



Falls Township

188 Lincoln Highway, Suite 100, Fairless Hills, PA 19030
(215) 949-9000 x 256 or 201.

USE AND OCCUPANCY FACT SHEET

A Certificate of Occupancy shall be required for any of the following reasons:

1. Occupancy and use of any building or portion thereof hereafter erected or altered.
2. Change in use of an existing building or a use of a different classification.
3. Occupancy and Use of vacant land or change in the use of land to a use of a different classification.
4. Any change in use or extension or a non-conforming use.
5. Home Occupations, including rental of homes.

**INCOMPLETE APPLICATIONS WILL BE RETURNED
PLEASE ALLOW 30 DAYS TO PROCESS APPLICATION AND
CERTIFICATIONS.**

**ALL FORMS MUST BE SUBMITTED IN ONE (1) EMAIL IN PDF FORMAT
TO: M.STOCKTON@FALLSTWP.COM.**

FOUR TYPES OF CERTIFICATIONS REQUIRED:

Heating system certification: To be done by an outside contractor licensed in the State of Pennsylvania. A sample letter is attached with this packet. Certifications must be dated within six months of the settlement date.

Heating and fireplace flues/chimneys/vents: To be done by an outside contractor licensed in the State of Pennsylvania. NFPA 211 Level II inspection required, and certification letter must state this. The letter shall state the type of flue inspected and certified. Certifications must be dated within six months of the settlement date.

Sewer Lateral Inspection Certification: To be done by an outside master plumber licensed in the State of Pennsylvania. All videos must be submitted in mp4 format. All sewer applications must be filled in completely by both the plumber and the applicant. Certifications must be dated within six months of the settlement date.

Electrical Panel Certification: Certificate issued by an approved electrical underwriter indicating the **electrical service panel** has been inspected and complies with the current National Electrical Code.

HOUSING RENTAL INSPECTION REQUIREMENTS

All Use and Occupancy, Electrical, and Housing Inspections will be scheduled by the Code Enforcement Department clerks. Township inspectors will arrive on the scheduled inspection day, but not necessarily at the same time. No guarantee of specific times can be given.

Apartment Housing inspections may be scheduled any weekday for either morning or afternoon hours.

Inspections can be scheduled and performed without having the heater and chimney certifications submitted in advance. However, the Use & Occupancy Certificate will not be released until all certifications are submitted.

Home Occupation inspections will take place in the area(s) of the proposed business location only.

If there are any open and/or outstanding permits, the permits must be finalized before the Use and Occupancy Certificate is obtained.

SAMPLE HEATER LETTER

NOT A FORM

Sample Wording for Use & Occupancy Heater Evaluation on Company
Letterhead

Pa. License# _____

(Heater Company Name) (Address)

(Date)

(Address of Inspection) (Date of Inspection)

On DATE we inspected a *(name and type of heater)* at the above address. The flue pipe was solid and intact.

The above visual evaluation of the heater and its installation found all required devices and safeguards are in place and in a proper operating condition.

At this time, the heater would qualify for a maintenance contract. To keep the heater in a safe and proper operating condition it should be cleaned and inspected according to manufacturer's specifications.

This evaluation implies no guarantee or warranties. Thank You

SIGNED BY TECHNICIAN

DATE

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SEWER LATERAL INFORMATION FOR RESALES

It is recommended this procedure is begun as early as possible. An occupancy certificate will not be issued without the sewer inspection checklist completed by a registered master plumber and submitted to the Township.

The applicant shall provide a copy of the sewer scope video along with the completed sewer lateral inspection application. Please submit this paperwork to the attention of Mary Stockton at m.stockton@fallstwp.com. The sewer lateral inspection video and paperwork shall be submitted with the Use and Occupancy application.

If an inspection reveals deficiencies in the lateral and it must be replaced, a plumbing permit shall be submitted and approved prior to any repairs.

The transfer of the property may take place prior to repairs, but no occupancy will be permitted. In such a circumstance, the Township would issue a Temporary Certificate of Access.

The sewer lateral inspection is good for 6 months. If a property transfers ownership within that time frame, another inspection is not required.

Video files and documents must be sent using the following directions. If they are received in any other format, your application will be rejected. Please obtain a current copy of the Use and Occupancy application before submitting any applications. This document is available on the Township website under FORMS. Scroll to (Use and Occupancy) and click on Application for Certificate of Occupancy and Use.

***Note:** Direct submission of documents or video by your plumber will **not** be accepted.

1. **Documents:** Documents must be sent via email in one pdf format. Email must include the following. 1. Application for Certificate of Occupancy (homeowner or agent signature acceptable) 2. Certificates for sewer, heater, level 2 chimney inspection and electrical panel.

2. **Video:** Video must be submitted via Drop Box. You may need to sign up for a free account at (<http://dropbox.com>). The video file must be in (.mp4) format, and you must submit an actual video file. Links to files may not work and will delay processing of your application. If you are having a problem getting the video file to us, we can send you an email with a link to upload the file. (Please allow up to 24 hours for the email to be sent to you. If you do not receive it, please check your junk folder before contacting us).

Note: This one-time link can only be used by the person to whom it was sent.

3. Once the Application for a Certificate of Occupancy is submitted along with the certifications, we will contact you within two (2) business days to process payment which can be made via Visa or Mastercard. If you pay by mail or check, please allow for additional time for delivery and processing. Please allow up to 30 days for your completed application to be processed.

Incomplete applications will not be accepted and will need to be resubmitted.

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DIRECT SUBMISSIONS FROM THE PLUMBING COMPANY WILL NOT BE ACCEPTED

SEWER LATERAL INSPECTION CERTIFICATE

ADDRESS: _____ SETTLEMENT DATE: _____

TAX PARCEL NO: _____

SELLER: _____ Phone # _____

Email: _____

BUYER: _____ Phone # _____

Email: _____

LATERAL TELEVISED INSPECTION (Completed by a registered master plumber)

COMPANY NAME AND ADDRESS: _____ PA Lic # _____

Master Plumber # _____

Phone No. _____ PASSED _____

_____ I have checked and videoed the sewer lateral of the subject property to the public system connection and have found no inflow and/or infiltration into the private sewer service lateral nor any illegal connections. The clean-out is capped and not damaged. NOTE: All mushroom caps shall be a minimum of 6" above grade.

Type of Cap: _____ (open slotted caps not permitted) Height Above Grade: _____

Signature of Master Plumber: _____ Date: _____