



## TOWNSHIP OF FALLS USE & OCCUPANCY FACT SHEET

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### **A CERTIFICATE OF USE & OCCUPANCY SHALL BE REQUIRED FOR ANY OF THE FOLLOWING REASONS:**

1. Occupancy and Use of any building or portion thereof hereafter erected or altered.
  2. Change in use of an existing building or a use of a different classification.
  3. Occupancy and Use of vacant land, or change in the use of land to a use of a different classification.
  4. Any change in use or extension or a non-conforming use.
  5. Home Occupations, including rental of homes.
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**1. USE AND OCCUPANCY APPLICATION: *Original signatures only accepted by Township.***

**2. USE AND OCCUPANCY INSPECTION:**

Performed by Falls Township Housing Inspector. A checklist for information purposes is attached. (***TOWNSHIP FEE: \$50.00; REINSPECTION FEE: \$25.00***)

**3. ELECTRICAL INSPECTION:**

Inspections are scheduled and performed by a third party agency but scheduled through the Use and Occupancy clerk. A checklist for information purposes is attached. (***TOWNSHIP FEE: \$50.00; REINSPECTION FEE: \$25.00***)

**4. HEATING SYSTEM AND FIREPLACE CERTIFICATION:**

***To be done by an outside contractor licensed in the State of Pennsylvania.*** Certificate should indicate that the heating and/or fireplace are acceptable for a contract, code compliant, and in good working order. A sample letter is attached with this packet. ***Originals only accepted by Township.*** (If your house has an electric heat pump, no certification is required.) ***Certifications are good for thirty (30) days from date of settlement.***

**5. HEATING AND/ OR FIREPLACE FLUE:**

***To be done by an outside contractor licensed in the State of Pennsylvania.*** Certification letter must be submitted along with the Falls Township Chimney Check List which is attached with this packet. ***Originals only accepted by Township. Certifications are good for thirty (30) days from date of settlement.***

**6. FIRE CERTIFICATION:**

Required where a firewall or counter-top modification has been made over an existing heater cover. Heater covers must be OPEN/REMOVED and ACCESSIBLE for the inspection.

## **HOUSING RESALE INSPECTION REQUIREMENTS**

All Use and Occupancy, Electrical, and Housing Inspections will be scheduled by the Code Enforcement Department clerks. All Township inspectors will arrive on the scheduled inspection day, but not necessarily at the same time. Inspections will occur within the morning & afternoon hours of 9:00 am and 3:00 pm. No guarantee of specific times can be given.

1. Apartment Housing inspections may be scheduled any weekday for either morning or afternoon hours.
2. Inspections can be scheduled and performed without having the heater and chimney certifications submitted in advance. However, the Use & Occupancy Certificate will not be released until all certifications are submitted.
3. Use & Occupancy applications will only be accepted with original seller/landlord and buyer/tenant signatures. We can accept a copy of the Agreement of Sale for bank owned properties. Faxed copies of names and/or signatures are not acceptable.
4. Commercial and Industrial Use and Occupancies do not require heater and chimney certifications.
5. Home Occupation inspections will take place in the area(s) of the proposed business location only.
6. In the event that there are any open and or outstanding permits, the permits must be finalized before the Use and Occupancy Certificate is obtained.

## **EXTERIOR HOUSING INSPECTION REQUIREMENTS**

1. Sidewalks, driveway, and driveway apron should be free from tripping hazards.
2. If grass is over ten inches, it must be cut.
3. Foundation shall be free of major and structural cracks.
4. Porches and patios shall be free of structural defects, holes, and cracks.
5. Gutters and down spouts must be properly connected and free of holes.
6. All siding, brick or stone facing must be solid and free of defects.
7. Sheds and fences must be free of rat harborages, mice or insect nests.
8. All trash and rubbish must be removed from the lot.
9. All junk cars must be removed from the lot.
10. Retaining walls must be stable and sound.
11. Roof must be in good condition.
12. Skirting on mobile homes must be removed to access heat tape plug and receptacle, and also have tie down anchors.
13. Connection to public water and sewer will be required if the building is within 150 feet of public water and sewer mains per Falls Code 184-4.

14. House numbers must be four inches high, posted on the house and easily visible to emergency personnel.
15. Dryer ducts must be constructed of metal and terminate to the outside unless manufactures specifications indicate otherwise.

## **INTERIOR HOUSING INSPECTION REQUIREMENTS**

1. Interior walls throughout the house must be sound and free of large cracks, breaks or holes.
2. Floors must be level and free of holes.
3. All kitchens are to have a sink, with both hot and cold running water, be free from defects and connected to an approved sewer system without risks.
4. All Bathrooms are to have a sink, tub or shower, and toilet without defects or leaks and connected to an approved sewer system.
5. All bathroom sinks and tubs must have both hot and cold water.
6. Ceilings throughout the house must be free from structural defects.
7. Windows must not be cracked or broken.
8. Heating facilities must be maintained in safe and good working condition and certified by a qualified service technician.
9. Hallways leading to bedrooms must be well lit.
10. Smoke detectors must be installed in the following location: each bedroom, outside each separate sleeping area in the immediate vicinity of the bedrooms, on each additional story of the dwelling units that have attached garages.
11. Carbon Monoxide alarms must be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms, in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.
12. Handrails must be installed on all stairways including basement stairways. Stairs that are on more than four risers should have guards, and the guards should be no more than four inches apart.
13. All stairways shall be structurally sound and free from defects.
14. Houses with a fireplace or wood burning stove must have their chimneys approved by a certified chimneysweep.
15. Double cylinder dead bolts requiring a key operation on both sides are prohibited on required means of egress. All doors (exterior and interior) must be in operating condition and complete with hardware.
16. An Anti-tip device must be installed on the oven.
17. Screens must be on every door, window, and other outside opening. (Between April 1st and November 1st)

## **ELECTRICAL INSPECTION CHECKLIST**

The following items will be checked for compliance during the Electrical Use & Occupancy Inspection:

1. Service cable covering shall not be deteriorated or cracked. (You must obtain a permit if you are putting in a new service cable.)
2. Electrical panel size properly for service entrance cable conductor.
3. No more than one conductor at each breaker terminal.
4. Grounded receptacles shall only be permitted on circuits having grounding conductors.
5. All wiring must be terminated properly.
6. All junction boxes shall be secured properly.
7. All junction boxes shall be properly covered.
8. Ground Fault protection shall be provided on all receptacles along kitchen countertops, on all bathroom receptacles and all receptacles installed outdoors, storage areas, garages, and unfinished basements.
9. All swimming pools shall be in good working condition.
10. All electrical devices shall be in good working condition.
11. All appliances and motors shall have a means of disconnect.
12. Ampacities for conductors shall be in accordance with the current National Electric Code.
13. Service entrance cable at mobile homes shall be installed in electrical conduit.
14. All services must be properly grounded.

**PLEASE NOTE:** The above guidelines are for informational purposes only. These are the major sources of electrical problems in the resale of properties, but are not to be used as a complete checklist.

**To obtain the final Use and Occupancy certificate, we will need the original application. All original certifications and all inspections must pass.**

<b>Falls Township Chimney Check List</b>	<b>Owners Name:</b>
	<b>Street Address:</b>
	<b>City, State, Zip:</b>

<b>OK</b> (is acceptable)	<b>F</b> (fail, not acceptable) any F's must be explained or repaired	<b>N/A</b> (does not apply)
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<b>Oil Flue Chimneys</b>	<b>Zero Clearance Fireplace</b>	
Proper size to NFPA 31 or Manufacturers Specification	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 or less 8" sides 16" front	
No more than 2, 30 degree offsets	Hearth extension over 6 sq 12" sides 20" front	
Condition of connector pipes and accessories	Clearance to mantle and trim	
Crown wash and flashing	Appliance condition/masonry panels firebox	
Listed cap for chimney system	Damper condition	
Masonry chimney condition of flue liner	Cap and chase flashing	
Class A chimney free from dents and buckling	Chimney free from dents/buckling/cleanliness	
Clean out door or tree cap	Chase siding/stucco free warping	
Clearance of connector pipes	Chimney has no more than 2, 30 degree offsets	
Length of connector pipes		
Chimney cleanliness		
<b>Gas B Vent</b>		
Vent cleanliness		
Proper sizing to NFPA 54 or Manufacturers Specification		
Clearance of connector pipes		
Proper Manifold		
Condition of vent (free from rust & dents)		
Flashing from storm collar		
Vents meet heights as per NFPA 54		
Draft hood and damper		
Clean out tee		
Clearance to vent		

<b>COMPANY NAME:</b>	
<b>COMPANY ADDRESS:</b>	<b>Pa. License #</b> _____
<b>COMPANY PHONE:</b>	

Date of Inspection	Inspector:	Page 1 of 2
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***Fire Stops with You!***

<b>Falls Township Chimney Check List</b>	<b>Owners Name: Street Address: City, State, Zip:</b>
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<b>OK</b> (is acceptable)	<b>F</b> (fail, not acceptable) any F's must be explained or repaired	<b>N/A</b> (does not apply)
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<b>Masonry Fireplaces</b>	<b>Pellet/Wood/Coal Stove Inserts</b>	
Hearth extension 6 sq or less 8" sides 6" 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	
No more than 2, 30 degree offsets	Chimney connector accessories (barometric damper)	
Fire Box condition mortar joints	Proper hearth and back drop	
Condition of damper/top mount damper	Clean out tee on door	
Metal fire box grill openings	Class A chimney clearance to combustibles that are Visible	
Proper clearance to mantel & trim	Masonry chimney clearance that is visible	
If clean out door installed, condition of door	Direct connection to chimney flue	
Chimney meets 2 ft, 3 ft, 10 ft rule	Chimney cleanliness	
Lintel area filled with mortar	No more than 2, 30 degree offsets	
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	
<b>Levittown Jubilee</b>		
Fire wall modification in place		

<b>COMPANY NAME:</b>	<b>Pa. License #</b> _____
<b>COMPANY ADDRESS:</b>	
<b>COMPANY PHONE:</b>	

Date of Inspection		Inspector:	Page 2 of 2
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**SAMPLE ONLY**  
**NOT TO BE USED BY**  
**HEATER COMPANY**

Recommended Wording for Use & Occupancy Heater Evaluation  
On Company Letterhead

Pa. License # \_\_\_\_\_

(Heater Company Name)  
(Address)  
(Date)

(Address of Inspection)  
(Date of Inspection)

On DATE we inspected a (*name and type of heater*) at the above address. The flue pipe was solid and intact.

The above visual evaluation of the heater and its installation found all required devices and safeguards are in place and in a proper operating condition

At this time the heater would qualify for a maintenance contract. To keep the heater in a safe and proper operating condition it should be cleaned and inspected according to manufacturers specifications.

This evaluation implies no guarantee or warranties.

Thank You

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SIGNED BY TECHNICIAN

DATE