

WHITEHALL TOWNSHIP  
CERTIFICATE OF OCCUPANCY APPLICATION & GUIDE  
**RESIDENTIAL PRE-SALE / RENTAL INSPECTON PROCEDURES**

1. Complete the attached Certificate of Occupancy Inspection Request Form and remit to the Township with the appropriate inspection fee.
2. Scheduling: Once the Request Form and fee are received, a Township inspector will contact the Inspection Contact Person listed on the form within 1-3 business days to set up the inspection date which will be arranged within 5-10 business days.
3. Inspection Report: If there are violations present, upon the completion of inspection, the inspector will prepare the report outlining the Code violations present at the property and email them to the Owner or Applicant.
4. Correction of Code Violations:
  - a) If no violations are found, a clear Certificate of Occupancy will be prepared by the Township indicating Code compliance and issued to the Applicant within 1-3 business days.
  - b) If violations are found, the Seller has (2) options:
    - (i) Correct the violations **within thirty (30) days prior to the transfer of title/ownership**. Once the violations are corrected, contact the inspector and arrange for a reinspection of the property to verify violations have been corrected, so a clear Certificate of Occupancy can be issued for settlement within 1-3 business days.
    - (ii) For an "As Is Sale" (for properties that have repairs that will not be completed by time of settlement or those that have conditions attached): Provide a copy of the inspection report to the appropriate party. A notarized Buyer or Seller Acceptance Form must be executed by the appropriate party and returned to the Township with the appropriate fees so a Conditional Certificate of Occupancy can be issued prior to settlement. **REMINDER:** This will permit for the sale of the property only. No occupancy can occur until all repairs have been completed and have passed inspection.
5. Issuance of clear Certificate of Occupancy:
  - a) One original copy will be issued to the Applicant only.
  - b) To request an additional copy, you must pay the fee before one can be emailed or picked up at the Township building.

Any questions, please call 610-437-5524, Ext. 1138.



# TOWNSHIP OF WHITEHALL

FEE PAID \$ \_\_\_\_\_

CASH or CHK #: \_\_\_\_\_

## CERTIFICATE OF OCCUPANCY INSPECTION REQUEST FORM

Complete this form in its entirety & return it with the appropriate fee to WHITEHALL TOWNSHIP, Bureau of Development, 3219 MacArthur Road, Whitehall, PA 18052. Any questions, please call 610-437-5524, Ext. 1138.

**NOTE: VIOLATIONS MUST BE CORRECTED & PROPERTY RE-INSPECTED WITHIN 30 DAYS or BEFORE SETTLEMENT. Please print legibly.**

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

APPLICANT: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

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

BUYER NAME (if known): \_\_\_\_\_ BUYER PHONE #: \_\_\_\_\_ SETTLEMENT DATE (if known): \_\_\_\_/\_\_\_\_/\_\_\_\_

**WILL THIS BE AN "AS-IS" SALE?** \_\_\_\_\_ **YES\*** \_\_\_\_\_ **NO** \_\_\_\_\_ \*Buyer or Seller Acceptance Form and Fees required to be submitted to Township

**WILL THIS BE A RENTAL PROPERTY? YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **IF SO, COMPLETE INFORMATION BELOW:**

**RENTAL PROPERTY MANAGER - RESPONSIBLE AGENT INFORMATION (MUST be completed for ALL rental properties):**

NAME: \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_ AFTER HOURS/CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

➔ **ADDRESS TO BE INSPECTED:** \_\_\_\_\_

➔ **INSPECTION CONTACT PERSON:** \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FOR THE SALE OF THE PROPERTY**

- SINGLE FAMILY HOME
- TWIN
- TOWNHOUSE
- CONDOMINIUM
- APARTMENT - TOTAL NUMBER OF UNITS \_\_\_\_\_

**RENTAL UNITS**

- SINGLE FAMILY HOME
- TWIN
- TOWNHOUSE
- CONDOMINIUM
- APARTMENT - TOTAL NUMBER OF UNITS \_\_\_\_\_

ANY MISSED INSPECTIONS OR ANY PROPERTY NOT READY FOR SCHEDULED INSPECTION MAY BE ASSESSED AN ADDITIONAL FEE.

**COMMERCIAL**

- FOR SALE OF PROPERTY
- CHANGE OF TENANCY
- PROPOSED USE \_\_\_\_\_
- NAME OF PROPOSED BUSINESS \_\_\_\_\_
- SQUARE FOOTAGE OF LEASED SPACE \_\_\_\_\_

➔ **DATE OF INSPECTION REQUESTED:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

ASSIGNED INSPECTOR \_\_\_\_\_ RE-INSPECTION DATE/TIME \_\_\_\_\_

VIOLATION(S) IF ANY \_\_\_\_\_

USE AND OCCUPANCY CLASSIFICATION \_\_\_\_\_ APPROVED CONSTRUCTION TYPE \_\_\_\_\_

CONDITION(S) OF C.O. IF ANY \_\_\_\_\_

**INSPECTION FEES**

**RESIDENTIAL:**

Single Family: \$65.00  
Apartments: \$35.00 per unit

**COMMERCIAL / INDUSTRIAL:**

\$150.00 for 1,000 sq. ft. or less *plus* \$20.00 for each additional 1,000 sq. ft. *or* fraction thereof

**\*ADDITIONAL FEES AND PAPERWORK REQUIRED FOR "AS IS" SALES. PLEASE CALL THE TOWNSHIP FOR DETAILS**



# TOWNSHIP OF WHITEHALL



DATE OF INSPECTION: \_\_\_\_\_ TIME: \_\_\_\_\_  
 INSPECTOR: \_\_\_\_\_

### BOARD OF COMMISSIONERS

JOSEPH J. MARX, JR., *President*  
 PHILIP J. GINDER, *Vice President*  
 THOMAS SLONAKER, *Secretary*  
 JEFFREY J. WARREN  
 RANDY ATIYEH  
 CHARLES G. FISHER  
 ANDY ROMAN

### ADMINISTRATION

MICHAEL P. HAKAKAL, JR., *Mayor*  
 JOHN D. MEYERS, *Deputy Mayor*  
 KEYSTONE CONSULTING ENGINEERS, INC.,  
*Consulting Engineers*  
 JOHN F. GROSS, ESQUIRE, *Solicitor*  
 TINA KOREN, *Treasurer*

## MEMORANDUM

**TO:** APPLICANTS FOR CERTIFICATE OF OCCUPANCY  
 FOR RESIDENTIAL SINGLE FAMILY – SALE OR RENT  
 FOR RESIDENTIAL MULTI-FAMILY – SALE OR RENT  
 FOR RESIDENTIAL MULTI-FAMILY – SALE OF BUILDING

**FROM:** WHITEHALL TOWNSHIP - BUREAU OF PLANNING, ZONING & DEVELOPMENT

**RE:** POINTS OF INSPECTION

Pursuant to the provisions of Chapter 5, Part 5 of the Codified Ordinances of Whitehall Township, all structures, prior to their sale or lease, must be inspected and a new *Certificate of Occupancy* issued prior to the new owner occupying said space/structure. The responsibility for this inspection lies jointly with the landowner, landlord, seller, or their agents, as well as the buyer. ***The fee for a SINGLE-FAMILY DWELLING is \$65.00. The fee for an APARTMENT UNIT is \$35.00.***

The following list identifies some of the items to be inspected in addition to the provisions of the applicable Township Codes to be checked by the Building Official as part of this inspection and is **NOT** intended to be an **absolute** list.

- a. Smoke detectors must be operational and exist on every floor level and each sleeping area, including bedrooms, habitable attics, and basements. Where required, detectors must be interconnected and have battery backup, if the house was constructed after 1993.
- b. Hand railings must exist on all stairways of 4 or more risers. Barriers may also be required on open stairways and/or platforms.
- c. Visible structural damage on chimneys, windows, or any other areas must be corrected. Any such visible damage or suspected structural damage will result in the recommendation to consult with a structural engineer for professional review. Broken or cracked windows must be replaced.
- d. Proper fire walls must exist on attached units between the units, these firewalls must extend from the ground to the roof. This includes attic areas – which must be inspected. Ladders must be provided for inspector access.
- e. There must be a minimum of 2 wall outlets per room, preferably located on opposite walls. Floor receptacles are not permitted.
- f. The bathroom must have one receptacle which is not part of a fixture. If a receptacle exists and is not part of a fixture, it does not have to be made into a Ground Fault Interrupter Circuit (GFIC) receptacle. However, if a new receptacle is required, it **MUST** be a GFIC.
- g. Outdoor receptacles are not required nor inspected as part of this resale/lease inspection.
- h. Visible electrical violations will be noted and must be corrected, such as missing wall cover plates, open junction boxes and open splices. Any unused openings in electrical box shall be closed. The status of the service line to the meter will be checked and must be in acceptable condition.
- i. Outside electrical service must not have worn or damaged service cable. Inside electrical panel will be checked for proper grounding and visible electrical violations, which must be corrected.
- j. Dryer venting must be to exterior of home or other approved method.
- k. Sewer, well or septic service is not inspected. However, if an outhouse is observed, it will not be permitted to remain. Cisterns may not be connected to the domestic water supply, and if unused, must be secured or abandoned.
- l. Closet lights, which are less than 12 inches from an overhead shelf must either be disconnected or replaced with a surface mounted or recessed incandescent fixture with a completely enclosed lamp, or a recessed fluorescent fixture.
- m. An oil burner shut off switch will be required at the top of basement steps; or on single level structures, outside the room containing the oil burner unit.

- n. A minimum 100-amp electrical service will be required.
- o. Chimney venting must be provided for high efficiency heaters in unlined chimneys for condensation.
- p. Street address must be properly displayed on exterior of house and be visible from the street with a minimum 4” high Arabic numerals and with a minimum stroke width of 0.5 inches.
- q. Windows in sleeping areas must be operational.
- r. Bathrooms must have at least one operational window or exhaust fan.
- s. Basement areas must have a concrete floor. Dirt floors are not acceptable.
- t. Hot water heater temperature and pressure valve must be piped to within 6 inches of the floor.
- u. The kitchen must have at least one GFIC receptacle and all receptacles within 6 feet of the sink must be GFIC protected.
- v. No multi flue usage will be permitted.
- w. Exterior structures and facilities will not be inspected. However, swimming pools must be made secure or removed.
- x. All interior and exterior property areas shall be in a clean and sanitary condition, and all areas must be made available for inspection. Prior to any certificate of occupancy being issued, all waste, debris and similar material shall be disposed of appropriately.
- y. CO detectors as required pursuant to Pennsylvania State Law for all units utilizing fossil-fuel burning heater or appliances or with an attached garage within vicinity of all sleeping areas.

In addition to the above, the following apply to: **RESIDENTIAL MULTI-FAMILY SALE OF THE BUILDING:**

- a. Smoke detectors in common and storage areas.
- b. Firewalls between units, where applicable.
- c. Firewalls from ground to roof, including attic areas.
- d. Stairways free of obstructions.
- e. Door locks – per code and operational.
- f. Door swing – egress – for occupancy loads of 50 or more.
- g. Door hardware, self-closures where applicable.
- h. Unobstructed passageways.
- i. Exit, emergency lighting, alarm bells.
- j. Elevator doors – closed tight.
- k. Neatness of storage areas, flammable liquid storage.
- l. Amounts, size, and status of fire extinguishers.
- m. Sprinkler system operation.
- n. Fire alarm system operation.
- o. Boiler/heating room cleanliness/ventilation.
- p. Wall or ceiling openings – closed.

Please be advised that this inspection is by no means comprehensive. It is merely a targeted safety inspection. Obviously, any concealed violations cannot be noted unless revealed or brought to the attention of the code official by the property owner. Detailed inspections may be obtained by the property owner through a private inspection service. ***However, these inspections may not substitute for the Township required inspection.***

**CONDITIONAL CERTIFICATE OF OCCUPANCY** (For “As is Sales”): There are certain guidelines for properties that have repairs that will not be completed by the time of settlement or those that have conditions attached, which would result in the issuance of a **conditional certificate of occupancy** acknowledging responsibility to meet compliance of occupancy requirements. **No occupancy is permitted until all required repairs have been inspected and approved.** A buyer or a seller acceptance form must be executed by the appropriate parties, be notarized, and returned to the Township with the additional fees as follows:

- **Residential Single Family:** \$65.00 *plus* \$100.00 DEPOSIT\* (Need 2 Separate Checks/Money Orders)
- **Residential Rental up to Five Units:** \$100.00 *plus* \$250.00 DEPOSIT\* (Need 2 Separate Checks/Money Orders)
- **Commercial:** \$250.00 *plus* \$500.00 DEPOSIT\* (Need 2 Separate Checks/Money Orders)

***\*DEPOSIT to be refunded upon issuance of clear Certificate of Occupancy if completed within the allotted time frame determined by the code official.***

For questions regarding Code items please call Whitehall Township Code Inspector, **James Murzdeck**, at 610-437-5524, Ext. 1133, or **Derek Woodis**, at Ext. 1123, or **Keycodes Inspection Agency** at 610-866-9663. For any other questions, please call 610-437-5524, Ext. 1138.

Thank you for your cooperation!