BENSALEM TOWNSHIP

Building and Planning Department
2400 Byberry Road Bensalem, PA 19020
215-633-3644 ▪ Fax 215-633-3753

Permit No.	
Date:	
Fee:	$100.00

APPLICATION

RESIDENTIAL RESALES - USE & OCCUPANCY PERMIT

To occupy a single or multi-family residential dwelling or condominium either through new ownership or new use.

	CURRENT PROPERTY OWNER	BUYER INFORMATION
NAME		
ADDRESS		
PHONE NO.		

	SELLER'S AGENT	CONVEYANCER	BUYER'S AGENT
NAME			
ADDRESS			
PHONE NO.			

SETTLEMENT DATE: _____

EMAIL ADDRESS FOR OCCUPANCY CERTIFICATE: _____

SITE INFORMATION

LOCATION OF SUBJECT PROPERTY: _____

TAX PARCEL NUMBER: _____

UNIT TYPE:
- ☐ MULTI-FAMILY UNIT
- ☐ SINGLE-FAMILY DWELLING
- ☐ CONDOMINIUM
- ☐ MOBILE HOME
- ☐ MODULAR HOME

CERTIFICATIONS SUBMITTED

- ☐ **ELECTRIC PANEL**
- ☐ **HEATING SYSTEM**
- ☐ **CHIMNEY/FLUE/VENT**

APPROVED ELECTRICAL UNDERWRITERS	
Code Inspections	215-672-9400
First PA Inspections	215-674-2355
Middle Atlantic Electrical Insp	215-322-2626
Electrical Safety & Compliance	267-738-9801
United Inspection Agency	215-542-9977
Grill 1 Inspections	215-694-6525
A-1 Electric	215-965-1599

IMPORTANT - REQUIRED WITH SUBMISSION

Bensalem Township Certificates of Occupancy are still required. The Township will issue said certificate upon receipt of the following:

1. Certificate issued by an approved electrical underwriter indicating that the **electrical service panel** has been inspected and complies with the then current National Electrical Code. See list of approved electrical underwriters below.

2. Maintenance certificate issued by a duly licensed mechanical contractor indicating that the **heating system** has been inspected and is in good working condition.

3. Certificate issued by a duly licensed chimney sweep indicating that the **chimney/flue/vent** has been inspected and is functioning properly. **NFPA 211 Level II** certification required.

Applications are to be filed (1) one month in advance of the settlement date. Fee of $100 (cash, check or money order) to be submitted with application.

PROPOSED USE: [ ] **Owner Occupied** [ ] **Rental**

Signature _____ Date _____

A SIGNED COPY OF THIS APPLICATION IS REQUIRED PRIOR TO ISSUANCE OF PERMIT

Instructions
for
Residential Resales – Use & Occupancy Permit

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REQUIRED CERTIFICATIONS

1) **Electrical** – Please refer to the list of Approved Electrical Underwriters on the application. These Electrical Underwriters are approved and certified by the State.
2) **Heater** – A licensed contractor of your choice must be registered as a Home Improvement Contractor. To confirm a contractor's certification please visit the PA Attorney General's Office website https://hicsearch.attorneygeneral.gov. The heater certification must state that the heating system has been inspected and is in good working condition. The certification must also state the type of heating system – Gas, Electric, etc. For heating systems that have a flue/vent will also require a **NFPA 211 LEVEL II** inspection.
3) **Chimney/Fireplace -** NFPA 211 Level II Inspection by a duly licensed chimney sweep company of your choosing. (Please refer to the PA Attorney General's website link above to confirm the contractor you wish to hire is registered with the State of PA). Level II inspection must be noted on certification that it was conducted.
    - **NFPA 211 Level II inspection requires inspection of the chimney and of the interior surfaces of the flue. This is typically done with closed-circuit video equipment.**

All required certifications MUST be submitted with a completed application and payment (Cash, Check or Money Order). No credit card or electronic payments. The application will not be accepted if certifications are unsatisfactory or missing.

Complete all required information on the application. Please be sure to include settlement date and the email address of responsible party to receive the occupancy certificate.

Required to be submitted (1) month prior to the settlement date for processing

Certifications can be obtained within one (1) year of the settlement date – NO EXCEPTIONS. However, we require submission to be 30 days prior to allow time for processing.

Process of the Residential Resales Use & Occupancy requires a search of the property history for any open permits, complaints and/or liens. Any unresolved matters will delay the issuance of the occupancy certificate. It is the Seller's responsibility to satisfy any matters on their property before settlement of property to Buyer.

*Please be advised we **WILL NOT** accept certifications from the companies listed below as these companies do not meet basic requirements. 1) A1 Chimney Sweep 2)American Chimney Masters