

Commercial Use & Occupancy Application & Inspection Checklist

General Instructions:

1. Inspections and re-inspections must be scheduled at least two (2) weeks in advance of anticipated settlement date. Payment must be received before an inspection can be scheduled. **Applicants must contact the Township's Building Inspector directly to schedule inspections.** Fees are calculated as follows:
\$200 up to the first 2,000 ft² of building area plus \$24 per 1,000 ft² thereafter, plus a \$7.50 administration fee.
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 and a fee of \$82.50 per unit. Missed inspections are subject to a fee of \$82.50 per occurrence.
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. Failure to meet any Township code standards will require correction of noted deficiencies and re-inspection. Additional inspection fees may apply.
4. Westtown Township has adopted the PA Uniform Construction Code and enforces the codes issued by the ICC for the most recent code years as adopted by the state. The **inspection criteria on page 2** are a partial summary of the most common items of concern reviewed during the resale inspection. Repairs necessary to meet code (building, electrical, structural, mechanical, energy, accessibility, or plumbing) may require a building or zoning permit. Failure to secure the proper permits will delay your final CO certificate.

Township Use Only

Parcel No.: _____	Zoning Dist.: _____	Corner Lot: 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: _____

Use Type: _____ Use Group: _____ Total Area: _____ SQ FT

Settlement Date: _____

Buyer Information (req.)

Name: _____ Phone: _____

Email: _____

Seller's Agent Information (req.)

Name: _____ Agency: _____

Email: _____ Phone: _____

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

Property Owner's Signature

Date

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

Commercial Use & Occupancy Inspection Checklist

Zoning and Land Use. If the proposed use of the building or leased space is changing, a Zoning Request Form must be completed and approved prior to issuance of any building permits or occupancy.

Building must have a current CO prior to sale of property. New COs are issued upon resale.

Smoke Detectors and Fire Prevention. Functioning smoke detectors must be located throughout the structure 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).
- Fire Alarm systems and sprinkler buildings must have proof of annual inspection.
- Non-sprinkler buildings require fire extinguishers mounted at proper locations, have current certification, and are the correct type for the use group.

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

- All existing receptacles within 6 feet of sinks, basins, utility tubs, bar sinks, and other water sources.
- All receptacles in kitchens must be GFCI regardless of their proximity to sinks or water sources.
- Bathrooms are required to have at least one GFCI receptacle within 24" of a sink, **even if the bathroom does not have an existing receptacle.** Bathrooms without any receptacles must have at least one GFCI receptacle installed.

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

- Emergency lighting and egress signs must be installed on all floor levels, have dual heads or dual elements, and function under battery or emergency generator conditions for 1.5 hours.
- Tactile exist signs must be in place at all exit doors between 48" and 60" from finished floor to bottom of tactile letters.
- 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, 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.
- Building numbers must be clearly visible from the street in contrast with the background they are placed on. Letters shall be a minimum of 3.5" tall and 0.5" wide.
- 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.

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 may require additional fees.

Fee Schedule. Commercial resale inspection fees shall be calculated based on the following fee schedule:

\$200 up to the first 2,000 ft² plus \$24 per 1,000 ft² thereafter.

Payment is due at the time of application. Acceptable forms of payment include cash, check made out to Westtown Township, or credit cards (includes a 2.65% service charge).