

- U&O Permits (Certificates) are required by the Township for settlement. **AT NO TIME SHOULD YOU GO TO SETTLEMENT WITHOUT THE U&O PERMIT.** A fine may be imposed upon any agent who does not comply with this requirement.
- The Township requires U&O applications be submitted at least one month in advance of closing date. Application must be completed in its entirety and accompanied by the \$100.00 inspection fee which includes a 2nd inspection if needed. If a 2nd inspection is needed you must call our office to schedule. Incomplete applications will not be accepted and will be returned to the applicant. Any applications received by the Township will become null and void after six (6) months if no activity has occurred.
- Agents must do their own “leg work” as far as gathering the proper paperwork and reading materials given to them in the Use & Occupancy packet. Agents must ensure the Township receives all necessary documents and fees associated with the U&O procedure.
- Agents must make the buyers and sellers aware of all requirements, i.e. certifications, open permits, etc. All **“open” permits** must be finalized prior to issuance of U&O. Agents must also make clients aware of requirements for Temporary U&O which may include escrow deposits and “hold harmless” letters.
- If a 3rd inspection is required a \$40.00 re-inspection fee must be paid before the Housing Code Official will go out to the property. PLEASE NOTE: This fee will be charged in instances when the inspector cannot gain access to the property and rescheduling is required. It is the responsibility of the applicant to inform the Township of means of access. ONLY mechanical lockboxes can be used.
- HUD homes are purchased in “as is” condition and must pay the appropriate utility company to have services restored prior to inspections.
- Agents must notify the Township, in writing or on an updated application form, when *any* information provided to the Township changes.
- Use and Occupancy Certificates are valid for ninety (90) days only.
- **CERTIFICATION REQUIREMENTS:**
 - **HEATER (Gas and Oil Heaters)**
 - **DOCUMENTATION MUST BE PROVIDED IF A HIGH EFFICIENCY HEATER EXISTS THAT DOES NOT HAVE A CHIMNEY FLUE**
 - **ELECTRIC HEAT PUMP DO NOT REQUIRE HEATER AND CHIMNEY CERTIFICATIONS**
 - **CHIMNEY (including fireplaces and flues), CHIMNEY CHECK OFF LIST**
 - **ELECTRIC**
 - **CERTIFICATIONS MUST BE ORIGINALS AND SUBMITTED AT THE SAME TIME, EITHER WHEN MAKING APPLICATION OR PICKING UP THE USE & OCCUPANCY CERTIFICATE! NO EXCEPTIONS!**

ALL CONTRACTORS MUST BE REGISTERED WITH THE STATE STARTING JULY 1, 2009. TO CHECK AND SEE IF A CONTRACTOR IS REGISTERED WITH THE STATE GO TO WWW.ATTORNEYGENERAL.GOV

Township of Bristol
Department of Building, Planning & Development
2501 Bath Road, Bristol, PA 19007

Residential Resale U&O Application
(215)785-3680 FAX (215)788-8541

Application for: Housing certificate of occupancy..... []
Heater enclosure inspection..... []
Certifications attached: Yes___ No___
Check One
Foreclosure/Sheriff Sale: Yes___ No___
Check One

PLEASE PRINT LEGIBLY

Listing Agency Name: _____ Mechanical Lockbox #: _____

Address: _____

Contact Name: _____ Phone #: _____ Ext: _____

PROPERTY ADDRESS: _____ Tax Parcel No.: 05- _____

Owner(s) Name: _____

Address: _____

Home Phone #: _____ Cell #: _____ Work#: _____

Buyer(s) Name: _____

Address: _____

Home Phone #: _____ Cell#: _____ Work#: _____

Buyers Agent Name: _____ Phone #: _____ Ext: _____

Date of Application: _____ Settlement Date: _____

Application #: _____

Fees: Housing Certificate Of Occupancy 1st & 2nd Inspections.....\$100.00

Receipt #: _____

Heater Enclosure Letter.....\$100.00
(If Required by FHA)

Check #: _____

Subsequent Inspection(s) (3rd, 4th, etc.).....\$ 40.00

Cash: ___ **Visa/MC/Discover**

Signature of Applicant: _____ Date: _____

HOUSING RESALE INSPECTION REQUIREMENTS

Exterior of the House

1. Sidewalks, driveways and driveway apron should be in good repair from tripping hazards.
2. Repair or replace defective curbs and sidewalks prior of the sale or transfer of real property per Ordinance 98-15.
3. Lot should drain properly – no holes or depressions where water lays.
4. If grass is over ten (10) inches high, it must be cut.
5. Foundations shall be free of major and structural defects and deterioration.
6. Roof and chimney shall be free of major and structural defects and deterioration.
7. Porches and patios shall be free of structural defects, holes and large cracks.
8. Gutters and downspouts must be properly connected and free of holes.
9. All siding, brick or stone facing must be sound and free of defects.
10. Sheds and fences must be free of rat harborage, mice or insect nests.
11. All trash and rubbish must be removed.
12. All junk cars must be removed.
13. All exterior paint must be in good condition.
14. All fuel oil tanks not in use must be removed.
15. All working chimney flues must have a flue cap.

Interior of the House

1. Interior walls throughout the house must be sound and free of large cracks, breaks or holes.
2. Interior painting must be clean and in good condition.
3. Floors must be level and free of holes.
4. Plumbing:
 - A. All kitchens are to have a sink with both hot and cold running water, free from defects and connected to an approved sewer system without leaks.
 - B. All bathrooms are to have a sink, tub and toilet without defects or leaks and connected to an approved sewer system.
 - C. All bathroom sinks and tubs must have both hot and cold water.
5. Ceilings throughout the house must be sound, clean and free from structural defects.
6. Windows must not be cracked or broken and must open properly.
7. Heating facilities must be maintained in safe and good working condition.
8. Hallways leading to bedrooms must be well lighted and be equipped with a working smoke detector. Smoke detectors must be installed on the ceiling or on a wall a minimum of six (6) inches, but not to exceed twelve (12) inches on every level of the house including the basement. Smoke detectors in each bedroom.
9. Handrails must be installed on all stairways, including basement stairs with more than (4) risers. All elevated walking surfaces (stairs, landing or balconies) which are more than 30" above the floor or grade below shall have guardrails.
10. All stairways shall be structurally sound and free from defects.
11. Houses that have a fireplace or wood burning stove must have their chimneys certified, clean and sound and be equipped with a spark arrestor and a 16" hearth extension, for a 6 sq. ft. opening or less 16" front, 8" side. If opening is over 6 sq. ft. in size, the hearth extension will be 20" in size (20" front, 12" side). All chimney flues shall be certified and cleaned.
12. All houses that have had any electrical or plumbing work of any kind must have an inspection performed by an approved inspector.
13. House numbers have to be four (4) inches in height and posted on the house and easily visible to emergency personnel.
14. Emergency aggress openings (doors, windows) must be operable from the inside to full clear openings without the use of separate tools or keys.
15. All bedrooms and bathroom doors must close and latch – also have a latch plate.
16. All free-standing stoves must have an anti-tip bracket attached to the floor or wall to prevent stove from falling forward.
17. Any closets located under a stairway must be dry walled, taped, and spackled to achieve fire rating.

ALL RESIDENTS MUST LEAVE THE RECYCLING CONTAINERS ON THE PROPERTY.

ALL CONTRACTORS MUST BE REGISTERED THE STATE STARTING JULY 1, 2009. TO CHECK AND SEE IF A CONTRACTOR IS REGISTERED WITH THE STATE GO TO WWW.ATTORNEYGENERAL.GOV

All listed items are in accordance with the Township Housing Code.

REQUEST FOR ELECTRICAL CERTIFICATION

Listed below are electrical underwriters that perform inspections in our Township:

1. Code Inspections at 215-672-9400
2. First PA Inspections, Inc. at 215-674-2355
3. Middle Atlantic Electrical Inspections at 215-322-2626 or 1-800-352-3457
4. Middle Department Inspection Agency at 215-244-1919
5. United Inspection Agency at 215-932-5404

Arrangements for payment will be made at that time. **DO NOT** call the Township to schedule this inspection.

REQUESTS FOR HEATER AND CHIMNEY CERTIFICATIONS ARE THE RESPONSIBILITY OF THE APPLICANT AND/OR APPLICANT'S AGENT.

ALL CONTRACTORS DOING CERTIFICATIONS MUST BE REGISTERED WITH THE STATE STARTING JULY 1, 2009. TO CHECK AND SEE IF A CONTRACTOR IS REGISTERED WITH THE STATE GO TO WWW.ATTORNEYGENERAL.GOV

PLEASE CALL OUR OFFICE TO CONFIRM REGISTRATION IF THERE ARE QUESTIONS.

SAMPLE "HOLD HARMLESS" LETTER

ALL TEMPORARY/CONDITIONAL U&O'S ARE REQUIRED TO POST NOT LESS THAN \$ 500.00 TO BE HELD IN AN ESCROW ACCOUNT MADE PAYABLE TO "BRISTOL TOWNSHIP". THIS WILL ONLY BE ACCEPTED WITH CERTIFIED CHECK, MONEY ORDER OR CASH.

CREDIT CARDS AND PERSONAL CHECKS WILL NOT BE ACCEPTED.

This is just a sample letter, **DO NOT** sign this sample letter. Each hold harmless letter should state only the conditions that are to be rectified.

If money is to be held in escrow, please indicate the amount being held. Hold Harmless letter should be signed by both Buyer & Seller and **NOTARIZED**. Escrow monies will be released upon written request to the Township and approved corrections to listed deficiencies.

WE, THE BUYERS OF (PROPERTY ADDRESS), ACCEPT (LISTED DEFICIENCIES) IN "AS IS" CONDITION.

WE, THE BUYERS, AGREE TO INDEMNIFY, DEFEND AND HOLD BRISTOL TOWNSHIP AND ALL OF ITS AGENTS HARMLESS FROM AND AGAINST ANY LOSS OR LIABILITY RELATING TO OR RESULTING FROM OCCUPANCY OR USE OF THIS PROPERTY.

WE THE BUYERS AGREE TO HAVE ALL NECESSARY CERTIFICATES AND WORK COMPLETED BEFORE THE EXPIRATION DATE OF TEMPORARY/CONDITIONAL U&O.

NOTE: IF THE U&O IS FOR SETTLEMENT ONLY, BUYER MUST STATE IN THE HOLD HARMLESS LETTER THAT THEY WILL NOT OCCUPY THE HOME UNTIL A CLEAR U&O IS ISSUED.

(PLEASE BE SURE THAT YOUR HOLD HARMLESS LETTER IS AN ORIGINAL AND A NOTARIZED DOCUMENT)