



# RESALE USE AND OCCUPANCY INSPECTIONS

120 Marshall Street

Kennett Square, Pa 19348

The Borough of Kennett Square has adopted an Ordinance requiring the issuance of a Use and Occupancy Certificate for each ***change of use, change of occupancy, and/or change of ownership for any property*** in the Borough of Kennett Square. This is to inform you that the Borough of Kennett Square Building Inspection Department will be performing an inspection of the property.

At this time, please be advised that ***any building having a sprinkler system will have to be tested by a certified sprinkler contractor. A letter of approval from the testing contractor must be available to the inspector at the time of the Resale Use and Occupancy inspection.***

We would like to stress to Realtors that you must work with your client to address any outstanding issues. Allow enough time for all approvals to be obtained prior to settlement, so that the Resale Use and Occupancy issuance will not be held up because of unresolved issues with the Borough.

Please complete and return all pages (except this cover letter) with the appropriate fees to the Borough of Kennett Square at least (30) Thirty days prior to settlement date. ***Please note that the fees are per unit and water meter.***

## EPA STANDARDS FOR ASBESTOS

The EPA recommends all asbestos exposed in a dwelling unit to painted over using a good quality exterior latex pain. This seals the asbestos and stops any air borne activity. They do not recommend removal, unless major alterations are being made to the existing condition.

For more information, you may call the EPA Ombudsman at 1-800-368-5888.

## RESALE OF A HOME WITH A FIRE SPRINKLER SYSTEM

Back flow check valve requires an inspection. A letter certifying the proper back flow operation is required by the Borough of Kennett Square.

If the sprinkler system is a type that has a partial system that contains antifreeze, the antifreeze must be determined to prevent freezing to 10 °F below freezing. A letter certifying ° 10 F below freezing is required by the Borough of Kennett Square.

Letters and/or Certifications must be available at the time of inspection.

If you should have any questions, or require any additional information, please contact this office at (610) 444-6020.

# APPLICATION FOR USE AND OCCUPANCY CERTIFICATE

## (RESALE or CHANGE of OCCUPANCY)

Final Water and Sewer Certification per meter (includes trash): \$40.00

U&O Certification Per Unit:      **Residential \$75.00**      **Commercial \$125.00**      **Industrial: \$150.00**

DATE: \_\_\_\_\_ FEE PAID: \$ \_\_\_\_\_ .00      CHECK NO: \_\_\_\_\_

TAX PARCEL NUMBER:    03- \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_ TITLE COMPANY: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

- UNIT TYPE (CHECK ONE):
- RESIDENTIAL SINGLE FAMILY DETACHED
  - RESIDENTIAL SINGLE FAMILY/ATTACHED/TOWNHOUSE
  - RESIDENTIAL MULTI-FAMILY/APARTMENTS/CONDOS \_\_\_\_\_ NUMBER OF UNITS
  - OTHER: \_\_\_\_\_

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PROPERTY ADDRESS: \_\_\_\_\_

CURRENT PROPERTY OWNER: \_\_\_\_\_

SELLER'S AGENT: \_\_\_\_\_

ADDRESS OF AGENT: \_\_\_\_\_

AGENT'S PHONE: (    ) \_\_\_\_\_ - \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

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BUYER OR LESSORS AGENT: \_\_\_\_\_

AGENT'S ADDRESS: \_\_\_\_\_

AGENT'S PHONE: (    ) \_\_\_\_\_ - \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUYER OR LESSOR: \_\_\_\_\_

ADDRESS OF BUYER OR LESSOR: \_\_\_\_\_

BUYER OR LESSOR PHONE: (    ) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

WILL THE NEW OWNER RESIDE THERE? \_\_\_\_\_ IF NO, PLEASE GIVE MAILING ADDRESS OF NEW OWNER: \_\_\_\_\_

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WILL PROPERTY BE USED AS A RENTAL UNIT: \_\_\_\_\_ IF YES, PLEASE PROVIDE NAME OF OCCUPANT/TENANT: \_\_\_\_\_

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PROPERTY CONTACT: \_\_\_\_\_ PHONE (    ) \_\_\_\_\_ - \_\_\_\_\_

The validity of the Use and Occupancy Certificate is contingent upon compliance with the Ordinance No. 840 and may result in the Borough pursuing the legal remedies as set forth in said Ordinance.

Signature of Applicant \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_

**I/We**, the undersigned property owners, give permission to the Borough of Kennett Square to release the Building Inspections Report to the Selling Agent.

Signature of Property Owner \_\_\_\_\_

Print Name of Property Owner \_\_\_\_\_

## CHECK-LIST FOR USE AND OCCUPANCY CERTIFICATE

Each property or change of use of occupancy will be inspected by a Borough Code Official no sooner than thirty (30) days prior to change of ownership or occupancy in accordance with Borough Ordinance No. 817.

Inspection will be for compliance with Ordinance 840 and the following list of items, however, additional items to be corrected may be identified and noted at the time of inspection:

1. Property use shall be only in accordance with the Kennett Square Zoning Ordinance or a properly documented existing non-conforming use.
2. All curbs, sidewalks, walkways, driveways and similar areas shall be in good condition.
3. The exterior of the structure shall be weather tightened and have no visible openings or peeling paint.
4. Guardrails are required at all balconies and/or decks which are a greater than 30" above grade or floor level. Handrails and/or guardrails must be present at all stairways (including basement and attic) which rise more than 2 steps.
5. Ninety (90) minute fire rated door and jamb shall be present between attached garage and living space.
6. If present, sump pump must discharge to exterior of building. Not to building sanitary sewer.
7. Working vent fans (to the exterior) shall be present in all bathrooms and/or toilet rooms which are not provided with an operable window.
8. If present, garbage disposal must be in working condition or properly disconnected and capped. All plumbing fixtures (sinks, toilets, etc) must be in good working condition. There shall be no leaks, dripping faucets or fixtures.
9. Where not presents two (2) layers of 5/8" type "X" drywall, or other comparable fire stopping, should be installed between the garage and the living space.
10. All systems, devices and equipment to detect fire or smoke, actuate an alarm or suppress or control a fire, shall be properly functioning.
11. There shall be a properly functioning smoke detector present on each level, including basement and one (1) per bedroom.
12. There shall be no unfilled openings within the electrical panel or fuse box.
13. There shall be no exposed or uncapped electric wires or uncovered outlets or switch boxes.
14. There shall be no connection of roof and/or floor drains or sump pumps to the Borough's Sanitary Sewer system.
15. Borough water meters shall be accessible for maintenance and repair.
16. GFCI receptacles must be installed on all working kitchen counter spaces, bathroom locations, and washing machines.