

**WARMINSTER TOWNSHIP**  
Department of Licenses & Inspections  
910 W. Bristol Road•Warminster, PA 18974  
P: 215-443-5423• F: 215-443-7911

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**RESALE USE AND OCCUPANCY CERTIFICATE INSTRUCTIONS**

1. Submit **COMPLETED** application. A completed application includes the following:
  - Electrical Certification: Use and Occupancy inspection completed by a certified electrical underwriter. Please schedule inspection prior to handing in the application. Please provide inspection date if certification is not completed when handing in application.
  - Sprinkler Certification (*if applicable*) completed by a contractor registered with Warminster Township. System must meet NFPA requirements.
  - Fire Alarm Certification (*if applicable*) completed by a contractor registered with Warminster Township. System must meet NFPA requirements.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

2. Pay certificate fee of \$100.00. Checks to be made payable to “Warminster Township”.
  3. Any and all public sidewalks, curbs, and driveway aprons noted by a Warminster Township Public Works Inspector as needing repair or replacement shall be completed prior to the Use and Occupancy Certificate being issued. A Concrete Replacement application (included in this packet) and permit must be approved prior to the start of work. An inspector will be sent out upon receipt of application for Use and Occupancy to mark any sidewalks, curbs, or driveway aprons that need to be replaced.
  4. Pay all fees and complete necessary inspections associated with previously approved building and zoning permits (*if applicable*). A clear Use and Occupancy Certificate cannot be issued if there are any outstanding permits.
  5. Schedule the **REQUIRED** inspection of the premises by a Township Inspector. Please call at least 48 hours prior to desired inspection date. Please schedule inspection at least five (5) days prior to closing. Use and Occupancy Certificates or Deficiency letters will be issued within forty-eight (48) hours of an inspection. **INSPECTIONS WILL NOT BE SCHEDULED UNTIL COMPLETED APPLICATION IS RECEIVED.**
  6. A list of all exterior and interior inspection items is included in this packet. Please keep in mind that some work **MAY** require a permit to complete.
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## **ATTENTION ALL APPLICANTS**

1. The Use and Occupancy Certificate issued by Warminster Township **MUST BE** picked up in person **OR** mailed. Certificates cannot be emailed or faxed. It is your responsibility to have your Use and Occupancy Certification in time for settlement.

2. **CONSTRUCTION USE AND OCCUPANCY CERTIFICATES** are issued on a case by case basis for Settlement Only.

- An Application for Construction Use and Occupancy Certificate form must be signed by the property owner and notarized and submitted with the application acknowledging that all outstanding certifications and violations will be fixed at the property owner's expense within *twelve (12) months* of the signing of the application. This form also acknowledges the Township does not permit the property owner to occupy the home until all certifications and safety concerns are addressed. *The form is in the packet.*
- The property owner must also sign the Letter of Deficiencies acknowledging the required work to be completed. The property owner is required to schedule a re-inspection once all the deficiencies have been corrected in order to obtain a clear Use and Occupancy Certificate.
- Safety concerns that can result in a Construction Use and Occupancy Certificate for settlement only include:
  - Utilities turned off at the time of the inspection
  - Missing or not working GFCIs where required
  - Smoke detectors not in every bedroom and on every level and/or not functioning
  - Pool Safety Items such as door alarms and gates must be operational according to the code.
  - Guardrails and graspable handrails for steps and other required locations

3. **TEMPORARY USE AND OCCUPANCY CERTIFICATES** are issued on a case by case basis when deemed appropriate by the Inspector. Temporary Use and Occupancy Certificates are issued when there are outstanding violations, however, the home is still deemed safe to live in until the remaining violations are completed.

4. Family Sales: Warminster Township does not require a Resale Use and Occupancy Certificate when a single family dwelling is sold or transferred to a family member. Duplexes, triplexes, etc require the Certificate. Your title company may still require an inspection and issuance of the Resale Use and Occupancy Certificate.

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Complimentary List of  
**ELECTRICAL INSPECTION AGENCIES**  
furnished by the  
WARMINSTER TOWNSHIP  
DEPARTMENT OF LICENSES AND INSPECTIONS  
910 W. Bristol Road  
Warminster, PA 18974

Burns Electrical Inspection Service, Inc.	302 E. Pennsylvania Blvd. Feasterville PA 19053	215-364-7802
Code Inspections, Inc.	605 Horsham Road Horsham, PA 19044	215-672-9400
First PA Inspections, Inc.	P.O. Box 124 Warminster, PA 18974	215-674-2355
Liberty Inspection Group	67 Buck Rd. B-39 Huntingdon Valley, PA 19006	215-778-3118
Middle Atlantic Electrical Inspections	302 E. Pennsylvania Blvd. Feasterville, PA 19053	215-322-2626
Middle Dept. Inspection Agency, Inc.	404 W. Ridge Pike Suite 200 Conshohocken, PA 19420	215-244-1919
Municipal Inspection Corporation	248 Geiger Rd. Suite 103 Phila., PA 19115	215-673-4434
United Inspection Agency, Inc.	P.O. Box 3361 Ambler, PA 19002	215-542-9977

*Other Certified Third-Party Electrical Inspection Agencies can be found on the Pennsylvania Department of Labor & Industry website: [www.dli.state.pa.us](http://www.dli.state.pa.us)*

**This alphabetical list is being provided as a courtesy to residents only.  
Residents may utilized the electrical underwriter of their choice.**

Warminster Township does not endorse or  
recommend any contractor.



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**APPLICATION FOR RESALE USE AND OCCUPANCY CERTIFICATE**

**FEE:** \$100.00 (Due at time of application)

*Please note all instructions and required compliancy items included in the application packet.*

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**Address of Property to be Inspected:** \_\_\_\_\_

**Settlement Date (if available):** \_\_\_\_\_

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**Applicant/Seller's Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Name of Realtor/Agent**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Buyer's Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Fee:** \_\_\_\_\_  
Payable to "Warminster Township"

**License Number:** \_\_\_\_\_



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**RESALE OCCUPANCY CHECKLIST FOR INSPECTION**

In accordance with Township Ordinances, residential properties being sold must receive an inspection and Occupancy Certificate before the transfer of the property. Below is a listing of items that may need attention or corrections. An inspector may note any additional conditions deemed a hazard to health or safety.

**NOTE: LIMITED ACCESS AREAS SUCH AS ATTIC AREAS AND CRAWL SPACES ARE NOT INSPECTED BY THE TOWNSHIP.**

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**INTERIOR INSPECTION CHECKLIST ITEMS**

\_\_\_\_\_ Dwellings shall be in clean, safe and sanitary condition. Graspable handrails are to be in place at stairs with four or more risers.

\_\_\_\_\_ Clothes dryer vents must be metallic pipe directed to the exterior.

\_\_\_\_\_ Circuit breakers/fuses/disconnects shall be legibly identified to their use. A circuit directory shall be located on the front of the panel board or inside the panel door.

\_\_\_\_\_ Bathrooms shall have an operable window or an exhaust fan venting to the exterior. Exhaust fan operation verification will be done by Township Inspector.

\_\_\_\_\_ Freestanding ranges or stoves are to be installed with anti-tip devices required by manufacturers.

\_\_\_\_\_ Windows shall be in good condition (no broken panes) and operate properly (windows shall be able to remain in the open position). Properly sized screens shall be provided for each operable window.

\_\_\_\_\_ Interior walls and ceiling surfaces are to be free of chipping or peeling paint. Floors are to be in good condition. **NOTE:** Bathrooms and kitchens are required to have a smooth hard non-absorbent floor surface.

\_\_\_\_\_ Smoke detectors are required on each level, in each sleeping room, in the basement and in each basement room separated by a door. Devices shall be UL listed.

\_\_\_\_\_ An approved carbon monoxide detector shall 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. Carbon monoxide detectors may be battery operated or the AC plug-in type. Devices shall be UL listed.

\_\_\_\_\_ Doors shall be operable and in good repair. All exit doors are to be operable without need for keys or special knowledge.

\_\_\_\_\_ Doors to an attached garage must be fire rated for a minimum of twenty (20) minutes. Rated garage doors may be made of solid wood 1 3/8" thick, or steel.

\_\_\_\_\_ Plumbing and mechanical systems shall be inspected for leaks, blockages and general maintenance. Water heaters shall have the pressure relief valve discharge piped to within eight inches (8") of the ground.

### **EXTERIOR INSPECTION CHECKLIST ITEMS**

\_\_\_\_\_ House numbers with a minimum height of four (4) inches and a width of .5 inches must be posted and visible from the street.

\_\_\_\_\_ Detached structures such as garages, carports and sheds shall be in structurally sound and in good repair.

\_\_\_\_\_ Exterior grounds are to be free of debris. Lawns and landscaping are not to be overgrown.

\_\_\_\_\_ Roof, gutters, downspouts, siding, stone, stucco or brick facades, and exterior trim must be in good condition and weather-tight. Utility penetrations through the exterior walls must be caulked or sealed to be weather tight.

\_\_\_\_\_ Sump pump discharge is to be done so as not to cause damage or nuisance. Sump pumps are not permitted to discharge into sanitary sewers.

\_\_\_\_\_ All exposed exterior wood must be of water resistant type or pressure treated materials. All other exterior wood must be protected with exterior grade paint in good condition free of chipping or peeling.

\_\_\_\_\_ Decks, balconies, steps and porches are to be structurally sound and in good repair. Stairs with four (4) or more risers require a graspable handrail. Graspable handrails are to be in place and properly anchored.

\_\_\_\_\_ Exterior walkways, patios and driveways are to be in good repair. Public sidewalks, curbs and driveway aprons (within the street right-of-way) are to be inspected by the Warminster Township Public Works Department. All repairs require a Concrete Replacement Application and Permit.

\_\_\_\_\_ Swimming pools are to be properly maintained and shall be free of stagnant water. Pools not properly maintained may be required to be drained or taken down and removed from the property as needed. All required safety features shall be in place including a fence or barrier that is at least 48 inches high around entire pool.



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**APPLICATION FOR CONSTRUCTION USE AND OCCUPANCY CERTIFICATE**

We, I \_\_\_\_\_, owner of the property identified as  
**PLEASE LEGIBLY PRINT NAME(S)**

\_\_\_\_\_, Warminster, PA (“premises”)  
**PLEASE LEGIBLY PRINT ADDRESS OF PROPERTY**

do hereby request a Construction Use and Occupancy Certificate (“Construction U&O”) from Warminster Township (“Township”) in order to occupy the premises for CONSTRUCTION PURPOSES ONLY with the understanding that there are existing Code violation(s) at the premises which are required to be remediated as detailed in the Notice of Violation attached hereto as Exhibit “A.” As a condition of the issuance of this Construction U&O, the violations detailed on Exhibit “A” must be remediated, to the satisfaction of the Township, within **twelve (12) months** of the date of this U&O.

As a further condition for the issuance of this Construction U&O, on behalf of ourselves, our employees, executors, agents, successors and assigns, we hereby release, discharge and indemnify the Township, its officers, agents, employees, contractors and assigns from any and all claims and causes of action arising from or relating to the occupancy of the premises, including any claims for personal injury or wrongful death, prior to completion of all repairs and the issuance of a final Certificate of Occupancy in accordance with the Township Housing and Occupancy Codes and other Township regulations prior to its occupancy.

The terms of this application are expressly incorporated as a part of the Construction U&O, that this release and the consideration stated herein is contractual and not a mere recital and all agreements and understandings between the parties are embodied herein.

YOU SHOULD READ THIS FORM AND THE ATTACHED EXHIBIT “A” THOROUGHLY BEFORE SIGNING. ONCE EXECUTED THIS APPLICATION CONSTITUTES A LEGALLY BINDING AGREEMENT.

**THIS IS NOT A USE & OCCUPANCY CERTIFICATE.**

**OWNER(S):**

\_\_\_\_\_  
\_\_\_\_\_

**NOTARY PUBLIC INFORMATION**

Subscribed & sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of Notary Public)  
My commission expires \_\_\_\_\_