



Lower Southampton Township

Bucks County, Pennsylvania

1500 Desire Avenue – Feasterville, PA 19053

Phone: (215) 357-7300 – E-Mail: permits@lstwp.org

Use & Occupancy Application Submission Requirements

Applicants shall comply with the following submission requirements:

1. Submission Deadline

A complete and accurate application, together with all applicable fees, shall be submitted to the **Township no less than thirty (30) days prior to the anticipated occupancy or applicable effective date.** Incomplete or inaccurate submissions may be delayed or returned until all requirements are met.

2. No Expedited Processing

Expedited processing is not available. Applications are subject to the standard municipal review process and submission deadline. Applications submitted less than thirty (30) days before the anticipated occupancy or applicable effective date may not be processed in time for the requested date.

3. Applicant / Contact Name

The application shall identify one (1) applicant contact name and current contact information. **The individual listed shall be the Township's sole point of contact for all Use & Occupancy matters.** Any additional parties, representatives, or affiliated entities shall obtain application information directly from the applicant and **not from the Township, no exceptions.**

4. Temporary Use & Occupancy

Temporary Use & Occupancy approvals may be considered by the Township on a case-by-case basis and are not guaranteed. All required applications, documentation, inspections, and other applicable procedures must be completed before a temporary approval may be considered.

Sewer Lateral Inspection Program

A **sewer lateral inspection is required** as part of the Use & Occupancy process and must be completed before a Use & Occupancy approval or certificate can be issued.

Under Ordinance No. 598, Part VI, §18-601 thru §18-609 (April 13, 2022):

- The sewer lateral must be inspected by a certified contractor registered with the Township.
The Township does not endorse or recommend any particular contractor and assumes no responsibility for the applicant's contractor selection, the contractor's inspection or findings, or the applicant's failure to obtain valid required certificates or documentation from the selected contractor.
Registration applications are available at www.lstwp.org.
- The contractor must submit the passed sewer lateral inspection video and completed inspection report to kim@lstwp.org for review by the Township Inspector or authorized representative.
- A minimum of five (5) business days from the date of submission is required for Township review of the sewer lateral inspection video and report.

Review and Issuance

Submission of an application does not authorize occupancy. A Use & Occupancy approval or certificate will be issued only after all applicable municipal inspections are completed, all required inspection reports are received and found satisfactory, and the required sewer lateral inspection is approved by the Township.



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**** OFFICE USE ONLY****

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.:

RESALE - SINGLE FAMILY DWELLING (All Information **MANDATORY**... **MUST** complete each line item) **APPLICATION FEE: \$125.00**

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 - SINGLE FAMILY DWELLING (All Information **MANDATORY**... **MUST** complete each line item) **APPLICATION FEE: \$125.00**

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: \$75.00**

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:

MOBILE HOME (All Information MANDATORY... MUST complete each line item)		APPLICATION FEE: \$100.00	
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: \$125.00	
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 ☐ FAIL			
Comments: _____ _____			
§ 18-603 Certificate of Lateral Compliance: Residential. [Ord. No. 598, 4/13/2022] <i>Prior to the sale or resale of any single-family dwellings located in the Township, each private lateral serving the property shall be inspected in accordance with this Part to demonstrate the private lateral servicing the property is sound and free from inflow and infiltration and that no illegal stormwater 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 the property, whichever is earlier.</i>			
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 <u>within twelve (12) months</u> from the date of failed inspection. Should the property/structure be <i>declared uninhabitable</i>, 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 \$75.00. <i>Re-inspection fee must be paid prior to scheduling.</i>			
V. APPLICANT’S CERTIFICATION (Signature REQUIRED)			
<i>The undersigned owner or authorized agent hereby certify that:</i> ▪ <i>All information provided as a part of this application is true and correct.</i> ▪ <i>Deeds must be record with Bucks County and Lower Southampton Township promptly after settlement.</i> ▪ <i>All liens filed against the property under transaction must be satisfied prior to settlement.</i> ▪ <i>Lower Southampton Township owned (large green) recycling bins must remain with premises.</i> ▪ <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> ▪ <i>That all work will be performed and completed in accordance with the rules and regulations set forth in Lower Southampton Twp. ordinance.</i> ▪ <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.</i> <i>It is recommended that the buyer hire their own licensed inspector for structural analysis and/or further building code analysis.</i>			
Applicant Signature: _____			Date: _____
FOR OFFICE USE ONLY			
Zoning Officer Decision ☐ Approved ☐ Denied			
Zoning Officer Signature: _____			Date: _____



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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:

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USE & OCCUPANCY GUIDELINES *apply the 2018 IPMC as the governing guideline.*

- ☉ **BUILDING ENVELOPE** including all exterior siding, doors, roofing, windows on both the primary structure and out-buildings shall be maintained in good and operable condition, and kept free from breakage, cracks, damage deterioration or missing components.
- ☉ **ALL EXHAUST VENTILATION** every bathroom including those with whirlpools, hot tubs or similar fixtures must be equipped with either an operable window or a functioning mechanical exhaust ventilation system.
- ☉ **ALL EXTERIOR WOOD DECKS** shall be maintained in good condition and free from rotting or deteriorated wood. All railings must be firmly secured. Decks elevated 30 inches above grade shall be equipped with code compliant guardrails along the perimeter and at the stairs.
- ☉ **ALL GFIC ELECTRICAL OUTLETS** shall be installed 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 & ROOF DRAINS** shall be kept clear of debris and maintained in working condition to ensure proper collection and discharge of rain water.
- ☉ **ALL HANDRAILS & GUARDRAILS** shall be firmly secured and maintained in a safe and stable condition.
- ☉ **ALL HEATERS, BOILERS and/or FURNACES** must be kept clear of any combustible materials.
(including but not limited to paint cans, boxes, laundry, etc...)
- ☉ **ALL HOUSE ADDRESS NUMBERS** shall be affixed and clearly visible on all properties/homes and on both sides of the mailbox. Numbers must be at least 4 inches in height and free of any visual obstructions.
- ☉ **ALL PERIMETER FENCING** shall be maintained in good repair 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 a registered contractor with LSTWP - Contractor Registration Application on LSTWP website.*
- ☉ **ALL SIDEWALKS & WALKWAYS** shall be maintained in a structurally sound condition, free from hazardous defects and safe for pedestrian use. Surfaces shall not contain large cracks or tripping hazards, vertical displacement between segments shall not exceed 1/4 inch. Curbing shall be maintained intact and free from any damage.
- ☉ **ALL SMOKE DETECTORS** shall be fully operational and installed on each floor or level of the dwelling, including basement and in every bedroom.
- ☉ **ALL SUMP PUMPS** shall discharge to the exterior, directing water onto the yard and not into any neighboring yard, sanitary system or storm sewer system. Unused sump pits shall be properly decommissioned by filling with stone and sealing with concrete.
- ☉ **ALL SWIMMING POOLS** shall be enclosed by a fence with self-closing & self-latching gates.
- ☉ **ALL YARD LANDSCAPING, TREES & GRASS** shall be properly trimmed and exterior property must be maintained free of rubbish, debris and overgrowth. Open trenches, holes and similar hazards must be filled and securely closed to ensure safe conditions.
- ☉ **ALL RE-INSPECTIONS/NO-SHOWS** will result in an additional fee of \$105. 00/per.
*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.