

DELAWARE COUNTY
1092 BETHEL ROAD
GARNET VALLEY, PA 19060



Phone: (610) 459-1529
Fax: (610) 459-2921
www.betheltwp.com

Code Enforcement Office

CERTIFICATE OF OCCUPANCY APPLICATION

No. _____

Name of Buyer: _____ Phone Number: _____

Address: _____ City: _____ State & Zip: _____

Applicant/Agent:(if applicable) _____ Phone Number: _____

Hereby applies for Certificate of Occupancy for the following property:

Address: _____ City: _____ State & Zip: _____

Type of Occupancy: ☐ New Construction ☐ Re-Sale ☐ Commercial

Name of Seller/Owner: _____ Phone Number: _____

Address: _____ City: _____ State & Zip: _____

Are there any special stipulations/conditions pertaining to this property: ☐ Yes ☐ No

If yes, please explain: _____

Date of Settlement: _____ Email: _____

REQUIRES 48 HOUR NOTICE

Return completed form to the Code Enforcement Office with the applicable fee in person, by email, or by fax:

1092 Bethel Road, Garnet Valley, PA 19060
Email: code.secretary@betheltwp.com
Fax: (610) 459-2921

Applicant Signature: _____ Date: _____

**RECOMMENDED RESALE RESIDENTIAL CHECKLIST
FOR CERTIFICATE OF OCCUPANCY**

Items to be inspected:

1. Smoke and CO detectors on every level – including basement – AND one smoke detector in every bedroom. Either battery operated or hard wired – mounted on ceilings, but not in the rooms' corners. Smoke/CO detector in bedroom hallway cannot exceed twenty (20) feet. CO detectors shall not be plug-in.
2. Handrails on all steps that have four (4) or more risers.
3. Guardrail systems must be on all landings, porches, decks, or balconies which are over 30" above grade. Guardrail height must be 34"-38" above stair nosing with balusters no greater than 4" spacing.
4. Basements steps must be enclosed on both sides by either a guardrail system or wall and must have a continuous handrail that meets the dimensions in item #3.
5. Ground fault interrupter outlets (GFCI) to meet all requirements of the current International Electrical Code locations: Kitchen, Bathrooms, Garage, Basement, Exterior of the Home, Sump Pumps, and Washing Machines.
6. Pressure relief valve piping must be no more than 6" above the floor on hot water heaters or boilers. Pipe must be metallic or stamped "ASME 112.4.1" (Standard).
7. Sump pumps cannot be connected to the sewer system and must drain to the exterior of the building. Pumps must have check valve on discharge pipe.
8. House numbers must be of reflecting numbers on a contrasting background and be at least four (4) inches in height and have a ½ inch stroke.
9. Ingress and egress into the house. Must have one (1) all weather walkway surface and not have any trip surfaces and maintained in good condition. Steps must be no higher than 8 ¼".
10. Thumb turn deadbolt locks in lieu of keyed deadbolts.
11. Sidewalks to conform to Ordinance No. 115.
12. No chains or other devices limiting exit out of the house.
13. Freestanding kitchen ranges shall have an anti-tip device installed as required by all appliance manufacturers (IRC M1901.2).
14. Dryer exhaust ducts must have rigid pipe constructed of galvanized steel or aluminum.
15. Electrical wiring secured.
16. Electrical panel must be marked to indicate the device or equipment where the power supply originates.
17. Covers on all light fixtures.
18. Fire Extinguisher located in kitchen – UL Listed, Multipurpose.
19. Chimney caps must be installed – sloped to the outside and provide a drip edge.
20. Any other items the Code Official deems necessary for fire and safety.