

## **BOROUGH OF RED HILL**

56 WEST 4<sup>TH</sup> STREET

RED HILL, PA 18076

Phone: 215-679-2040 - FAX: 215-679-0527

www.redhillborough.org - info@redhillborough.org

### **GENERAL INFORMATION FOR OCCUPANCY PERMITS**

#### **PLEASE READ BEFORE COMPLETING APPLICATION**

**FEES** - Inspection fee **\$150**. Except for those not responsible for sidewalks (Creekside Village, Preston Court, Red Hill Estates, The Upper Perkiomen Manor, and The Villas) the fee is **\$100**.

**Allow 15 business days from receipt of application and payment** to receive your permit provided there are no violations. If violations are found, then temporary permits are issued depending upon the type of violations. If the violation(s) does not make the property unfit for human habitation, then a temporary occupancy permit is issued, and the purchaser has 12 months to correct the violation(s). If the violation(s) makes the property unfit for human habitation, then a temporary access permit will be issued, and the purchaser has 12 months to correct the violation(s).

If sidewalks are one of the items that require work, you will receive a separate letter detailing the work that needed to be completed. All sidewalks and curbs must be in compliance with the current borough code, an inspection of the sidewalk will be performed, and you will be notified within **Ten (10)** business days of that inspection as to whether sidewalk work is needed.

The Upper Montgomery Joint Authority (UMJA) requires a sewer lateral inspection. To arrange an inspection, please call them directly at 215-679-5133.

**An application is not considered complete until all information is provided, the fee is paid, and the form is signed and dated.**

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**APPLICATION FOR USE & OCCUPANCY PERMIT**

**PROPERTY ADDRESS:** \_\_\_\_\_

Residential       Non-Residential       Mixed Use

Proposed Use:  Owner Occupied     Rental (rental registration required)

**SETTLEMENT DATE:** \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Phone # & Email: \_\_\_\_\_

Realtor Name & Agency: \_\_\_\_\_

Phone # & Email: \_\_\_\_\_

**BUYER INFORMATION (Required)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Realtor Name & Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT:**     Seller Realtor     Property Owner     Buyer Realtor     Buyer

Applicant Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**BOROUGH USE ONLY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# USE & OCCUPANCY INSPECTION CHECKLIST

The following items are what is inspected during a Use & Occupancy inspection. All the items and information listed is required by and can be found in §27-802.2.D of the Borough's Zoning Ordinance.

## EXTERIOR

- Gutters and downspouts in working condition with no blockages.
- All sidewalks and curbs must comply with Chapter 21 Part 2 of the Borough Code.
- No broken windows.
- Stairs and porches over 30" aboveground have guardrails.
- Guardrail requirements:
  - 36" height on open porches
  - 34" height on stairs
  - 4" maximum spacing between posts
- No tall grass or weeds or accumulation of trash
- Swimming Pools:
  - Above-Ground Pools must have minimum 4' high walls
  - In-Ground Pools must have at least a 4' high fence with a self-closing gate and maximum 4" spacing between posts.

## ELECTRICAL

- Proper grounding of panel box and outlets.
- No exposed or dangerous wiring.
- No missing covers on receptacles, switches and junction boxes.
- Breakers are labeled on the panel box.
- Open slots on the panel box are sealed or capped.
- Light switches at bottom and top of stairways (*except for basements*).
- Outlets are present in all habitable rooms.
- Vents above stoves are present and operational.
- GFCI protected receptacles are required for the following:
  - All bathrooms
  - Garages
    - (*Except where the receptacle is not readily accessible*)
  - Receptacles installed outdoors.
  - Crawl spaces at or below grade level (*as applicable*).
  - Unfinished basements
    - (*Except where not readily accessible*)
  - Along countertop surfaces that serve appliances, including within 6' of the outside edge of a wet-bar sink. Receptacle shall not be installed face up.
  - When serving a hot tub or spa.
  - All pools.

***Please note that notwithstanding the above, when the existing wiring is incompatible with the installation of GFCI outlets, the existing wiring shall be certified with a notation on the certificate that substandard wiring is present. (§27-802.2.D(1)(b)(18))***

# USE & OCCUPANCY INSPECTION CHECKLIST

## FIRE PROTECTION & SAFETY

- Smoke detectors on each level of the house and in each bedroom.
- Fire separation between the building and attached garages are present.
- All windows are operable and openable. (*Window size is not applicable*)
- Thumb latched deadbolts for doors.
- Continuous railing for all staircases.
- CO detectors within 15' of the bedrooms and any fuel burning appliance (2013 act 121)

## PLUMBING & HEATING

- Pressure relief valve for hot water heat within 6" of the floor. (*rigid pipe only*)
- No leaks at the faucets and taps.
- Toilets properly functioning.
- Heat is provided to all habitable rooms.
- Window or vent fan ventilation in bathrooms.
- Proper ventilation for dryers:
  - *Vented directly outside and no ducts shall be concealed in walls.*
- Gutters, sump pumps, floor drains not connected to the public sewer system.