



# Lower Southampton Township

Bucks County, Pennsylvania  
1500 Desire Avenue – Feasterville, PA 19053  
Phone: (215) 357-7300 – E-Mail: [permits@lstwp.org](mailto:permits@lstwp.org)

**\*\* FOR OFFICE USE ONLY\*\***

FEE:

PERMIT NO:

## RESIDENTIAL USE & OCCUPANCY PERMIT APPLICATION

**PERMIT APPLICATION FORM MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO SETTLEMENT/OCCUPANCY**

### I. PROPERTY INFORMATION (Each line item MUST be completed)

Street Address:

Tax Parcel ID:

### II. CONTACT INFORMATION (Each line item MUST be completed)

*Please be advised: ONLY applicant receives correspondence and/or permit*

Applicant Name:

E-Mail:

Phone No.:

Choose One:  AGENT  BROKER  BUYER  SELLER

Contact Person for Inspection:

E-Mail:

Phone No.:

Lock Box No.:

### SINGLE FAMILY DWELLING (All Information MANDATORY)

**APPLICATION FEE: \$100.00**

Seller's Name:

E-Mail:

Phone No.:

New Owner's Name:

New Tenant Name (rental only):

E-Mail:

Phone No.:

TOTAL Number of Occupants:

TOTAL Number of Children under 18:

TOTAL Number of Bedrooms:

TOTAL Number Driveway Parking Spaces:

Property Vacant:

### APARTMENT (All Information MANDATORY)

**APPLICATION FEE: \$50.00**

Apartment Complex:

Unit No.:

New Tenant Name:

E-Mail:

Phone No.:

TOTAL Number of Occupants:

TOTAL Number of Children under 18:

TOTAL Number of Bedrooms:

### MOBILE HOME (All Information MANDATORY)

**APPLICATION FEE: \$50.00**

New Owner's Name:

E-Mail:

Phone No.:

TOTAL Number of Occupants:

TOTAL Number of Children under 18:

TOTAL Number Bedrooms:

TOTAL Number of Driveway Parking Spaces:

**Double Sided Application - Continue on Back Page to Complete**

<b>GROUP HOME</b> <small>(All Information MANDATORY)</small>		<b>APPLICATION FEE: \$100.00</b>
Home Licensing Agency: <input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL		
Agency Name:		
Agency Address:		
Agency Contact Person:		
E-Mail:		Phone No.:
TOTAL Number of Occupants:		TOTAL Number of Children under 18:
TOTAL Number of Off Street Parking Spaces:		TOTAL Number of Cars Parked During Daily Operations:
Description of Home:		
<b>IV. SEWER LATERAL INSPECTION</b>		
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL    Comments:		
<b>INSPECTION FAILURE</b>		
<ul style="list-style-type: none"> <li><input checked="" type="radio"/> The new property owner may occupy premises if a temporary use and occupancy certificate is issued.</li> <li><input checked="" type="radio"/> The new property owner is required to complete all failed items and apply for re-inspection <b><u>within twelve (12) months</u></b> from the date of failed inspection.</li> <li><input checked="" type="radio"/> Should the property/structure be <b><i>declared uninhabitable</i></b>, the new property owner or their tenant will be prohibited from occupying the premises until all repairs are completed and a re-inspection has occurred resulting in a passed inspection.</li> <li><input checked="" type="radio"/> Re-Inspection will result in an additional fee of <b>\$50.00</b>. <i>Re-inspection fee must be paid prior to scheduling.</i></li> </ul>		
<b>V. APPLICANT'S CERTIFICATION</b> <small>(Signature REQUIRED)</small>		
<p><i>The undersigned owner or authorized agent hereby certify that:</i></p> <ul style="list-style-type: none"> <li>▪ <i>All information provided as a part of this application is true and correct.</i></li> <li>▪ <i>Deeds must be record with Bucks County and Lower Southampton Township promptly after settlement.</i></li> <li>▪ <i>All liens filed against the property under transaction must be satisfied prior to settlement.</i></li> <li>▪ <i>Lower Southampton Township owned (large green) recycling bins must remain with premises.</i></li> <li>▪ <i>Any alteration made to property without a township permit, which affects property line or right of way setbacks (including but not limited to: additions, garages, sheds, pools, fences, patios, etc.) must be fixed to meet compliance.</i></li> <li>▪ <i>That all work will be performed and completed in accordance with the rules and regulations set forth in Lower Southampton Twp. ordinance.</i></li> <li>▪ <i>That applicant has applied for a visual inspection of the above property/dwelling and agrees to comply with the Residential Use and Occupancy guidelines and all of the above requirements. There are no guarantees or warranties, neither expressed nor implied by this inspection. It is recommended that the buyer hire their own licensed inspector for structural analysis and/or further building code analysis.</i></li> </ul>		
<b>Signature of Applicant:</b>		Date:
<b>FOR OFFICE USE ONLY</b>		
Zoning Officer Decision <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Zoning Officer Signature:		Date:

## USE & OCCUPANCY GUIDELINES

- ⦿ **BUILDING ENVELOPE** including out-buildings must be in good condition. The envelope consists of all exterior siding, doors, roofing and windows.
- ⦿ All **EXHAUST VENTILATION** (*window or fan*) must be in any bathroom which has a shower or tub. (*including but not limited to whirlpool, hot tub, etc...*)
- ⦿ All **EXTERIOR WOOD DECKS** must be in good condition (*no rotting wood, railings tight*). All decks higher than 30" above grade must have code compliant railings at the perimeter and at the stairs.
- ⦿ All **GFIC ELECTRICAL OUTLETS** must be within 6 feet of any interior or exterior water source. (*including but not limited to; washing machines, laundry tubs, kitchen sinks, bar areas, sump pumps, pools, hot tubs etc...*)
- ⦿ All **GUTTERS & DOWNSPOUTS** plus roof drains must be clear of debris and operable for proper collection and discharge of rain water.
- ⦿ All **HANDRAILS & GUARDRAILS**, interior and exterior must be tight and secure.
- ⦿ All **HEATERS, BOILERS and/or FURNACES** must be clear of any combustible items. (*including but not limited to paint cans, boxes, laundry, etc...*)
- ⦿ All **HOUSE ADDRESS NUMBERS** must be visible on all properties. House address numbers can be affixed to both sides of the mailbox *and/or* to the home itself. Numbers need to be 4 inches or larger.
- ⦿ All **PERIMETER FENCING** must be in good and safe condition.
- ⦿ All **RECYCLE BINS** (*large green*) are the property of Lower Southampton Township and must remain on the premises. Any residential property missing this bin will be assessed a replacement fee of **\$200.00**.
- ⦿ A **SEWER LATERAL** inspection REQUIRED. (*Ordinance No: 598 adopted April 13, 2022*)  
Prior to settlement, a Certification Report or Video Recording by licensed registered plumber must be submitted. *Plumber must be registered with LSTWP - Contractor Registration Application on LSTWP website.*
- ⦿ All **SIDEWALKS & WALKWAYS** must be passable and should not have large cracks or tripping hazards. Any change in edges or segments of the walk should not exceed ¼ inch.
- ⦿ All **SMOKE DETECTORS** must be working properly and located on each floor or level of the home including basement and one in each bedroom.
- ⦿ All **SUMP PUMPS** must discharge to the exterior, into the yard and not directly into any sewer systems. Any sump pumps not being used must be filled with stone and sealed with concrete.
- ⦿ All **SWIMMING POOLS** must have a fenced enclosure with self-closing & self-latching gates.
- ⦿ All **WINDOWS** must be in good operating condition and not broken or cracked.
- ⦿ All **YARD LANDSCAPING**, plantings and sanitation must be in safe and clean condition, with trees and brushes must be well maintained. All open trenches or holes, wells, etc... must be filled.
- ⦿ All **RE-INSPECTIONS** will result in an additional fee of \$40.00. *Re-inspection fee **MUST** be received prior to scheduling.*

*Properties being sold "AS IS" are **NOT** exempt from Use & Occupancy. Application submission and inspection are required.  
A failed inspection may result in an issuance of a temporary use & occupancy certificate for settlement.  
The new property owner will have up to 12 months to complete all repairs and schedule a re-inspection to receive use & occupancy certificate.*