

TOWAMENCIN TOWNSHIP
1090 Troxel Road
PO Box 303
Kulpsville, PA 19443-0303
Phone: (215) 368-7602
Fax: (215) 368-7650

RESIDENTIAL CHANGE OF OCCUPANCY APPLICATION

**Change of Occupancy must be dated within 60 days of settlement.
10 business days are required to process the application.
Inspections must be scheduled through the township.**

PROPERTY TO BE INSPECTED: _____ ZONING DIST: _____
CITY: _____ ZIP CODE: _____

APPLICANT NAME (Seller, Agent, Buyer): _____ Email: _____
APPLICANT ADDRESS: _____
APPLICANT PHONE NUMBER: _____
PRESENT OWNER: _____
NEW OWNER: _____
IS THE NEW OWNER OF THIS PROPERTY GOING TO RESIDE THERE? Yes _____ No _____
IF "NO", PLEASE GIVE CORRECT MAILING ADDRESS OF NEW OWNER: _____
IF PROPERTY IS TO BE USED AS A RENTAL UNIT, GIVE NAME OF OCCUPANT/TENANT: _____

REAL ESTATE AGENT FOR BUYER _____ **PHONE NUMBER** _____
REAL ESTATE AGENT FOR SELLER _____ **PHONE NUMBER** _____
Email U&O To: _____

SETTLEMENT DATE: _____ **TITLE CO:** _____

SEWER: Public _____ **Private** _____ **GARBAGE DISPOSAL: Yes** _____ **No** _____
WATER: Public _____ **Private** _____

FEE TO BE SUBMITTED WITH APPLICATION:

EXISTING SINGLE LEVEL CONDOMINIUMS, MOBILE HOMES AND APARTMENTS **\$120.00-Ck.#** _____
ALL OTHER EXISTING RESIDENTIAL **\$130.00-Ck.#** _____
RESIDENTIAL BUILDING WITHOUT PUBLIC SEWER OR SIDEWALKS & CURBS **\$60.00-Ck. #** _____

***NOTE: AN ADDITIONAL FEE OF \$50.00 MAY BE CHARGED FOR RE-INSPECTIONS**

USE OR OCCUPANCY OF A PROPERTY WITHOUT AN APPROVED CHANGE OF OCCUPANCY CONSTITUTES VIOLATION OF TOWAMENCIN TOWNSHIP ORDINANCE NO. 09-08, AS LAST AMENDED, AND MAY RESULT IN PROSECUTION.

SIGNATURE OF APPLICANT
****Applicant – Please read and sign second page****

OFFICE USE ONLY:

Date and Time of Inspection: _____ Permit No: _____ Date Issued: _____
Comments: _____

HOMEOWNER CERTIFICATION

I the homeowner certify that the smoke detectors in my home are in compliance with the following:

All residential dwelling units shall be provided with a minimum of one single-station smoke detector on each habitable floor level including the basement. The smoke detection system must adhere to the requirements of the Building Codes in use at the time of construction. When activated, the smoke detector shall provide an audible alarm to warn the occupants within the individual room or unit. If an individual detector or system of detectors is found to be defective, they shall be replaced with the same type of detector and system that was required when the unit was built. If the dwelling unit is equipped throughout with an electronic system that provides for both security and smoke detection, the system must have the capability of continued smoke detection consistent with the requirements of the Building Codes in use at the time the unit was constructed. The smoke detection capabilities must be maintained in the event that the security portion of the system is abandoned. The smoke detectors on this system must have internal testing capabilities, or an agent must provide a current test and certificate of operation prior to the approval of any change of occupancy.

 Print Name

 Signature

The Township will be checking for proper address identification on mailbox and house, must be 4" in height.

The Township will perform an inspection of the curbs and sidewalks for compliance with Section 133-30 of the Township Administrative Ordinance. Should any code violations exist to the curb and sidewalk, do you wish them clearly marked in the field.

Yes _____ No _____

SANITARY SEWER CERTIFICATION

If the property is connected to the public sewer system, Township Inspectors must be allowed to enter the premises, under escort of the property owner or authorized representative, to certify that the building sanitary sewer does not receive any storm water discharge from any source including sump pumps and roof drains. Additionally, the inspectors will check that the lateral outside has a vent or clean out that is above grade and has a cap that prevents storm water from entering the pipe.

These inspections are scheduled through the Township Codes Department by calling (215) 368-7602.