

Borough of Souderton

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

USE & OCCUPANCY CHECKLIST

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 with self-latching gates.
- 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:
 - Sewer hook-ups (basement open drains are not permitted)
 - Sump pump/basement drain cannot discharge into sanitary sewer
 - Heater and flue maintenance certification required to be posted on equipment
 - Chimney and connections free from cracks
 - Wood stoves and fireplaces meet clearances and in good condition
 - Electric panel and service sealed and closed and filled with breaker or blanks
 - Stairway illumination
 - No exposed wiring or open boxes
 - No exposed light bulbs in closet with shelves closer than 12"
 - Outlet and switch plate covers in place
 - GFIC receptacles are required in kitchens bathrooms garages and outdoor locations
 - Water heater pressure relief discharge pipe not more than 6" from floor
 - Egress windows in operating condition
 - Two means of egress for below grade level sleeping rooms (stair to first floor and direct to outside either egress window or door) (Bilco doors are not consider to be used as an exit door)
 - Dead bolt thumb latch on inside of door (keyed locks not permitted)
 - Smoke detector in each bedroom and in hallway outside of sleeping room one on each floor including basement and attic.
 - Carbon monoxide detector outside of sleeping room in hallway outside of sleeping room one on each floor including basement attached garages and where fossil fuel appliances located
 - Fire extinguisher (at least 1 is required inside of all dwellings and accessible to the occupant
 - Required interior and exterior railings on stairs, porches and decks continuous handrail is required on flights of stairs
 - Working exhaust fans in non-vented bathrooms
 - Roof drains must not be connected to sanitary sewer
 - Fire separation walls in twins and row homes
 - Fire walls and fire doors between living space and garages

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- Property maintenance (trash, paint, gutters, downspouts, walkways and structure is in good repair
- Unit address No. posted on exterior of building (min. 4")
- Shrubbery and branches trimmed 7' over sidewalk

- 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.payable to the Borough of Souderton.

- **APPLICANT IS RESPONSIBLE FOR SUBMITTING THE FROM THE FEE SCHEDULE 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.**