



# Code Enforcement Office

1092 Bethel Road  
Garnet Valley, PA 19060

610.459.1529 Phone

[betheltwp.com](http://betheltwp.com)

610.459.2921 Fax

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## 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**

Upon completion, please return to Code Office, 1092 Bethel Road, Garnet Valley, PA 19060 or fax to 610.459.2921

Certificate of Occupancy fees are as follows: Residential \$100.00 payable to Bethel Township  
Commercial \$175.00 payable to Bethel Township

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please call the Code Office, 610-459-5140, for an appointment. After approval, contact or e-mail the Code Office for a copy of the Certificate of Occupancy at [code.secretary@betheltwp.com](mailto:code.secretary@betheltwp.com).

BETHEL TOWNSHIP  
GARNET VALLEY, PA 19060  
RECOMMENDED RESALE RESIDENTIAL CHECKLIST  
FOR CERTIFICATE OF OCCUPANCY

Items to be inspected:

1. Handrails on steps that have 4 or more risers.
2. Guardrail systems must be on all landings, porches, decks, or balconies which are over 30" above grade.
3. Basements steps must be enclosed on both sides by either a guardrail system or wall and must have a handrail.
4. House numbers must be of reflecting numbers on a contrasting background and be at least 4 inches in height and have a ½ inch stroke.
5. 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.
6. Smoke and co2 detectors on every level and one smoke detector in every bedroom, either battery operated or hard wired with battery backup or both.
7. Ground fault interrupter outlets to meet all requirements of the current International Electrical Code locations: Kitchen, Bathrooms, Garage, Basement, Exterior of the Home, Sump Pumps, and Washing Machines.
8. Sidewalks to conform to Ordinance No. 390.
9. Thumb turn deadbolt locks in lieu of keyed deadbolts.
10. No chains or other devices limiting exit out of the house.
11. Pressure relief valve piping must be no more than 6" above the floor on hot water heaters or boilers.
12. Sump pumps cannot be connected to the sewer system and must drain to the exterior of the building.
13. Any other items the Code Official deems necessary for fire and safety.