

\_\_\_\_ RESALE INSPECTION

\_\_\_\_ RENTAL INSPECTION

**Valley Township**

890 West Lincoln Hwy., PO Box 467, Coatesville, PA 19320  
610-384-5751 Fax 610-384-2746

**Use & Occupancy Transfer-Residential**

Zoning District: \_\_\_\_\_

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

APPLICANT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

**CURRENT OWNER INFORMATION:**

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

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**NEW OWNER /LEASEE INFORMATION:**

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

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**REALTOR INFORMATION:**

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Settlement date: \_\_\_\_\_

**RESIDENTIAL PROPERTIES ONLY**  
Fees: Resale: \$50.00 Rental: \$40.00

Owner Occupied   
Rental  (Requires rental application)

**RESIDENTIAL DWG. TYPE:**

Two Story  Townhome   
Bi-Level  Ranch   
Cape Cod

Township utilities paid in full  Trash \_\_\_\_\_ Sewer \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE – OFFICE USE ONLY**

PERMIT # \_\_\_\_\_ APPROVED \_\_\_\_\_ FEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**REMARKS**

Please contact the Codes Department at 610-384-5751, Extension 14 to schedule the inspection. Thank you!

**SCHEDULING OF APPOINTMENTS FOR INSPECTION ARE THE RESPONSIBILITY OF THE APPLICANT. THE APPLICANT (AGENT) NAMED ON THIS DOCUMENT UNDERSTANDS THAT SETTLEMENT (TRANSFER OF OWNERSHIP) SHALL NOT OCCUR PRIOR TO OBTAINING THE CERTIFICATE OF USE & OCCUPANCY.**

If settlement does not occur within six (6) months of the approval date of certificate, the certificate will be invalid and another certificate will be required.

**VALLEY TOWNSHIP**  
**DEPARTMENT OF CODE ENFORCEMENT**  
**P.O. Box 467 – 890 West Lincoln Highway, Coatesville, PA 19320**  
**610-384-5751 Ext 14 – Fax 610-384-2746**

**INSPECTION CHECKLIST**

Resale \_\_\_\_\_

Rental \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_ Lot # \_\_\_\_\_

***THIS LIST IS NOT ALL INCLUSIVE ~ ~ ~ ~ ~ THIS IS NOT THE USE & OCCUPANCY PERMIT***

**Basement**

- \_\_\_ Smoke Detector
- \_\_\_ Handrail/Guardrail on stairs
- \_\_\_ Heater Certification (gas / oil)
- \_\_\_ Drip leg for water heater (6" or less from floor)
- \_\_\_ Sump pump not connected to sewer
- \_\_\_ Water meter not obstructed
- \_\_\_ Emergency switch at top of stairs (gas/oil heater)
- \_\_\_ Backflow and pressure reducing valve Installed at water meter
- \_\_\_ Water meter working properly
- \_\_\_ Water meter Serial # \_\_\_\_\_
- \_\_\_ Water meter Radio # \_\_\_\_\_

**2<sup>nd</sup> Floor**

- \_\_\_ Smoke detectors in all bedrooms and hallways
- \_\_\_ Handrail/Guardrail on stairs
- \_\_\_ Toilet working properly (water level set correctly)
- \_\_\_ Sinks and faucets working properly (no leaks)

**1<sup>st</sup> Floor**

- \_\_\_ Smoke Detector
- \_\_\_ Garbage Disposal working properly
- \_\_\_ GFIC at all outlets (6' from water)
- \_\_\_ Toilet working properly (water level set correctly)
- \_\_\_ Hot water set correctly (+/- 120 degrees)
- \_\_\_ Sinks and faucets working properly (no leaks)
- \_\_\_ Handrail/Guardrail on stairs

**Miscellaneous**

- \_\_\_ Water test (on-site well)
- \_\_\_ 4" Address Numbers on house and both sides of mailbox
- \_\_\_ Sidewalks in good condition
- \_\_\_ All egress doors must be readily operable from inside without keys
- \_\_\_ Screens in all operable windows
- \_\_\_ All operable windows and doors to be working properly
- \_\_\_ Downspouts and gutters installed properly
- \_\_\_ Recycling tote (Resale/Rental) # \_\_\_\_\_
- \_\_\_ All Building/Zoning Permits must be closed out.
- \_\_\_ All Valley Township Billing must be up-to-date.

***Where to send Use & Occupancy Permit:***

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

**Additional Inspection Comments:**

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

All items must be completed prior to settlement. You must allow up to five (5) business days for the release of the Use and Occupancy Permit per Act 45 of the International Residential Code. Three (3) business days are required for all re-inspections. Please call 610-384-5751 ext. 14 to schedule all inspections.

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Authorized Agent for Seller/Buyer/Owner