Residential Resale Requirements

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](http://WWW.ATTORNEYGENERAL.GOV)

REVISED 5/24/19
EFFECTIVE DATE: 1/1/19
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
- Heater Enclosure Letter $100.00 (If Required by FHA)

Receipt #: ___________

Check #: ___________

Cash: ___ Visa/MC/Discover

Signature of Applicant: ___________ Date: ___________
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: ___________________
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.

Revised 12/12/18
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

__________________________________________
Notary Public

__________________________________________
Buyer’s Name (PRINT)

__________________________________________
Date
RESALE REQUIREMENT LETTER

We the Sellers and Buyers of ____________________________ agree that smoke detectors are working.

(Address)

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
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.
BRISTOL TOWNSHIP

SEWER INSPECTION CERTIFICATE

PROPERTY FOR SALE (completed by Seller)

Address: ____________________________  Pennsylvania, PA ________

Tax Parcel Number: ________

SELLER: ________________________________  Phone: __________________

Email: ________________________________

BUYER: ________________________________  Phone: __________________

Email: ________________________________

SETTLEMENT DATE: ________________________________

LATERAL TELEVISION 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