

CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

Once construction is complete, a Certificate of Occupancy is required **BEFORE** the property is transferred from the builder/developer or occupied. Call the Zoning Officer at (610) 759-7197 at least 48 hours prior to the time you, the applicant, are requesting a Certificate of Occupancy, to schedule an appointment.

The following requirements must be met and supplied at time of application:

- Completed CO Application with the required \$50 fee
- Moving Permit (Contact Tax Collector, Nicole Simeti Bitting (484) 635-9415)
- Approval to cover signature from the SEO on the Sewage Permit
- An engineer's verification form must be completed and sealed by licensed professional engineer or surveyor to show that the project complies with the grading/site plan requirements as shown on the individual grading plan. (Engineers verification forms are available upon request from the Township.)
 - Drywell, Raingarden or alternate stormwater impoundment Installed
 - Driveway is at least 10 ft. from property line and meets the Township swale requirements
 - Final grading and seeding. If the weather does not permit final grading and seeding a Temporary CO can be issued (security required)
- Approved UCC Certificate of Occupancy from the Inspection agency
- Property Address displayed in location clearly visible from the street with 4-inch high numbers on a 6"x18" reflective sign as indicated in Ordinance 2010-01.
- All of the required paperwork must be submitted together with the check. **No piecemeal submissions or partially complete applications will be accepted.**

IMPORTANT NOTICE

Bushkill Township has adopted Ordinance 1990-02 regulating and prohibiting littering, outdoor storage of materials, and providing penalties for violation of this Ordinance (\$1,000.00). Be sure that your contractor and subcontractor(s) store construction debris material in an enclosed container to avoid adding to your costs.

Recycling is mandatory in Bushkill Township. If you are a new homeowner, 32 gallon containers are available at the Municipal Building, 1114 Bushkill Center Road. One container per household.

*Application for Certificate of Occupancy or Use for
Bushkill Township*

Applicant _____

Applicants Address _____

Location for Certificate of Occupancy _____

New Owner _____

Owner's address _____

Zoning District _____

Proposed Use of Structure or Land _____

Fee Required _____

Date _____ Applicants Signature _____

Please see the CO checklist for the required items and fee to acquire a CO from Bushkill Township

A Bushkill Township issued Certificate of Occupancy is required prior to the Occupancy of any new dwelling. (B.T.Z.O. Sec.106.I)

Engineers Verification Form

PROPERTY OWNER _____ DATE _____

ADDRESS _____

The undersigned (Professional Engineer) (Surveyor) has conducted a field investigation to determine "as built" conditions upon the above referenced property, and certifies that this site was developed in accordance with the following:

	YES	NO*
The site has been developed in accordance with Grading Plan	_____	_____
12:1 Min. slope away from dwelling for minimum or 8 feet	_____	_____
Minimum 6 inch reveal from top of foundation wall to adjacent grade	_____	_____
Size and location of the improvements are in accordance with Grading Plan:		
Dwelling	_____	_____
Sewage System	_____	_____
Well	_____	_____
Storm Water Impoundment	_____	_____
Accessory Structure(s)	_____	_____
Swales, drainage facilities in accordance with Grading Plan	_____	_____
Lot is fully stabilized, including seeding	_____	_____

*COMMENTS:

Professional Engineer or Surveyor: _____

Seal: