

IN AN EFFORT TO ENCOURAGE AND INCREASE THE SALE OF REAL PROPERTY WITHIN BRISTOL TOWNSHIP, THE FOLLOWING CHANGES HAVE BEEN MADE TO THE USE AND OCCUPANCY PROCEDURES:

- U&O Permits (Certificates) are required by the Township for settlement **AT NO TIME SHOULD YOU GO TO SETTLEMENT WITHOUT THE U&O PERMIT**
- Application must be completed in its entirety and accompanied by the \$100.00 application fee. 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 will include a “hold harmless” letter, see attached. This hold harmless letter must be signed by seller and buyer and this letter shall be notarized. If the property is banked owned, then only the buyer needs to sign the hold harmless letter.
- Agents must notify the Township, ***in writing or on an updated application form***, when *any* information provided to the Township changes.
- The application form (attached) for the sewer lateral and sump pump inspection must be submitted to Bristol Township at least 30 days prior to the date scheduled for the property transfer.
- Sewer Inspection Certificate (attached) this form must also be submitted by seller and plumber and approved by this office.

➤ **CERTIFICATION REQUIREMENTS & RESALE REQUIREMENT LETTER:**

- **ELECTRIC**
- **CHIMNEY CERTIFICATION ON LETTERHEAD (including fireplaces and chimney flues) & CHIMNEY CHECK OFF LIST**
- **A RESALE REQUIREMENT LETTER MUST BE SIGNED BY SELLER & BUYER STATING THAT THEY HAVE SMOKE DETECTORS INSTALLED. IF BANK OWNED PROPERTY ONLY BUYER NEEDS TO SIGN LETTER.**
- **SUMP PUMP INSPECTION FOR PROHIBITED CONNECTION TO SANITARY SEWER AND VIDEO RECORDING OF SEWER LATERAL DONE BY A MASTER PLUMBER WITH A VALID PA LICENSE & INSPECTION REPORT. EFFECTIVE JANUARY 1, 2019.**

❖ **THIS IS ONLY FOR HOMES SERVICED BY BRISTOL TOWNSHIP SEWER DEPARTMENT. THIS IS REQUIRED BY PA DEP AND US EPA.**

- **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

**REVISED 5/24/19
EFFECTIVE DATE: 1/1/19**

Township of Bristol
Department of Building, Planning & Development

Residential Resale U&O Application

2501 Bath Road, Bristol, PA 19007

(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: _____

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: _____

Settlement Date: _____

Application #: _____

Fees: Housing Certificate Of Occupancy Application Fee.....\$100.00

Receipt #: _____

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

Check #: _____

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

Signature of Applicant: _____ Date: _____

REQUEST FOR ELECTRICAL CERTIFICATION

Listed below is electrical underwriter that performs inspections in our Township:

1. United Inspection Agency at 215-542-9977

Arrangements for payment will be made at that time. Please do not call the Township to schedule this inspection.

REQUESTS FOR 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.

Bristol Township Chimney Check List	Property Owner Name:
	Property Street Address:
	City, State, Zip:

COMPLETE ALL APPLICABLE SECTIONS

OK (is acceptable)	F (fail, not acceptable) any F's Must Be explained or repaired	N/A (does not apply)
--------------------	--	----------------------

Oil Flue Chimneys	OK, F or N/A	Zero Clearance Fireplace	OK, F or N/A
Proper size to NFPA 31 or Manufacturers Specifications		Chimney meets NFPA 211, 2 ft, 3 ft, 10 ft rule	
Chimney meets 2 ft, 3 ft, 10 ft rule		Clearance to combustible visible	
Thimble Area clearance and condition		Hearth extension 6 sq ft or less 8" sides 16" front	
Condition of connector pipes and accessories		Hearth extension over 6 sq 12" sides 20" front	
Crown wash and flashing		Clearance to mantle and trim	
Listed cap for chimney system		Appliance condition/masonry panel's firebox	
Masonry chimney condition of flue liner		Damper condition	
Class A chimney free from dents and buckling		Cap and chase flashing	
Clean out door or tee cap		Chimney free from dents/buckling/cleanliness	
Clearance of connector pipes		Chase siding/stucco free warping	
Length of connector pipes			
Chimney cleanliness			
Gas B Vent			
Vent cleanliness			
Proper sizing to NFPA 54 or Manufacturers Specifications			
Clearance of connector pipes			
Property manifold			
Condition of vent (free from rust & dents)			
Flashing from storm collar			
Vents meets heights as per NFPA 54			
Draft hood and damper			
Clean out tee			
Clearance to vent			

Masonry Fireplaces	OK, F or N/A	Wood/Coal Stove Inserts	OK, F or N/A
Hearth extension 6 sq or less 8" sides 16" front		Clearance plate on vent UL listed or to NFPA 211 standards	
Hearth extension over 6 sq 12" sides 20" front		Clearance and condition to connector pipes	
Proper spark arrestor		Condition of appliance	
Proper flue size and condition of flue liners		Proper thimble area clearance	
Proper smoke chamber size and condition		Proper wall or ceiling support Class A chimney	
Chimney cleanliness		Chimney flue condition	
Condition of the crown		Proper spark arrestor	
Condition of the flashing		Chimney meets 2 ft, 3 ft, 10 ft rule	
Proper clearance to combustibles that are visible		Proper clearance of the appliance	
Fire box condition mortar joints		Chimney connector accessories (barometric damper)	
Condition of damper/top mount damper		Proper hearth and back drop	
Metal box grill openings		Cleanout tee on door	
Proper clearance to mantel & trim		Class A chimney clearance to combustibles that are visible	
If cleanout door installed, condition of door		Masonry chimney clearance that is visible	
Chimney meets 2 ft, 3 ft, 10 ft rule		Direct connection to chimney flue	
Lintel area filled with mortar		Chimney cleanliness	
Natural gas logs, licensed plumber to check gas lines		Proper bracing of Class A chimney	
Fireplace wood inserts direct connection to flue liners installed to manufacturers specification, or NFPA standards		Connector pipes same size off the branch of the unit 8" units must have 8" chimney	
Levittown Jubilee			
Fire wall modification in place			

Comments:

Chimney Company Name:	Contractor Registration Number:
Chimney Company Address:	Certification Valid Thru:
Inspector Name (Print):	
Inspector Signature:	Date of Inspection:

HOLD HARMLESS LETTER

WE, THE BUYERS OF _____ ACCEPT

Property Address

THE PROPERTY 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 CERTIFICATIONS AND WORK COMPLETED BEFORE OCCUPANCY OF THIS PROPERTY.

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

Seller's Signature

Seller's Name (PRINT)

Date

Buyer's Signature

Buyer's Name (PRINT)

Notary Public

Date

Date

RESALE REQUIREMENT LETTER

We the Sellers and Buyers of _____ agree that smoke
(Address)
detectors are working.

Please check the box below stating that smoke detectors are in working order:

- Smoke Detectors In All Bedrooms And Hallways Leading To Bedrooms

Seller's Signature

Date

Seller's Signature

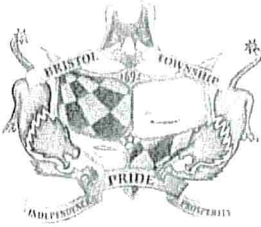
Date

Buyer's Signature

Date

Buyer's Signature

Date



Bristol Township

2501 Bath Road · Bristol, PA 19007 · (215)-785-0500 · Fax (215)-785-2131

PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION MANDATES BRISTOL TOWNSHIP COLLECT INSPECTION REPORTS FOR ALL SEWER CUSTOMERS AT SALE OF PROPERTY

PA DEP is requiring the Township to collect inspection reports for its sewer customers when a home or business with a sewer connection to the Township system is to be sold.

Specifically, customers are required to provide the Township with a video recording of their sewer lateral (connection pipe of the house/business to the public sewer system); the recording must be done by a plumber with a valid PA license. Additionally, the customer must provide an inspection report from the plumber stating that there are no connections from the house's/businesses' sump pump and down spouts.

These items must be filed with the Township and the property seller must obtain from the Township a sewer inspection certificate prior to the sale of the property. The goal is to reduce the amount of rain and storm water that infiltrates into the sanitary sewer system so that the sewage treatment plant in Croydon is not needlessly overburdened. Cracks and breaks in the sewer lateral allow for rain water to penetrate into the sewage treatment conveyance lines and introduce too much water into the system.

The Township believes that this inspection program will help it meet the requirements for the sewage treatment plant mandated by DEP.

BRISTOL TOWNSHIP

PROPERTY SALE SEWER INSPECTION

As required by the Pennsylvania Department of Environmental Protection, the owner must have the sewer lateral inspected by a licensed plumber, that is registered with the PA Office of Attorney General prior to the sale of a property. It is recommended that this process start once the property is listed for sale due to the time it will take for completion, but no later than once a property has an agreement of sale. The inspection must be completed before the property is transferred.

The plumber must video the lateral from the house to the inlet of the main to make sure there is no water infiltration or illegal hook-ups into the sanitary sewer system by a sump-pump.

The plumber will prepare a report stating what is found and, provide a copy of a video on CD or DVD that will be given to the Township.

If a house's lateral is found to be deficient, then a permit application must be submitted and approved prior to repairs being made. Repairs must be completed prior to the occupancy of the house since without a properly functioning lateral a house is not fit for human habitation. The transfer of the property may take place prior to repair with the Township of Bristol issuing a temporary certificate of occupancy.

Once the repairs are made the plumber must submit a report stating that all deficiencies have been remediated. At that point, the Township can issue a sewer certificate and a final certificate of occupancy for the house to occupied.

**TOWNSHIP OF BRISTOL
SUMP PUMP AND SEWER LATERAL INSPECTION APPLICATION
TO BE SUBMITTED NO LATER THAN 30 DAYS PRIOR TO SCHEDULED
SALE- SETTLEMENT OF PROPERTY**

PROPERTY LOCATION AND DESCRIPTION

STREET NUMBER AND NAME: _____

CITY, STATE, ZIP: _____

DESCRIPTION OF PROPERTY: _____

TAX PARCEL NUMBER: 05- _____

Property Owners

Names: _____

Address _____

State: _____ **Zip Code:** _____

Phone Number: _____

Phone Number: _____

Forwarding Address (if different): _____

City: _____ **State:** _____ **Zip Code:** _____

Realtor/Agent

Name: _____

Address: _____

Phone Number: _____

Proposed Use Of The Property

Description: _____

I Authorize Bristol Township To Perform Sump Pump & Sewer Lateral Inspections For The Subject Property

Signature: _____ **Date:** _____

BRISTOL TOWNSHIP
SEWER INSPECTION CERTIFICATE

PROPERTY FOR SALE (completed by Seller)

Address: _____, PA _____

Tax Parcel Number 05- _____ - _____

SELLER: _____ Phone: _____

Email: _____

BUYER: _____ Phone: _____

Email: _____

SETTLEMENT DATE: _____

LATERAL TELEVISED INSPECTION (completed by Licensed Plumber)

Inspection by LICENSED PLUMBER _____ Date _____

Company Name _____ PA LIC# _____

Phone: _____

Passed _____ Failed _____

(Details on failed inspection attached)

_____ I have checked and videoed the sewer lateral of the subject property to the public system connection and have found no deficiencies; there is no sump pump connected to the public sanitary sewer system.

Signature of PLUMBER _____ Date _____

APPROVAL BY SEWER INSPECTION OFFICER (completed by Sewer Inspection Officer)

BASED ON THE SEWER LATERAL INSPECTION RESULTS BY THE PLUMBER AND THE SUMP PUMP INSPECTION I HEREBY ISSUE THIS SEWER INSPECTION CERTIFICATE AS PER BRISTOL TOWNSHIP ORDINANCE # 2017-6.

Signature: _____ Date: _____

2501 Bath Road, Bristol, PA 19007 (215) 785-0500

ORDINANCE 2017-6 ADOPTED DECEMBER 7, 2017