

Borough of Souderton
31 West Summit Street
Souderton, Pa. 18964
215.723.4371
Fax 215.723.5569

USE & OCCUPANCY CHECKLIST
(Revised September 2007)

The Code Official will be inspecting each structure and property for the following life safety and zoning issues.

- Verify that current and/or proposed use of property complies with Souderton Borough Zoning Ordinance.
- Verify additions, sheds, decks, pools and other accessory structures conform to Zoning Regulations and Building Codes. Swimming pools must be enclosed with a minimum four foot (4') high fence.
- Residential Dwelling Units and Commercial Buildings are to be in a fair, habitable and useable condition, free from major building code violations; some of which may include the following:
 - Sump pump/basement drain cannot discharge into sanitary sewer
 - Working exhaust fans in non-vented bathrooms
 - Roof drains must not be connected to sanitary sewer
 - Smoke detectors on each floor and every bedroom
 - No exposed wiring
 - No exposed light bulbs in closet with shelves closer than 12"
 - Electric panel closed and filled with breaker or blanks
 - Outlet and switch plate covers in place
 - Fire separation walls in twins and row homes
 - Chimney and connections free from cracks
 - Wood stoves and fireplaces meet clearances and in good condition
 - Fire walls and fire doors between living space and garages
 - Required railings on stairs, porches and decks
 - Shrubbery and branches trimmed 7' over sidewalk
 - Entry door dead bolt to have thumb latch on inside
 - Egress windows in operating condition
 - Water heater pressure relief discharge pipe not more than 6" from floor
- Curb and Sidewalk must be in fair, level and walkable condition. The code official will determine and mark which severely deteriorated, broken and lifted curb and sidewalk pieces must be replaced. If the selling agent/owner cannot supply a contractor to do the work, the inspector will calculate and invoice the current owner (seller) for repairs. Any property not having curb and sidewalk will be required to install curb and sidewalk as a condition of occupancy. All repairs or replacements must be completed within six (6) months from the date of settlement.

Please schedule a Use & Occupancy Inspection at least 30 days prior to settlement to provide ample time to address and correct any deficiencies. Contact the Souderton Borough Office at (215-723-4371) between 8:30 a.m. and 5:00 p.m. to schedule inspections. There is a fee of \$60.00 payable to the Borough of Souderton.

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APPLICATION FOR USE & OCCUPANCY

NEW BUILDING RESALE CHANGE IN USE

PROPERTY INFORMATION

Property Address: _____ Block _____ Unit _____

Present Use of Property: _____

APPLICANT INFORMATION

Name (seller, agent): _____

Address: _____

Phone: _____ Cell: _____

CURRENT OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Cell: _____

BUYER INFORMATION

Name: _____

Mailing address will remain with this property unless Registered as a Rental Unit per Ordinance # 647 (see below).

Phone: _____ Cell: _____

Proposed Use: _____

SETTLEMENT INFORMATION

Title/Abstract Company: _____

Address: _____

Phone Number: _____ Fax: _____

Date of Settlement: _____

Contact Person for Inspection: _____ Phone: _____

APPLICANT IS RESPONSIBLE FOR SUBMITTING THE \$60.00 FEE AND SCHEDULING THE INSPECTION WITH THE BOROUGH. FAILURE TO SHOW FOR AN INSPECTION WILL RESULT IN RESCHEDULING AND ADDITIONAL FEE. THE APPLICANT/OWNER SHOULD REVIEW THE ATTACHED CHECKLIST BEFORE CALLING FOR INSPECTION. **RENTAL UNITS ARE REQUIRED TO BE REGISTERED AND LICENSED BY THE BOROUGH, ADDITIONAL FEES APPLY.**

Signature of Applicant: _____ Date: _____