

NOTICE REGARDING C-O/PRESALE INSPECTIONS

As of March 23, 2020, due to the COVID-19 Pandemic Disaster declaration, and subsequent staff reductions and limitations, Whitehall Township suspended all certificate of occupancy/presale inspections. All transfers that occurred during this time were done without prejudice or endorsement by the Township, and any requests for inspection were returned as such, and options provided to the owner to reschedule when the suspension was lifted. Our records have documented this suspension period, and no property owner will be considered in violation of the ordinances during this time for failing to secure the typically required inspection and certificate.

However, please be advised that as a result of the Governor's May 19, 2020 order releasing Real Estate Transactions, The Bureau of Development will be re-starting the Certificate of Occupancy /Presales inspections over the next several weeks, as follows:

Commercial properties – Inspections and requirements for same resume immediately (May 19, 2020).

Single Family dwellings (including twins, townhouses and condominiums *not* within an enclosed structure) – Inspections will resume as of June 15, 2020.

Apartments and Condominiums *within* an enclosed structure – Inspections anticipated to resume as of July 20, 2020.

The annual nursing home inspections have been suspended indefinitely, and we look forward to scheduling possibly sometime in 2021.

Protocols have been established for scheduling and conducting these inspections which will be strictly followed and enforced which are available through the Development office or on the Township's website at www.whitehalltownship.org.

Inspections will be prioritized by date the request for same was submitted and real estate closing dates, and will be limited to the maximum number able to be reasonably processed daily by the Bureau as we are still operating on limited staff capabilities.

All commercial inspections will be conducted by Keycodes Inspections. Residential inspections will be conducted in-house by the Township, with assistance from Keycodes. Scheduling timelines will be adjusted as necessary as available personnel allows. All residential scheduling questions, for the present time, should be directed to James Murzdeck. Questions regarding commercial inspections should be directed to either Keycodes or Chris Gittinger.

TYPICAL FEES FOR INSPECTIONS ARE AS FOLLOWS (additional fees may apply for 'as is' sales or those requiring multiple re-inspections):

Residential:

Single Family/Twin/Townhouse/Condominium \$60.00
Apartments: \$30.00 per unit

Commercial:

\$60.00 for the first 1,000 s.f. or less, plus \$15.00 for each additional 1,000 s.f. or fraction thereof

Inspection Scheduling and Performance Protocol

Certificate of Occupancy Inspections

The following questions shall be asked prior to scheduling:

1. Does anyone involved in any of the process have a fever or flu-like symptoms or been in close contact (within 6 feet) with a person diagnosed with COVID-19?
IF yes, NO INSPECTION WILL BE SCHEDULED
2. Has the person that will accompany the inspector been in close contact (within 6 feet) with a person diagnosed with COVID-19?
If yes, NO INSPECTION WILL BE SCHEDULED
3. Is the unit presently occupied?
IF NO, then the inspection may be scheduled. All surfaces must be clean and unit must be free of all trash.
IF YES, NO OCCUPANTS CAN BE PRESENT DURING THE INSPECTION, and all surfaces and areas must be cleaned immediately prior to the inspection, all trash within the unit must be removed prior to the inspection.

Only one person can accompany the inspector during the inspection. **Masks must be worn at all times** by all parties during the inspection. If you cannot wear a mask, you must make alternate arrangements to have someone who CAN wear a mask accompany the inspector for the inspection.

No paperwork will be exchanged at the inspection. The inspector will need a valid email address where a copy of the inspection report will be emailed to, with a return receipt request. Inspection reports will be emailed within 72 hours of the inspection.

All certificates will be mailed to the applicant listed on the inspection request paperwork. Appropriate fees will be assessed to those requesting duplicate copies of same.

IF FOR ANY REASON UPON ARRIVAL THE INSPECTOR IS *NOT* CONFIDENT THAT ALL REQUIRED SAFETY PROCEDURES ARE BEING IMPLEMENTED OR IF THE UNIT IS OCCUPIED, OR IF MORE THAN ONE INDIVIDUAL IS PRESENT FOR THE INSPECTION, THE INSPECTION WILL BE CANCELLED, AND MUST BE RESCHEDULED BY THE REQUESTOR FOR A TIME WHEN ALL REQUIRED PROCEDURES CAN BE FOLLOWED.

THANK YOU IN ADVANCE FOR YOUR PATIENCE AND COOPERATION DURING THESE CHALLENGING TIMES.