

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 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 (WITHIN 10 MILES) MUST be completed for ALL rental properties:**

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

ADDRESS (No PO Box): \_\_\_\_\_

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

➡ **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

**Cash, Check or  
Money Order ONLY  
No Cards**

**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 & PAPERWORK REQUIRED FOR "AS IS" SALES. PLEASE CALL FOR DETAILS.**

Rev. 5/2023



# TOWNSHIP OF WHITEHALL



## 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 four or more risers. Barriers may also be required on open stairways and/or platforms. There shall be a landing or platform area for door swing over interior stairs.
- c. Visible structural damage to 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 two wall outlets per room, preferably located on opposite walls. Floor receptacles are not permitted unless they are compliant with the current version of the International Building Code.
- f. Any bathroom receptacles which are part of a fixture must be disconnected. Every bathroom shall contain at least one receptacle. All bathroom receptacles shall be GFCI protected.
- g. 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, and panel will be checked for proper grounding to water supply piping. The status of the exterior service line to the meter will be checked and must not have worn or damaged service cable.
- h. Every laundry area shall contain at least one GFCI receptacle without the use of an extension cord. All laundry receptacles shall be GFCI protected.
- i. The kitchen must have at least one GFCI receptacle and all receptacles within 6 feet of the sink must be GFCI protected.
- j. Dryer venting must be on the exterior of the 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. No multi-flue usage will be permitted.
- 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 & toilet rooms must have at least one operational window or exhaust fan vented to the exterior.

- 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 six inches of the floor.
- u. Plumbing fixtures shall not be in visible disrepair and/or inoperable condition.
- v. Exterior structures and facilities will not be inspected. However, swimming pools must be made secure or removed.
- w. 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.
- x. Each dwelling which uses a fossil-fuel-burning heater or appliance, fireplace, or an attached garage, must have an operational, centrally located and approved carbon monoxide alarm installed near the bedrooms and fossil-fuel-burning heater or fireplace, pursuant to Pennsylvania Act 121 of 2013, with respect to carbon monoxide detectors.

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 (CO)*** 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\*
- **Residential Rental up to Five Units:** \$100.00 plus \$250.00 DEPOSIT\*
- **Commercial:** \$250.00 plus \$500.00 DEPOSIT\*

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

For questions regarding Code items please call Whitehall Twp. 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!

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