



# 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)

<b>** OFFICE USE ONLY**</b>
Date Received: _____
Application 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)

**PROPERTY ADDRESS:**

Tax Parcel ID: **21** -

### II. CONTACT INFORMATION (Each line item **MUST** be completed) Please be advised: **ONLY APPLICANT** receives correspondence and/or permit

**APPLICANT:**

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**... **MUST** complete each line item) **APPLICATION FEE: \$100.00**

**CURRENT OWNER:**

E-Mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**NEW OWNER:**

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: \_\_\_\_\_

### **RENTAL ONLY - SINGLE FAMILY DWELLING** (All Information **MANDATORY**... **MUST** complete each line item) **APPLICATION FEE: \$100.00**

**NEW RENTER NAME:**

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**... **MUST** complete each line item) **APPLICATION FEE: \$50.00**

Apartment Complex: \_\_\_\_\_ Unit No.: \_\_\_\_\_

**NEW RENTER NAME:**

E-Mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

TOTAL Number of Occupants: \_\_\_\_\_ TOTAL Number of Children under 18: \_\_\_\_\_

TOTAL Number of Bedrooms: \_\_\_\_\_

**NEW OWNER:**

E-Mail:

Phone No.:

TOTAL Number of Occupants:

TOTAL Number of Children under 18:

TOTAL Number Bedrooms:

TOTAL Number of Driveway Parking Spaces:

**GROUP HOME** (All Information **MANDATORY**... **MUST** complete each line item)**APPLICATION FEE: \$100.00**Home Licensing Agency:  FEDERAL  STATE  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:

**IV. SEWER LATERAL INSPECTION** (completed inspection **REPORT & VIDEO MANDATORY**) PASS  FAILComments: \_\_\_\_\_  
\_\_\_\_\_**INSPECTION FAILURE**

- The new property owner may occupy premises if a temporary use and occupancy certificate is issued.
- The new property owner is required to complete all failed items and apply for re-inspection **within twelve (12) months** from the date of failed inspection.
- Should the property/structure be ***declared uninhabitable***, 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.
- Re-Inspection will result in an additional fee of **\$50.00**. *Re-inspection fee must be paid prior to scheduling.*

**V. APPLICANT'S CERTIFICATION** (Signature **REQUIRED**)*The undersigned owner or authorized agent hereby certify that:*

- All information provided as a part of this application is true and correct.
- Deeds must be record with Bucks County and Lower Southampton Township promptly after settlement.
- All liens filed against the property under transaction must be satisfied prior to settlement.
- Lower Southampton Township owned (large green) recycling bins must remain with premises.
- 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.
- That all work will be performed and completed in accordance with the rules and regulations set forth in Lower Southampton Twp. ordinance.
- 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.*

**Applicant Signature:**

Date:

**FOR OFFICE USE ONLY**Zoning Officer Decision  Approved  Denied

Zoning Officer Signature:

Date:



# Lower Southampton Township

Bucks County, Pennsylvania  
1500 Desire Avenue – Feasterville, PA 19053  
Phone: (215) 357-7300 x352 – E-Mail: [kim@lstwp.org](mailto:kim@lstwp.org)

## SEWER LATERAL INSPECTION REPORT

### I. PROPERTY INFORMATION (All Information MANDATORY... MUST complete each line item)

Address:

Property Use:  Commercial  Institutional  Multi-Family  Residential

### II. AGENCY / INSPECTOR INFORMATION (All Information MANDATORY... MUST complete each line item)

Inspection Company Name:

Inspection Company Address:

Inspector's Name:

Phone No.:

### III. INSPECTION DETAILS (All Information MANDATORY... MUST complete each line item)

CCTV Date: \_\_\_\_\_ Time: \_\_\_\_\_

Entrance Point of Camera:  Inside Cleanout  Trap  Vent  Other

Lateral Material: Pipe Diameter \_\_\_\_\_  Cast  PVC  Other

Property has been verified as having no illegal storm or outside surface drains connected to sewer:  Yes  No

### IV. VIDEO DETAILS (All Information MANDATORY... MUST complete each line item)

Video Footage: \_\_\_\_\_ ft Description: \_\_\_\_\_

Video Footage: \_\_\_\_\_ ft Description: \_\_\_\_\_

Video Footage: \_\_\_\_\_ ft Description: \_\_\_\_\_

### V. INSPECTION RESULTS (All Information MANDATORY... MUST complete each line item)

Inspector's inspection results concluded this sewer lateral  PASSED  FAILED inspection.

Recommended repairs to restore normal lateral function:

### VI. CERTIFICATION (signature required)

The undersigned hereby certify that:

- All information provided as a part of this report form is true and correct.
- That all work was performed, completed and in accordance to Lower Southampton Township, Ordinance No. 598.
- That the recommended repairs and video recording provided are true, unaltered and accurate.

Inspector Signature:

Date:

Ordinance No. 598 Section IV – Within one (1) year of 04.13.2022, adoption of this Ordinance, all multi family, commercial and institutional properties shall be inspected in accordance with this Ordinance to demonstrate the private lateral servicing the property is sound and free from inflow and infiltration and that no illegal storm or surface water discharges exist or may exist during rain events as provided herein. Thereafter, re-testing and certification of the lateral(s) shall occur at five (5) year intervals or upon sale and/or transfer of property, whichever is earlier.

## 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. (*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 affixed and visible on all properties/homes and on both sides of the mailbox. Numbers need to be 4 inches or larger with no visual obstructions.
- ⦿ 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 \$50.00. *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.*