

IVYLAND BOROUGH

991 Pennsylvania Ave., Ivyland Pa. 18974 215-675-0110 - fax 215-675-8553

Directions for Certificate of Occupancy

1. Complete the enclosed Application for Certificate of Occupancy.
2. Have your own Contractor fill out the attached Heater and Chimney Certifications.
3. Schedule Electric Inspection with contractor of your choice.
4. Contact the Warminster Municipal Authority to schedule a water & sewer property inspection at least 10 business days prior to settlement. These inspections are scheduled for Tuesdays and Thursdays. To schedule an inspection, please use this contact information.
Phone: 215-675-3301 Option #2.

RESIDENTIAL APPLICATION FEE:	\$100.00
REINSPECTION FEE:	\$30.00
COMMERCIAL FEE:	\$250.00

When all inspections are completed please call Barry Isett & Associates at 610-721-1259 or 267-370-0405 to schedule your final inspection with the Ivyland building inspector AT LEAST 10 DAYS prior to settlement if selling - if renting AT LEAST 10 DAYS prior to occupancy. In order to process we need the above completed items and a check for \$100.00 (RESIDENTIAL) or \$250.00 (COMMERCIAL).

4. PLEASE NOTE - Ordinance 2001-5 requires all Ivyland Borough property owners to file a TENANT REGISTRY form with the Borough office. If the property is a rental it is the responsibility of the owner to keep the form current as renters change. If the property is owner occupied, the form MUST still be filled out - RESIDENT SECTION ONLY - signed and returned to the above address.

WE THANK YOU FOR YOUR COOPERATION

IVYLAND BOROUGH OFFICE HOURS:

Monday thru Friday 10:00 a.m. - 2:00 p.m.

Borough of Ivyland
991 Pennsylvania Avenue, Ivyland, PA 18974
215-675-0110 info@ivylandborough.org

Application for CERTIFICATE OF OCCUPANCY

INSPECTIONS REQUIRED

Required prior to sale, leasing or rental of any business or residential property or unit within Ivyland Borough under Ivyland Borough Ordinance 2001-5.

(Circle One)

Name of Owner/Seller: _____

Address of Owner/Seller: _____

Phone No.: _____

Name of Tenant/Buyer: _____

Address of Tenant/Buyer: _____

Phone Number of Tenant/Buyer: _____

Address of Property: _____, Ivyland Borough
(include apartment or unit number, if applicable)

Tax Map Parcel #: _____

Type of Property: _____

☐ Residential ☐ Fee, \$100.00 per Dwelling or Rental Unit ☐ Single Family

☐ Apartment ☐ Multi-family ☐ Other ☐ Non-Residential/Business ☐ Fee\$250./unit

Type of non-residential or business use: _____

GRANT OF CERTIFICATE:

Date: _____ Signed: _____ Date of Inspection: _____

Printed Name and Title: _____

Council Members:

Chuck Bristow, Chris Branchide, Salvatore DiPaolo, Chris Finello, William Linwood, Matthew Piotrowski, J. Todd Savarese

EQUAL OPPORTUNITY EMPLOYER

Complimentary List of
ELECTRICAL INSPECTION AGENCIES
Furnished by the
Borough of Ivyland
DEPARTMENT OF LICENSES AND INSPECTIONS

991 Pennsylvania Avenue
Ivyland, PA 18974

Barry Isett & Associates	2325 Heritage Center Drive Suite 315 Furlong, PA 18925	267-454-2260
Burns Electrical Inspection Service, Inc.	302 E. Pennsylvania Blvd. Feasterville PA 19053	215-364-7802
Code Inspections, Inc.	605 Horsham Road Horsham, PA 19044	215-672-9400
First PA Inspections, Inc.	P.O. Box 124 Warminster, PA 18974	215-674-2355
Grill 1 Inspections	752 Sycamore Avenue Southampton, PA 18966	215-364-5758
Liberty Inspection Group	67 Buck Rd. B-39 Huntingdon Valley, PA 19006	215-778-3118
Middle Atlantic Electrical Inspections	302 E. Pennsylvania Blvd. Feasterville, PA 19053	215-322-2626
Middle Dept. Inspection Agency, Inc.	404 W. Ridge Pike Suite 200 Conshohocken, PA 19420	215-244-1919
United Inspection Agency, Inc.	P.O. Box 3361 Ambler, PA 19002	215-542-9977

Other Certified Third-Party Electrical Inspection Agencies can be found on the Pennsylvania Department of Labor & Industry website: www.dli.state.pa.us

**This alphabetical list is being provided as a courtesy to residents only.
Residents may utilize the electrical underwriter of their choice.**

**IVYLAND BOROUGH Does not endorse or
recommend any contractor.**

Borough of Ivyland

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Heater & Chimney Certification Form

Homeowner: _____

Property Address: _____

Date of Certification: _____

CONTRACTOR SUBMITTING CERTIFICATION INFORMATION:

Contractor: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Name of Anti-Siphon/Oil Safety valve: _____

Safety Switch: ☐ Yes ☐ No ☐ N/A

CHIMNEY

	Yes	No	N/A
Is chimney clean and in good condition?	☐	☐	☐
Is there a flue liner?	☐	☐	☐
Does chimney need a flue liner?	☐	☐	☐
Is flue liner in safe working order?	☐	☐	☐
Is flue connection at chimney sealed?	☐	☐	☐
If not, why? _____			
Is a chimney scan necessary?	☐	☐	☐
Is flue draft acceptable for operation of heater?	☐	☐	☐
Does Chimney pass for certification?	☐	☐	☐
Does Chimney installation and operation meet International Mechanical & NFPA Code requirements?	☐	☐	☐

This certification includes heater and chimney. If chimney is not included, a chimney contractor must submit a separate certification for chimney.

This form must be returned to:

Ivyland Borough
991 Pennsylvania Avenue
Ivyland, PA 18974

The Certificate of Occupancy or Use & Occupancy will not be issued without this form.

Name & Model of Heater: _____

Type of Heater: ☐ Gas ☐ Oil ☐ Propane
Other _____

Kind of Heat: ☐ Hot Water ☐ Hot Air
Other _____

Type of Ignition: _____

Fuel Tank Location: (if applicable)
☐ Inside ☐ Outside ☐ Underground ☐ NA

Are jets and pilots firing properly?	☐	☐	☐
Are jets, pilots and burners clean and safe for operation?	☐	☐	☐
Heat Exchanger in good condition?	☐	☐	☐
Clearance around heater acceptable?	☐	☐	☐
Distance between top of heater and bottom of ceiling joists must meet NFPA & International Mechanical code standards. Does this heater meet requirements?	☐	☐	☐
Heater must be clean for certification. Is the heater clean?	☐	☐	☐
Is the heater safe and in satisfactory working order?	☐	☐	☐
Does heater installation and operation meet International Mechanical & NFPA Code requirements?	☐	☐	☐
Does Heater pass for certification?	☐	☐	☐

Contractor Signature: (required) _____

Date: _____

TENANT REGISTRY

DIRECTIONS

PLEASE NOTE: Ordinance **1990-4** requires all Ivyland Borough property owners to file a **TENANT REGISTRY** form with the **BOROUGH OFFICE**. If the property is a rental, it is the responsibility of the owner to keep the form current as renters change. If the property is owner occupied, the form **MUST** still be filled out **RESIDENT SECTION ONLY** and returned to the address below.

IVYLAND BOROUGH OFFICE
991 PENNSYLVANIA AVENUE
IVYLAND, PA. 18974

215-675-0110

IVYLAND BOROUGH OFFICE HOURS:
Monday thru Friday 10:00 a.m. to 2:00 p.m.

WE THANK YOU IN ADVANCE FOR YOUR CO-OPERATIION.

TENANT REGISTRY FOR OCCUPANCY

Name of Property Owner _____

Property Address _____

Tax Parcel Number _____ Date _____

Phone Number _____ Cell _____ Fax _____

IF OWNER OCCUPIED LIST ALL RESIDENTS 18 OR OLDER RESIDING AT THE ABOVE ADDRESS

Resident's Name _____

Resident's Name _____

Resident's Name _____

IF PROPERTY IS A RENTAL PLEASE LIST ALL TENANTS 18 YEARS OR OLDER

1. Tenant's Name _____
Apartment or Unit Number _____ Phone Number _____

2. Tenant's Name _____
Apartment or Unit Number _____ Phone Number _____

3. Tenant's Name _____
Apartment or Unit Number _____ Phone Number _____

4. Tenant's Name _____
Apartment or Unit Number _____ Phone Number _____

Please return the completed form to:

Borough of Ivyland, 991 Pennsylvania Avenue Ivyland, PA 18974

WE APPRECIATE YOUR COOPERATION – THANK YOU