



WARWICK TOWNSHIP
 Dept. of Planning & Zoning
 1733 Township Greene, Jamison, PA 18929
 Phone: (215) 343-6100
www.warwick-bucks.org

For Warwick Township Use Only

Received by: _____

Zoning: _____

Building Inspector: _____

APPLICATION FOR RESIDENTIAL RENTAL USE & OCCUPANCY CERTIFICATE

Date: _____ Zoning District: _____ TMP#: _____

Property Address: _____ Unit#: _____

Unit Size (square feet): _____ How many bedrooms? _____ How many bathrooms? _____

Anticipated Occupancy Date: _____ Length of lease: _____

Water: Private Well Warwick Township Water & Sewer Authority

Sewer: On-lot Warwick Township Water & Sewer Authority Warminster Municipal Authority

Property Owner: _____ Address: _____
 Phone: _____ Email: _____

New Tenant #1: _____ Address: _____
 Phone: _____ Email: _____

New Tenant #2: _____ Address: _____
 Phone: _____ Email: _____

New Tenant #3: _____ Address: _____
 Phone: _____ Email: _____

New Tenant #4: _____ Address: _____
 Phone: _____ Email: _____

If more than 4, please attach an additional sheet.

Agent for Renter: _____ Address: _____
 Phone: _____ Email: _____

Contact person regarding property access and inspection:

Name	Phone	Email Address
------	-------	---------------

Applications are due a minimum of 30 days prior to occupancy; the above named person must contact Warwick Township to schedule an inspection. Most inspections will be scheduled three (3) weeks prior to issuance. Please plan accordingly. Use and/or Occupancy of a property without a valid Use & Occupancy Certificate issued by Warwick Township constitutes a violation of Township Ordinance No. 11-09, as last amended, and may result in the Township pursuing the legal remedies as set forth in said Ordinance. This application will expire after 180 days from the date submitted to the Township. No refunds will be given to the applicant.

Signature of applicant

Name of applicant (print clearly)

Inspection Fee: _____ (\$150 per dwelling unit, per the 2011 Fee Schedule)
Sprinkler Certification Fee: _____ (\$50, per the 2011 Fee Schedule)
Reinspection Fee: _____ (\$50 for 1st reinspection, \$75 for 2nd, per the 2011 Fee Schedule)
Use or occupancy before _____ (All fees doubled, per the current Fee Schedule)
obtaining certificate

Each residence will be inspected by a Township Official, no sooner than thirty (30) days prior to change of ownership or occupancy in accordance with Township Ordinance N^o. 11-09, as last amended.

Inspection for compliance will be relative to the following list of items; however, additional items to be corrected **may be** identified and noted at the time of inspection.

Permits

- A. Owner shall apply for and secure from the Township all necessary permits for all previous improvements or work for which a building or zoning permit was required but not secured.
 - a. Permits have been obtained for all newer work inside building.
 - b. Permits have been obtained for all exterior structures including fences, sheds, pools, decks, patios, and garages. Accessary structures are in good repair.
- c. Property has no open permits.

Exterior Property Maintenance

- d. Property has no open property maintenance or zoning violations.
- e. Exterior of property is free of trash, debris and is overall clean and safe. No junk vehicles on property. Grass is mowed, if applicable. Exterior of property is adequately maintained.
- B. Exterior walls are in good condition. Roof drains and gutters are in good condition. Exterior doors and gates are in good condition. The exterior of the structure shall have no visible openings which would allow weather or vermin to breach the interior.
 - a. No evidence of pest or rodent infestation.
- C. Address numbers must be clearly visible from the street (at least 3 inches in height). All houses and buildings that are over fifty (50') feet from the road must have their address number posted at the curb.
- D. All sidewalks, walkways, driveways and similar areas shall be maintained in good condition. Sidewalks are unobstructed.
- E. Guardrails must be present at all balconies and/or decks which are greater than thirty (30") inches above grade or floor level.
- F. On lot or private septic systems must be in working condition. Failing systems shall be required to connect with public sewer where available.
 - a. Property has registered their septic system
 - b. Property has provided a visual inspection form to the township within the past 3 years

Interior Inspection

- G. Handrails and/or guard rails must be present at all stairways where more than three (3) stairs are located.
- H. If present, sump pumps must discharge to exterior of building. No sump pump may discharge to the surface of a property within fifteen (15') feet of a road or street without the written approval of the Township. No sump pumps may discharge into the sanitary sewer system. No

sump pumps may discharge into the stormwater system without the written approval of the Township.

- I. Working exhaust fans shall be present in all bathrooms and/or toilet rooms which do not have an operable window.
- J. All plumbing fixtures (including sinks, toilets, garbage disposals, etc.) shall be in working condition.

Fire Protection

- K. There shall be no unfilled openings within the electric circuit breaker box.
- L. There shall be no exposed or uncapped electric wires or uncovered outlet or switch boxes.
- M. All new and existing structures, buildings, or dwelling units shall contain a properly maintained and functioning smoke detector present on each level, in each bedroom, in the basement and each basement room separated by a door. A heat detector or smoke detector shall be in the garage. The smoke detection system shall meet the requirements of the applicable Township building codes. When actuated, the audible alarm of the smoke detection system shall meet the requirements of the applicable Township building codes referencing decibel levels for smoke detection systems. All detectors shall be interconnected so that when one detector senses smoke or heat, all devices activate simultaneously. All smoke detectors must have a battery back-up feature. Detectors in new construction must be hardwired. In existing units, detectors may be hardwired, wireless or a combination of both types.
- N. All systems, devices and equipment to detect fire or smoke, actuate an alarm or suppress or control a fire shall be properly maintained.
- O. Fire rated doors shall be present in garages where a door leads into a conditioned space.
- P. Where present, 5/8" type "X" drywall shall be installed along the wall between the garage and the living space.
- Q. Existing fire suppression systems (sprinklers) are to be inspected and certified by a certified sprinkler inspector.
- R. All fireplaces must have a screen, whether they are in use or not, unless the flue has been permanently sealed.
- S. All bedroom windows must open easily and stay open without additional support(s).
- T. All dryer exhaust ducts must be of metallic, non-combustible material, attached with tape or compression bands (no screws). Dryer exhaust vents must have clean outs.
- U. The front door must utilize a thumbblatch lock.

The validity of the Use and Occupancy Certificate is contingent upon compliance with the Ordinances of the Township of Warwick. The property owner is responsible for this compliance.

By signing this form, the applicant understands that if any items above are inspected and found to be out of compliance, the applicant is subject to a re-inspection and an additional fee.

Print Name of Applicant: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

Notice Regarding Resale Use and Occupancy Inspections

This is to inform you that the Warwick Township Building Inspection department, as part of our Use and Occupancy Certificate Inspection procedure, will be reviewing the property file of the property requesting a Resale Use and Occupancy Certificate, to verify any changes that have been made to the structure or the property were properly permitted and inspected.

If it becomes evident that there has been work completed that requires permitting and inspections, these items will have to be addressed prior to the issuance of a Use and Occupancy Certificate.

In the event that, at the time of the inspection, the inspector does find work completed which has not been permitted or inspected, it is the responsibility of the homeowner to obtain all permits and approvals.

Please be advised that any buildings that are provided with a sprinkler system will have to be tested by a certified sprinkler contractor or the Township Fire Marshal. A letter of approval from the testing Contractor must be available to the inspector at the time of the Resale Use and Occupancy Inspection. Systems containing anti-freeze are required to have the "Back Flow Prevention Valve" tested by a licensed testing company. A contractor's list is available from the Township.

We would like to stress the fact 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 Certificate of Occupancy issuance won't be held up because of unresolved issues with the Township.

If you have any questions or require any additional information, please contact Warwick Township at 215-343-6100.