

BOROUGH OF NORTH WALES
300 SCHOOL STREET
NORTH WALES, PA 19454
Phone: 215-699-4424 Fax: 215-699-3991

FEE:	\$60.00	Single Family Dwelling (re-sale)
	35.00	Re-Inspection Fee
	60.00	Per Unit Multi-Family Dwelling (re-sale)
	35.00	Re-Inspection Fee Per Unit

APPLICATION FOR USE & OCCUPANCY PERMIT

Current Owner of Property: _____

Address & Phone Number _____

Name of Buyer _____

Address & Phone Number _____

Location of Property _____

Tax Parcel No. _____ Block No. _____ Unit No. _____

Intended use of property:	Single Family	()	Duplex	()
	Townhouse	()	Other	()
	Rental Property *	()		

Settlement Date _____

Contact person for inspection _____

Phone No. _____

* NOTE: If property is to be used as a rental unit please specify number of occupants, type of living arrangement and off-street parking availability

ADDITIONAL REMARKS: _____

ZONING APPROVED _____ DATE _____

SIGNATURE / ZONING OFFICER _____

**BOROUGH OF NORTH WALES
INSPECTION GUIDELINES – RESALE**

1. All properties are to have both hot and cold running water, free from defects and connected to an approved sewer system without leaks.
2. All bathrooms are to have a sink, tub and/or shower and toilet with both hot and cold running water.
3. All powder rooms are to have sink and toilet and must have both hot and cold running water.
4. Basement drains or sump pumps connected to the sanitary sewer must be removed.
5. Roof drains must not be connected to sanitary sewer.
6. Heating facilities must be maintained in safe and good working condition and have been inspected within the last twelve (12) months. A letter or up-to-date service report (within one year) from the resident's heating service company that states, "the heating system is in good working condition" is acceptable.
7. Emergency turn off switch for heaters should be easily accessible from the top of basement stairs.
8. Hallways leading to bedrooms must be equipped with a smoke detector. Smoke detectors must be installed on the ceiling or on a wall no more than six inches from the ceiling. A two-story dwelling must have smoke detectors on both floors. A house with a basement must have a smoke detector on the ceiling at the bottom of the basement stairs. A house with an attic for storage must have a smoke detector.
9. Handrails must be installed on all stairways including basement and attic stairs.
10. All houses that have had any electrical or plumbing work of any kind installed must have an inspection performed by an approved inspector.
11. House numbers must be four inches in height, posted on the house and easily visible to emergency personnel.
12. All outside electrical outlets, where readily accessible, shall have a ground fault interrupter (GFI) if the circuit is within 6 feet 6 inches of ground level.

REQUIRED

1. Houses that have a fireplace or wood-burning stove must have their chimneys approved by a certified chimney sweep.
2. GFI switches should be installed in areas near water, i.e. sinks/tubs, on existing electrical outlets. If unable to install because of wiring then a warning sign should be placed on the outlets indicating that they are not grounded and unprotected.
3. All bedrooms with closing doors must have a smoke detector.
4. Electrical Certification – An underwriter's sticker should be on the circuit box if any upgrades have been made to the electrical system. If an underwriter's sticker is not found on electrical box, an inspection is necessary by agency of choice.
5. Chimney Flue Certification – Flues must be certified if original or over ten years old. Relining within ten years will be adequate for sale purposes. Written statement is required. An oil company maintenance contractor or chimney sweep may send a letter attesting to the condition of the chimney and chimney lining.
6. Sewer Lateral Inspection and Certification – A videotape of the lateral is required showing no visible signs of infiltration, i.e. defects and extraneous connections (down spouts, sump pumps, etc.). **THE LATERAL MUST BE VIDEOED FROM THE HOUSE TO THE MAIN.** The lateral shall be clean and in proper operating condition.

7. Property owner is responsible for said lateral from house to the curb.
8. Photographs of interior and exterior will be taken for resale of multifamily dwelling units.
9. Deeds and long-term leases must be registered with the Borough before filing same with the Recorder of Deeds in Montgomery County.

RECOMMENDATION ONLY

1. If a house is equipped with a double cylinder dead bolt and there is a window in the door, the key should be kept near the lock on the inside. If the door is a solid door, the key should be kept in the lock.

ADDITIONAL INFORMATION

We encourage requests for early inspections on resale of property, however, will accept U & O application as late as three weeks before settlement if there are extenuating circumstances and a conditional Certificate of Occupancy can be issued pending correction of any items if any.

We also take requests for inspections prior to someone listing their house for sale. This affords seller the benefit of knowing what items may have to be corrected.

If a buyer is buying a "handi-man special" or "as is" the buyer and seller can indicate same in a letter to the Borough and that the items on the Borough's list that did not pass inspection will be corrected and a date given for same. The Borough will issue a "conditional" Certificate of Occupancy for purposes of settlement and until the inspection of corrected items takes place. An extension may be applied for if necessary.

The buyer may opt to correct items and if so a letter should be sent to the Borough indicating this and a "conditional" Certificate of Occupancy will be issued pending correction of the items.

Any person affected by a decision of the code official has the right to appeal to the board of appeals, which in the Borough is the Borough Council, by providing a written application for appeal within twenty (20) days after the decision was served.

8/30/2007