

# OCCUPANCY PACKET

This packet includes everything you will need to apply for an occupancy certificate including an *Occupancy Certificate Application* and *Occupancy Inspection Checklist*.





# ELIZABETH TOWNSHIP

522 ROCK RUN ROAD ELIZABETH, PA 15037  
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## APPLICATION FOR CERTIFICATE OF OCCUPANCY

**\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\***

### Property Information

Check if sale is "As-Is": \_\_\_\_\_

Tentative Closing Date: \_\_\_\_\_

Address: \_\_\_\_\_

Intended Occupancy:    Single Family    Two Family    Multi Family    Commercial    Industrial    Rental

Other (explain): \_\_\_\_\_

**PLEASE NOTE THAT A CHANGE IN OCCUPANCY OR USE OF THE PROPERTY WITHOUT TOWNSHIP APPROVAL MAY RESULT IN THE REVOCATION OF THIS PERMIT. I HEREBY CERTIFY THE INTENDED OCCUPANCY I CHECKED ABOVE IS TRUE AND CORRECT.**

SIGNATURE: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Property Owner Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Buyer/Tenant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Contact Person Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Report/Certificate Information

E-mailed to:                      Faxed to:  
  
Applicant                      \_\_\_\_\_  
Property Owner  
Buyer  
Other: \_\_\_\_\_

\*If you would like a mailed copy of the certificate, please provide a prepaid, self addressed envelope at the time of application.\*

### INSPECTOR COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Signature

I AGREE THAT THE INFORMATION ON THIS APPLICATION IS COMPLETE, CORRECT, AND TRUE:

Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### TOWNSHIP USE ONLY

Received: \_\_\_\_\_                      PASS    FAIL  
Inspection Date: \_\_\_\_\_  
Re-inspection Date: \_\_\_\_\_  
Payment Method:    Cash                      Card                      Check



## ELIZABETH TOWNSHIP

### RESIDENTIAL OCCUPANCY INSPECTION CHECKLIST

**\* CHECK LIST DOES NOT APPLY TO NEW CONSTRUCTION. SEE BUILDING INSPECTOR FOR FULL NEW CONSTRUCTION REQUIREMENTS\***

#### EXTERIOR

- **General**
  - Buildings required to have approved address numbers placed in a position to be plainly visible from street or road fronting the property **(2021 IPMC 304.3)**
  - Sidewalks and driveway in good repair with no tripping hazards **(2021 IPMC 302.3)**
  - Accessory structures (sheds, fences, detached garages) in good repair **(2021 IPMC 302.7)**
  - Exterior property in good upkeep (grass trimmed, no excess weeds, free of debris and trash) **(2021 IPMC 301.2 302.1, 302.4, 302.5)**
  - No unlicensed or uninspected vehicles on property **(2021 IPMC 302.8)**
  - Foundation and exterior walls in good repair **(2021 IPMC 304.1, 304.4 304.5, 304.6,)**
  - No chipping paint **(2021 IPMC 305.3)**
- **Gutter and Downspouts**
  - No debris or vegetation in gutters **(2021 IPMC 304.7)**
  - Gutters securely placed against structure and in good repair **(2021 IPMC 304.9)**
  - Downspouts in good repair **(2021 IPMC 304.7)**
  - Downspouts must go directly into an underground tube or lead away from the structure to prevent foundation damage from water **(2021 IPMC 304.7)**
- **Porches, Decks, and Stairs**
  - Porches and decks in good repair with protective treatment **(2021 IPMC 304.10)**
  - Stairs in good repair – must have a secure handrail when 4 or more steps are in a row **(2021 IPMC 304.10, 304.12)**
  - Decks higher than 30 inches must have secure railing able to withstand 200lbs or forced when applied to any portion of the railing **(Prescriptive Residential Wood Deck Guide, P 19)**
  - Deck railings must have no more than 4 inches between each vertical or horizontal post and no more than 4 inches between the deck surface and railing **(Prescriptive Residential Wood Deck Guide, P 19)**
  - Deck railings required to be at least 36 inches high **(Prescriptive Residential Wood Deck Guide, P 19)**
- **Exterior Electric**
  - All exterior outlets must be GFCI and have an approved cover **(2021 IPMC 604.3.1.1)**
- **Pools and Spas**
  - Pools in spas in good repair with appropriate barrier **(2021 IPMC 303.2)**
  - Pools and spas must have at least 48-inch fencing with no more than 2 inches between each vertical post around areas that are within 3ft of a higher grade that allows for jumping from grade to pool/spa **(2021 IPMC 303.2)**
  - Above ground pools having walls four feet or greater in height, consistently for the entire perimeter of the pool, may be excluded from the fencing requirement provided such pools are equipped with access ladders which may be raised and locked in a near vertical position when the pool is unattended **(2015 ISPSC 305)**
  - Pools and spa with an attached deck must have gate that meets these requirements:
    - Self-Closing



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### RESIDENTIAL OCCUPANCY INSPECTION CHECKLIST

- Self-Locking
- Lock on the INSIDE of the deck
- Lock must be at least 54 inches from deck base **(2021 IPMC 303.2)**
- Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the barrier provisions mentioned above. **(2021 IPMC 303.2)**
- Outlets used for heaters/filters must be mounted and GFCI with cover **(2009 IRC 102.7.1)**
- Cord used for a pool/spa must be shorter than 3 feet and does not cause a tripping hazard **(2009 IRC 102.7.1)**

#### **INTERIOR**

- **General**
  - Interior walls in good repair **(2021 IPMC, 305.1 305.3)**
  - No peeling or chipping paint **(2021 IPMC 305.3)**
  - No cracked or loose plaster **(2021 IPMC 305.3)**
  - Floor structurally solid and in good repair **(2021 IPMC, 305.1)**
  - Structurally solid handrails required next to any stairs that have 4 or more steps in a row **(2021 IPMC, 305.5)**
  - Doors must open and close without excessive force **(2021 IPMC, 305.6)**
  - Sanitary conditions throughout structure **(2021 IPMC, 305.1)**
- **Garages**
  - A finished ceiling is required in a garage when habitable living space is located above garage – Type X drywall of at least 5/8<sup>th</sup> inches is required **(2021 IPMC, 703)**
  - An approved steel door (exterior metal clad) with no windows or a solid wood door with no windows or recess paneling that is at least 1 3/8<sup>th</sup> inches through the entire width of the door is required between the garage and living space of structure **(2021 IPMC, 703)**
  - Ducts in the garage and ducts penetrating the walls and ceiling separating the dwelling from the garage shall not have openings into the garage **(2018 IRC, 302.5.2)**
  - \*Garages are required to be separated from habitable space by an acceptable fire barrier\* **(2018 IRC, 302.6)**
- **Electrical**
  - All outlets within 6 feet of a water source are required to be GFCI **(2021 IPMC, 605.2)**
  - Cover plates are required on all outlets and light switches **(2021 IPMC 604.3)**
  - Junction cover is required over each junction with exposed wire **(2021 IPMC 604.3)**
  - No electrical hazards such as exposed wires, etc. **(2021 IPMC 604.3)**
  - Electrical box is in good condition showing no signs of rust in the panel **(2021 IPMC 604.3)**
- **Gas**
  - Any gas fire appliance (furnace, water heater, stove, dryer, heaters, etc.) must have a shutoff valve with easy access at the appliance and be properly vented **(2021 IPMC, 603.4)**
  - Carbon Monoxide Detectors required if any gas appliances are present placed in the direct vicinity of the bedrooms and if any bedroom has a gas appliance in it, a carbon

**ELIZABETH TOWNSHIP****RESIDENTIAL OCCUPANCY INSPECTION CHECKLIST**

monoxide detector is required in the bedroom. Combination carbon monoxide and smoke alarms shall be permitted to be used in lieu of carbon monoxide alarms. **(2021 IPMC, 705)**

- **Water Heaters**
  - Must have a drain tube on pressure relief valve that is no higher than 6 inches from the floor **(2021 IPMC 505.4)**
- **Plumbing**
  - No broken or leaking pipes, drains, or other hazards **(2021 IPMC 505.3)**
- **Bathrooms**
  - Bathrooms required to have at least one window for ventilation
    - If bathroom does not have a window, a functioning exhaust fan is required **(2021 IPMC, 403.2)**
- **Smoke Detectors**
  - Functioning smoke detectors are required in ALL the following places **(2021 IPMC, 704.6.1)**
    - At least one on each floor of structure
    - At least one in each bedroom/sleeping unit
    - At least one outside any hallway leading to bedroom/sleeping unit
  - (If a smoke detector is placed in the hallway leading to bedrooms, it can count as the smoke detector for that whole floor) **(2021 IPMC 704.6.1)**

**\*NOTE: THE INSPECTOR WILL ALSO CHECK FOR ANY VISIBLE SAFETY HAZARDS AND VIOLATIONS NOT LISTED ABOVE. THIS IS NOT A COMPREHENSIVE LIST OF CODES THAT CAN BE REFERENCED DURING AN OCCUPANCY INSPECTION.\***



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# RESIDENTIAL OCCUPANCY INSPECTION CHECKLIST

### IMPORTANT INFORMATION

#### **PAYMENT**

- Residential - \$75.00
- Apartments - \$50.00 / unit
- Commercial - \$100.00
- The first reinspection is free of additional charges, any additional reinspection after the first will require a reinspection fee of \$35.00
- Application and payment can either be dropped off at the Municipal Building in person or in the black box outside labeled "TOWNSHIP OFFICE" or Mailed to the Municipal Building
  - 522 Rock Run Road Elizabeth, PA 15037

#### **SCHEDULING**

- Once the application AND payment are received, the contact person on the application will receive a call to schedule the inspection
- A representative MUST be present with the inspector during the occupancy inspection

#### **EXPIRATION**

- No structure may be occupied by the buyer prior to the issuance of a Certificate of Occupancy
- An Occupancy Inspection and Certificate is required ANY time a property is changing hands
- If an occupancy inspection application, payment, and inspection have been completed, but the sale falls through and the purchaser has changed, a new occupancy inspection application, inspection, and payment will be required.