

RICHLANDTOWN BOROUGH

PO Box 455
Richlandtown PA 18955

Phone 215-538-9290
Fax 215-538-8040

CERTIFICATE OF OCCUPANCY REQUIREMENTS

The Borough Council of Richlandtown Borough, Bucks County adopted a new Zoning Ordinance for the Borough at their meeting on December 8, 1997. This new Zoning Ordinance became effective on December 10, 1997.

Section 3 of the Zoning Ordinance States:

C. Certificate of Occupancy Requirements

1. No structure, building or any part thereof nor any dwelling unit shall be occupied or used until a CERTIFICATE OF OCCUPANCY has been issued by the Zoning Officer of the Borough.
2. The CERTIFICATE OF OCCUPANCY shall state the use to which the structure, building, or dwelling unit is to be put. No change in the use or ownership of any structure, building, or dwelling unit shall be made until a certificate of occupancy has been issued. It shall be the duty of any person who shall sell or otherwise transfer ownership of any structure, building or dwelling unit to another person to apply for and obtain a Certificate of Occupancy required by this ordinance prior to such transfer of ownership and any use of occupancy of such premises, provided however that failure on the part of such seller or transferor to obtain such Certificate shall not excuse the purchaser or transferee of such premises from the requirements of this section.
3. Any CERTIFICATE OF OCCUPANCY issued hereunder may be revoked in the event that the structure, building, or dwelling unit is determined to be unsafe or uninhabitable or that the actual use is in violation of any ordinances of the borough. In the event that such Certificate of Occupancy is issued subject to conditions, such Certificate of Occupancy may be revoked if such conditions remain unsatisfied within the time limit provided for at the time of issuance of such conditional certificate.

Please refer to the most current Fee Schedule of Richlandtown Borough for the appropriate fees necessary to obtain a Certificate of Occupancy.

RICHLANDTOWN BOROUGH
125 S MAIN ST, PO BOX 455
RICHLANDTOWN, PA 18955
(215) 538-9290

Tax Parcel No. _____

Property to be inspected _____ Phone # _____

Applicant Name (Seller, Agent, Buyer) _____

Applicant Address _____

New Owner _____

Is the new owner intending to reside on the premises: YES _____ NO _____

If YES, a **Tenant ID** Form must be submitted

If "NO" please give correct mailing address of new owner _____

If property is to be used as rental unit, give name of tenant _____

Name of person to contact for inspection of property _____

Realty Agent _____ Realtor _____

Settlement Date _____ Title Company _____

FEE to be submitted with application: FEE \$50.00 Check No. _____

Date _____

Use of Occupancy of a property without a Certificate of Occupancy constitutes
a violation of the Richlandtown Borough Zoning Ordinance, adopted
December 8, 1997, and may result in prosecution.

SIGNATURE OF APPLICANT

Office Use Only

Date and time of inspection _____ Phone # _____

Permit Number _____ Comments _____

Outside Water Meter _____

Inside Water Meter _____

The validity of the USE AND OCCUPANCY certificate is contingent upon compliance with all Richlandtown Borough Ordinances. The property owner is responsible for this compliance.

- A. NON-RESIDENTIAL INSPECTIONS: Non-residential properties will be required to be in compliance with all Richlandtown Borough Ordinances and with all Commonwealth of Pennsylvania Labor and Industry Requirements.

- B. RESIDENTIAL INSPECTIONS: a Borough official will inspect each property relative to compliance with the following items; however, additional items may be noted at the time of inspection.
Should any of the specifically listed items not be in compliance, a Certificate WILL NOT BE ISSUED and a new application and fee will be required.

- 1 Property being used in accordance with Zoning _____
- 2 House Number posted properly with required size numbers _____
(4" Horizontal visible both directions)
- 3 Functioning sinks and toilets _____
- 4 Working fans in non-ventilated bathrooms _____
- 5 No visible openings in wall board _____
- 6 No visible openings in exterior which allow weather to breach interior _____
- 7 No visible exposed and uncapped electric wires and uncovered receptacles _____
- 8 Handrails at all stairways: Cellar way _____ Second Floor _____
- 9 Mid-rails (where applicable) & top rail if both sides of stair is open _____
- 10 No unfilled openings in circuit breaker box _____
(Must be switches or blanks)
- 11 Functioning Smoke detectors at each level (including basement) _____
- 12 Pools: must be fenced Post 1987 _____
- 13 Ground faults installed (Natl. Electric Code standards) _____

Signature of Applicant _____

Date _____