

**WESTTOWN TOWNSHIP**

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[www.westtownpa.org](http://www.westtownpa.org)

**APPLICATION FOR NON- RESIDENTIAL RE-SALE CERTIFICATE OF OCCUPANCY INSPECTION**

**\*\*\*FOR TOWNSHIP USE ONLY\*\*\***

Zoning District: _____	Parcel #: _____	Permit #: _____
Permit Fee _____	Date Paid _____	Check # _____
Inspection Scheduled _____	Inspector _____	Zoning Approval _____ Date _____
Re-Inspection Fee _____	Date Paid _____	Check # _____

Property Address \_\_\_\_\_ City \_\_\_\_\_, PA Zip Code \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_, PA Zip Code \_\_\_\_\_

Purchaser \_\_\_\_\_ Phone Number \_\_\_\_\_

Settlement Date \_\_\_\_\_

Realtor's name \_\_\_\_\_ REALTOR Office \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

**INSPECTION INFORMATION**

**Applications must include total square footage of building (outside dimensions) and Use Groups.**

**Inspections/reinspections must be scheduled at least two weeks in advance of anticipated settlement date. A fee of \$00.25 per square foot (minimum \$250) plus 10% Administration Fee payable to Westtown Township must be received before the inspection can be scheduled. The Certificate of Occupancy Application is valid for sixty days from the date of issue. Once inspected if the property settlement does not occur within the 60 day timeframe, the property will require reinspection, A new Certificate of Occupancy Application shall be required and additional fees will be due. Failed inspections require re-inspections and fees.**

\_\_\_\_\_  
Property Owner's Signature Date

Provide use and occupancy classification of building: Use Group \_\_\_\_\_ Type: \_\_\_\_\_

**NOTE: Read This !**

Westtown Township has adopted the ICC-International Property Maintenance Code (IPMC). The current code cycle is 2009. Not all buildings are the same, so some of these items may not apply. The inspection criteria on (pg. 2) are a partial summary of the most common items of concern addressed in the IPMC. Failure to meet the standards of the IPMC will require repair and re-inspection. Repairs may require a building permit (building, electrical (including all low voltage systems), structural, mechanical, plumbing (must be a Westtown Township licensed plumber), energy or accessibility. Failure to secure the proper permits will delay your final CO certificate.

Inspection Criteria:

1. Must be a certified building with a current CO prior to sale of property; if uncertified see Change of Use Group / Uncertified Building section below.
2. Life safety violations will constitute a failed inspection. Corrective recommendations may be available from the inspector or BCO.
3. Smoke detectors must be located on each level and must function.
4. Fire Alarm systems must have proof of annual inspection.
5. Non-Sprinkler buildings require fire extinguishers mounted at proper locations, have current certification, and are the correct type for the use group.
6. Sprinkler buildings must have proof of annual inspections.
7. Emergency and egress lighting must be in place, have dual heads or dual elements, and function under battery or emergency generator conditions for 1.5 hours. All floor levels require emergency lighting and egress signs.
8. Tactile exit signs shall be in place at all exit doors, 48" to 60" from finished floor to bottom of tactile letters.
9. GFCI requirements will apply for all 120 volt, 15 & 20 ampere rated receptacles where installed within 6 feet of a basin or sink and in all commercial kitchens.
10. Sump pumps may not discharge into private or public sewage systems.
11. ADA Accessible buildings must pass adopted accessibility standards inspection, no variances will be given.
12. Building numbers must be clearly visible from the street, be in contrast with the back ground they are placed on. Letters shall be a minimum of 3.5 inches tall and .5 inch wide.
13. Repairs may require permits being issued by the township. Check with the BCO **before** proceeding.

**Failed inspections will require re-inspections after completion of the repairs. All re-inspection fees must be paid to the township prior to scheduling.**

**NOTE: Change of Use Group or Uncertified Buildings require the following:**

Complete the Westtown Township building permit application paperwork and include two (2) full size sets of signed, sealed and dated, engineered drawings (must be a PA design professional). Include a site plan, all interior details and dimensions and elevations compliant with adopted ICC-Existing Building Code requirements or adopted UCC codes.

Any Questions: See Building Code Official for details.