

Westtown Township

PO Box 79
Westtown, PA 19395



P: 610.692.1930

F: 610.692.9651

www.westtownpa.org

Residential Use & Occupancy Application

General Instructions:

1. All information must be legible. Either handwritten or typed.
2. 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/ reinspection can be scheduled. The Certificate of Occupancy Application is valid for sixty days from the date of issue.
3. If the property settlement does not occur within the 60 day timeframe, then the property will require re-inspection.
4. Westtown Township has adopted the ICC-International Property Maintenance Code (IPMC). The current code cycle is IPMC-2009. Not all buildings are the same, so some of these items may not apply. The **inspection criteria on page 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 (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. A Certificate of Occupancy will not be issued if there are any open permits associated with the property.

Township Use Only

Parcel No.: _____	Zoning Dist.: _____	Zoning Approval: _____
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: _____

City: _____ State: _____ Zip _____

Buyer Information (req.)

Name: _____ Phone: _____

Sellers Agent Information (req.)

Name: _____ Phone: _____

Office: _____ Phone: _____

Email: _____ Fax: _____

Property Owners Signature

Date

A check list containing the most common items of concern during inspection is available on page 2 of this application. Failure to address these items will result in a failed inspection. The list is meant to serve as a guideline only. The inspector may choose to exercise discretion during an inspection if a violation adversely impacts health or safety. Any violation that adversely impacts the quality of life of residents will result in a failed inspection.

Residential Use & Occupancy Inspection Checklist

	YES	NO
1. Functioning Smoke Detectors are required:		
• Inside of every bedroom, and	<input type="checkbox"/>	<input type="checkbox"/>
• On every floor (including floors with bedrooms)	<input type="checkbox"/>	<input type="checkbox"/>
2. Functioning Carbon Monoxide (CO) Detector are required:		
<small>Note: only if there are gas/ oil heaters/ appliances, fireplaces & attached garages</small>		
• Outside of every common sleeping area/ hallway per floor	<input type="checkbox"/>	<input type="checkbox"/>
<small>Note: floors where there are no bedrooms do not require a CO Detector</small>		
3. Functioning Ground Fault Circuit Interrupters (GFCI) required for:		
• All kitchen countertop, island, and peninsula receptacles	<input type="checkbox"/>	<input type="checkbox"/>
• Under- Cabinet lighting and appliance barns where applicable	<input type="checkbox"/>	<input type="checkbox"/>
• All bathroom/ powder room receptacles	<input type="checkbox"/>	<input type="checkbox"/>
<small>Note: all bathrooms/ powder must have at least 1 receptacle within 24" of a sink. Bathrooms with no outlet must have an outlet installed. Bathrooms without receptacles will constitute a failed inspection.</small>		
• All receptacles within 6feet of a sink, basin, laundry or wash tub	<input type="checkbox"/>	<input type="checkbox"/>
4. General Life Safety Items:		
• Balusters, vertical guard rails, or walls required for both sides of all stairways	<input type="checkbox"/>	<input type="checkbox"/>
• No plumbing hazards (leaks, proper traps, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>
<small>Note: Extension cords used as permeant wiring, receptacles and junction boxes without covers, exposed open cut wires, electric panels without covers, open electric panel "knock-outs," etc.</small>		
• No key locking deadbolts on exterior doors	<input type="checkbox"/>	<input type="checkbox"/>
• Address numbers clearly visible on mailbox	<input type="checkbox"/>	<input type="checkbox"/>
• A/C condensate, sump pump, etc., does not discharge into building sewer	<input type="checkbox"/>	<input type="checkbox"/>
• Pressure-relief piping required for all water heaters	<input type="checkbox"/>	<input type="checkbox"/>
5. Pools:		
• Doorways from dwelling to pool area have functioning door alarms	<input type="checkbox"/>	<input type="checkbox"/>
• Self closing gate with a latch at least 54" above grade or;	<input type="checkbox"/>	<input type="checkbox"/>
• Self closing gate with a latch on the pool side at least 3" below top of gate	<input type="checkbox"/>	<input type="checkbox"/>
• Fence present and in good repair	<input type="checkbox"/>	<input type="checkbox"/>

Note: This list is to serve as a guideline only. The inspector may choose to exercise discretion during an inspection if a violation adversely impacts public health or safety. Any violation that adversely impacts the quality of life of residents will result in a failed inspection.